

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:00 noon. Commissioners present were Paul Ingersoll and via telephone, Lucien Langlois and ex-officio member Mayor Paul Grenier. Absent from this meeting was Commissioner Paul Poulin. Also in attendance were Superintendent Carrigan, General Foreman Steve Lefebvre and Lynne C. Lessard.

There was neither Public nor Board Comments.

It was moved by moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file, the Minutes of July 21, 2017.

Under the Berlin Water Works Monthly Status Report dated August 11, 2017, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment System Status:
 - a. The Brown Farm Well was run for three days in the month of July. We used the generator while the filter was down. Superintendent Carrigan said the generator was used so as not to spike the demand of electricity for the month. He also did an analysis with natural gas vs electricity. Based on his calculations, it is worth running the generator for under four days (if longer then use electricity) that is because electric demand has been satisfied for the month and it would be less cost effective to burn the natural gas for the generator.
 - b. The Clarifier #2 and Filter #2 were cleaned. Also 240 gallons of caustic and 150 gallons of chlorine were used. We ran the Brown Farm Well while the filter was down using the generator power so as not to spike the electrical demand for the month.
 - c. Staff is using the brush hog purchased last year to mow the access road and pipeline areas at the plant.
 - d. The Hydro mechanical seal has started leaking again. After communications with SOAR Technologies, they accepted responsibility for the faulty part and have agreed to pay for the repair and we are waiting for letter to proceed.
2. Distribution System & Compliance Status:
 - a. Water supplied into the distribution for July averaged 1.64 MGD. The Ammonoosuc Plant produced 1.56 MGD and Brown Farm Well was .08 MGD (3 days)
 - b. Burgess Bio average usage for July was 860,238 GPD
 - c. There were no main line or service line repairs for July.
 - d. Five curb stops were repaired for the month of July.
3. Water Meter Replacement & Backflow Preventor Status:
 - a. Eleven backflow devices were tested in July.
4. Office System/Building Upgrades & Personnel Training Status:
 - a. We are back collecting data in Zone II for the GIS NHDES Asset Management Grant. We have hired a part time temporary employee that has extensive in surveying and mapping.
5. Cost Reduction/New Income/Improvements & New Customer Status:
 - a. The total solar generation for July was 3.22 MWH.

- b. BWW has sent the second quarter meter reading to Revolution Energy LLC for the 2017 solar carbon credits.
 - c. The staff has pressure washed and painted six of the 1,000 gallon propane tanks and one 500 gallon tank. We were able to obtain one more 125 gallon tank. The 125 gallon tanks from the pump stations will be moved for the shop for testing and paint the ones that are still usable. Superintendent Carrigan contacted Terry Roderick for testing.
6. Safety/Personnel/Other Status:
- a. The two new Ford-150 pickup trucks were ordered and expected delivery is in September.
 - b. Andrew Sharpe, our Project Engineer, will be writing an article in the New England Water Works Association Journal on Berlin Water Works Transformational Management Practices it has implemented including the Solar and Hydro Projects. Previous Superintendent Roland Viens and Andy had given a presentation to the NEWWA in April 2014, along with the invitation to speak; Andy had agreed to write the article. Also the New Hampshire Water Works Association has asked Andrew Sharpe to write an article discussing the "Green Energy Projects" (Solar & Hydro) undertaken by the Berlin Water Works. The Superintendent reviewed several charts/graphs that will be used in Andy's presentations and the two that stood out the most were the Berlin Water Works Water Line Break History and the Comparison of Water Produced & Billed. The Chair basically said that the New England and New Hampshire Associations must be impressed with the Berlin Water Works to recognize and include BWW in their articles.
 - c. July 14, 2017, we received a memo from the City Planner for a Notice of Public Hearing – Berlin Planning Board for a Site Plan for a Commercial Excavation Permit/Gravel Pit Expansion on land owned by Granite State Landholding, LLC involving property located on Jericho Road/NH Route 110. The Superintendent said that we were notified because the parcel of land abuts BWW's/City land at the Ammonoosuc Treatment Plant and we found that there should not be any impact to our property.
 - d. BWW has not had a Lost Time Accident in the last 1,041 days.
 - e. Included with our recent water bill mailings, we included a flyer for Berlin Water Works Asset Management. One customer from Countryside Avenue wrote a thank you note for the flyer on the Asset Management reflecting levels of service and data collection – very informative. It continues with "We are very fortunate in Berlin to have a well-run water operation at a reasonable cost to your customers. Keep up the great work!"

It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor, to place on file, the Berlin Water Works Monthly Status Report dated August 11, 2017.

It was moved by Commissioner Ingersoll, seconded by Mayor Grenier, with all in favor, to accept and place on file, the Cashier's Report for the month of July, 2017.

Under Old Business:

- a. **Project Status:** We had a progress meeting on July 18, 2017 with Andy Sharpe our Project Engineer, Lee Carroll – Electrical Engineer, Dave McLean from GeoInsight, Steve Lefebvre, Donny Labrecque & Superintendent Carrigan.
1. **Brown Farm Back-Up Well Status:** The 48-inch outer casing is installed and the 36-inch inner casing was being installed on Tuesday July 18th. The 36-inch diameter casing was completed on July 19th. Soil samples were taken to Layne's NY facility on Monday and a sieve analysis was performed. From the analysis, we ordered the dual screen. Lee Carroll completed the electrical design and bids were sent to three local contractors. Another construction meeting will be held on August 22 with a pre-bid meeting for the Brown Farm Well electrical contract. We also ordered the Pump/Pit less Adaptor with a 2-month delivery date in the amount of \$77,330.00 from Layne. We contacted the resident on Riverside Drive to ask him if he would like to have his well monitored during our five day pump test. The resident found that it was not necessary and signed the waiver.
 2. **Hillside Avenue Status:** We finished Hillside yesterday. We had moved the crews from Willow to Hillside to do the last section from Spruce to Cedar because we had problems with the Komatsu excavator & hammer on Willow Street and had 150' of ledge to remove before we could start to lay pipe.
 3. **Willow Street Status:** Crews were moved back down to Willow Street as the hammer was repaired. We are digging from Pine St. to State Street. We have three services left to work on. We are trying to finish by school opening but in the event we have a delay, the school system will be notified.
 4. **Marston School Status:** The walkway and playground have been completed. City Manager Wheeler spoke to Superintendent Carrigan stating that the City is interested in purchasing an Infrared Paver and would be seeking prices. He asked the Superintendent if BWW would be interested in splitting the purchase with two other City Departments. It will be discussed further once a price has been established. The City will have a demonstration at Marston School using this technology next week because they noticed puddles after the project had been paved.
- b. **Pre-Application of NH State Revolving Loan – Status:** Superintendent Carrigan received an e-mail letter dated July 25th, 2017 from NHDES regarding the Pre-Application Project Priority List. BWW placed 14th out of twenty-one for eligibility in the amount of \$1.5m with a minimum forgiveness of 15% which is \$225,000. We have not received an official letter outlining the next steps in the process for obtaining project funds. Superintendent Carrigan said that these funds would take about two construction season to spend the loan. It was moved by Commissioner Ingersoll, seconded by Mayor Grenier, with all in favor, to allow the Superintendent to proceed.
- c. **Wood Chipper Status:** After review and discussion, it was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor, to purchase the WoodMaxx 9" PTO Wood Chipper, made in the USA in the amount of \$4,990.00 and another \$600.00 for additional parts for a total of \$5,590.00. It was moved by Mayor Grenier, seconded by Commissioner Ingersoll to waive the bid process procurement as the unit itself is under \$5k.

- d. Job Posting – Status: The Berlin Water Works will be posting a position opening Dated August 17, with expiration of posting dated August 31, 2017. The Job Title is Mechanic Utility Person In-Training. We will post in the Union Shops and also advertisement in the paper. We will use the employment office for assistance.

There was no other old business to discuss.

Under new Business:

- a. It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to approve payment of NHSRL #7 in the amount of \$102,244.86 due October 1st, 2017.
- b. It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor, to approve payment of NHSRL #10 in the amount of \$91,381.35 due October 1st, 2017.
- c. There was no Other & Communications to discuss.

The Board agreed to hold their next regularly scheduled meeting on September 20, 2017 at their 55 Willow Street facility at noon.

There were no Public-Board comments.

The Board did not enter into a non-public session.

There being no further business to come before this meeting, it was moved by Mayor Grenier, seconded by Commissioner Ingersoll with all in favor to adjourn this meeting.

The meeting did so adjourn at 12:45 pm.

A True Record:

Attest:


Paul Ingersoll, Acting Clerk of the Board