

September 20, 2017

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

There was neither Public nor Board Comments.

It was moved by Commissioner Langlois, seconded by Mayor Grenier, with all in favor, to accept and place on file, the Minutes of August 16, 2017.

Under the Berlin Water Works Monthly Status Report dated September 15, 2017, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment Systems Status:
 - a. The Brown Farm Well was not run last month.
 - b. EII Instrumentation Services were on site to calibrate our Venturi Flow Meters at the Brown Farm Well and the two filters at the Ammonoosuc Treatment Plant, as part of the water conservation plan for the Large Ground Well Water Permit for the well project.
 - c. Soar has agreed to replace the hydro mechanical seal and wanted three other machine shop proposals. The Superintendent provided the information of local contractors and Soar will decide on which vendor will be awarded the repair work.
2. Distribution System & Compliance Status:
 - a. There have been no main like breaks this year.
 - b. All water supplied into the distribution system for August was provided by the Ammonoosuc Plant at 1.62 MGD.
 - c. August daily wasted sludge flow to the City Pollution Control Facility was 220,472 GPD.
 - d. Burgess Bio averaged 834,623 GPD in August.
 - e. During the month of August, there were no main line or service lines repairs. Crews repaired two broken curb stops.
3. Brown Farm Backup Well funded by BWW Capital Improvements Status:
 - a. Payments were disbursed to both Geo-Insight and Andy Sharpe in the amount of \$10,039. Total disbursements for this project are at 41% leaving a balance of \$236,883.
4. Water Meter Replacements & Backflow Preventers Project Status:
 - a. Two backflow preventers, three radio read and 3 iperl meters were installed in August.
 - b. No backflow devices were tested in August.
5. Office System & Building Upgrades & Personnel Training Status:
 - a. We have completed Zone I and are working on Zone II for the GIS mapping as part of the Asset Management Grant. We currently have two employees assigned to the project when scheduling permits.

- b. Luis Adorno of the NHDES Drinking Water & Ground Water Bureau has asked BWW to give a 40 minute seminar on "Tools for your Tool Box" CMMS software (People GIS) at the Asset Management "The Next Dimension" workshop on November 02, 2017 in Concord. Donny Labrecque will be the presenter at the seminar representing BWW.
6. Cost Reduction/New Income/Improvements Status:
 - a. August Water Sales for our 47 monthly accounts were \$119,225 and Burgess \$64,894.00
 - b. Total solar generation for August 3.22 MWH. This is the third month BWW has not had to use electrical energy and 134 KWH have been carried forward.
 - c. Four of the 125 gallon propane tanks were pressure tested by Terry Roderick and two failed. He has enough used tanks for purchase to cover our needs.
7. Safety/Personnel/Other Status:
 - a. The two pick-up trucks will be delivered on Friday 09/22/17.
 - b. BWW has not had a Lost Time Accident in the last 1,077 days.

It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor, to accept and place on file, the Berlin Water Works Monthly Status Report dated September 15, 2017.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file, the Cashier's Report for the month of August, 2017. After January 2018, when the majority of the FY payments are made for debt repayment, Superintendent Carrigan will re-visit finances to discuss the possibility of early pay-down on remaining debt.

Under Old Business:

- a. Project Status: We held our construction progress meeting on August 22, 2017 with our Project Engineer Andy Sharpe, Electrical Engineer Lee Carroll, and Dave McLean from Geo-Insight. Also present was the Superintendent, Steve Lefebvre & Donny Labrecque. For this past construction season, crews have installed 1,324 linear feet of water main and 607 service lines. We still have three full time temps and three part-time temps working. All the five summer students have left for college.
 1. Brown Farm Back-Up Well Status: The pit-less adaptor has been ordered and will be installed in October. The well pump and motor is expected also in October and to be installed concurrently with the pit-less adaptor. Gravel samples were analyzed and the well screen ordered. Layne has been developing the well.
 2. Willow Street - Status: Willow Street from Pine Street to State Street has been completed and has been temporarily paved for this year. Final paving will be next year.
 3. Second Avenue Status: Crews will be replacing 260 feet of cast iron pipe with 8" HDPE. This project is expected to be completed next week.
 4. Howard Street Status: Crews will begin to work on Street; we don't believe there is any ledge so this project should move along quickly.

- b. Pre-application for NH State Revolving Loan – Status: The application packet has been completed and will be needing authorization from the Board to allow the Chair to sign all necessary documents.
- c. Wood Chipper – Status: We received the splitter last week and will be fitted to our tractor.
- d. Job Posting – Status: We advertised longer than expected and received only five applications. Of these five, four have mechanical experience and those will be interviewed next Monday.
- e. Other Old Business – Status: There was nothing further to report.

New Business:

- a. It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor to approve payment on the USDA Rural Development Loan #03 (water mains) in the amount of \$47,255.00.
- b. It was moved by Commissioner Langlois, seconded to Mayor Grenier, with all in favor to sign the Resolution to proceed with the NHSRL in the amount of \$1,500,000.00 and to authorize the Chair to sign all necessary documents for this application.
- c. It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor to approve the BWW Budget Expenditures Report for FY-17 and also approve the Berlin Water Works Annual Report for FY-17 dated September, 2017.
- d. It was moved by Mayor Grenier, seconded by Commissioner Langlois, with all in favor to approve the Change of Scope Order #2 dated September 14, 2017 written to amend/ increase the budget fee allowance. The Superintendent will sign and return to continue Professional Engineering Services with Andrew J. Sharpe, P.E. LLC in the amount of \$10,000.
- e. There were no Other and Communications for the Board.

The Board agreed to hold their next regularly scheduled meeting on October 18, 2017 at noon at their 55 Willow Street location.

There were no Public or Board comments.

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

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

The meeting did so adjourn at 12:37 pm.

A True Record:

Attest:


Paul Poulin, Clerk of the Board