

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:02 noon. Commissioners present were Lucien Langlois and Paul Poulin. Absent from this meeting was Commissioner Paul Ingersoll 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 Commissioner Poulin, with all in favor, to accept and place on file, the Minutes of September 20, 2017.

Under the Berlin Water Works Monthly Status Report dated October 13, 2017, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment Systems Status:
 - a. The Brown Farm Well ran for one day in September.
 - b. There are some electrical problems with the plant's Hyster fork truck. We contacted AWD Matthews from Auburn Maine for a service call but were unable to repair. Another service company, Northland Industrial Truck Co., Inc. (Nitco) from Concord, NH was contacted for a site visit. It was determined that the equipment needed to be brought to their repair shop. Estimated repairs, including transportation are \$8,346.05.
 - c. We had issues with the Polymer and Chlorine Pump. We used spares that we have in inventory and rebuilt the two to replace the inventory.
 - d. Electrical Instrumentation Services were on site to calibrate our Venturi Flow Meters at the Brown Farm Well and the two filters at the Ammonoosuc Plant. This is required by NHDES in order to get the Water Conservation Plan needed for the Large Ground Water Withdrawal Permit for the Brown Farm Well.
 - e. October 04, 2017, Soar responded to let us know that they will have Cross Machine change out the Hydro mechanical seal. The seal needs to be installed per Cornell's procedures. It was suggested to SOAR that the Cornell have direct communications with Cross during the seal replacement to answer questions from Cross and to witness what is going on while the work is being performed.
2. Distribution System & Compliance Status:
 - a. There were no main line or service line breaks and no curb stop repairs in September.
 - b. Water supplied into the distribution system for September averaged 1.64 MGD. The Ammonoosuc Plant processed 1.61 MGD and the Brown Farm well was only 0.01 MGD and that was for a step test well.
 - c. Burgess Bio-mass average water usage was 866,700 GPD.
 - d. The crews repaired a malfunctioning hydrant near the high school on Willard Street.

- e. Two early running water and two regular running water customers were eliminated from the Running Water Program in September on Second Avenue.
 - f. We received payment from the Berlin Public Schools for work that was done on the Marston School playground and the two State Street entrances to the Middle School. BWW has performed several jobs for the School system in the past few years.
 - g. The staff has been using the wood max chipper around the Ammonoosuc Treatment Plant fence line and access road and it is working very well.
 - h. Staff performed a pre walk through for the Riverside Drive project to insure the BWW infrastructure is in working order. A punch list was generated and the contractor will address those issues. The final walk through will be performed after final paving.
 - i. Hydrants that do not drain completely have been winterized to prevent them from freezing.
3. Water Meter Replacements & Backflow Project Status: Donny has completed the testing of 29 backflow devices for September.
4. Office System/Building Upgrades & Personnel Training Status: Luis Adorno of the NH DES Drinking Water and Groundwater Bureau said that their agenda for the Asset Management meeting to be held on November 02, 2017 in Concord has changed and will not be able to have Donny Labrecque give a seminar on "Tools for your Tool Box" (CMMS Software /People GIS).
5. Cost Reduction/New Income/Improvements/New Customer Status:
- a. The 47 monthly accounts for September was billed \$116,710.
 - b. The total solar generation for September was 2.52. BWW used zero KWH of electrical energy via Eversource and 213 KWH have been carried forward.
 - c. We found that we could use two propane tanks with remaining product at the Grandview Booster Station.
6. Safety/Personnel & Other Status:
- a. As of September, we have expended approximately \$29k toward the \$40k needed to receive the \$20k matching Asset Management Grant.
 - b. The Chamber of Commerce called last week and asked to borrow a few of our steel plates to put under the fire for the Riverside Fire event at Heritage Park. This was to help in the clean-up of ashes after the fire because of nails in the skids used for fuel. We delivered 2 steel plates.
 - c. The two Ford pickup trucks were delivered, decaled and put into service.
 - d. It was determined that the 1970 green Mack was not road worthy and was sold for \$4k.
 - e. The 2004 Ford and the 2001 Chevy pick-up trucks will not pass inspection and will be scrapped or sold for parts trucks.
 - f. BWW has not had a Lost Time Accident in the last 1,105 days.

It was moved by Commissioner Poulin, seconded by Commissioner Langlois, with all in favor, to accept and place on file the BWW Monthly Status Report dated October 13, 2017.

It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor to accept and place on file, the Cashier's Report for the month of September.

Under Old Business:

- a. **Project Status:** We held our construction progress meeting on August 22, 2017. Present were our Project Engineer Andy Sharpe, Superintendent Carrigan, Steve Lefebvre & Donny Labrecque. Brown Farm Well project was the main topic of discussion. BWB awarded the Well #2 Electrical Improvements contract to Androscoggin Electric in the bid amount of \$36k and they have provided us their schedule. Charlie Fritz (EII) was awarded the Bid to provide the BFW #2 -Instrumentation & Control Package in the amount of \$5,134.00. EII completed instrumentation calibration of the venture meters. We have not received a written response from NHDES regarding the water conservation plan. However; today we will hold a conference call with our project engineer Andy Sharpe and Dave MacLean of Geo-Insight to comment on NHDES's Stacey Herbold's Water Conservation Plan.
 1. **Brown Farm Back-up Well Status:** The pitless adaptor is on schedule for a mid to late October delivery and that the pump and motor have been delivered to Layne. When the pitless adaptor is installed, BWB has to tie in Well #01 into Well #02 We are still waiting for the VFD & Panel and temporary discharge permit to be scheduled and completed by mid-November then we can proceed with the five day pump test.
 2. **Second Avenue Status:** Work has been complete and has been based paved. Final pavement will be done next year.
 3. **Howard Street Status:** Crews started working in the area last week. We did not do any temporary feed line connections because we were able to keep the existing main line is live.
- b. **Application for NH State Revolving Final Application Submitted – Status:** NHDES sent the Drinking Water State Revolving Funds Original Loan Agreement and letter for Berlin Water Works Water Main Project (#0231010-12). The letter was signed by Chairperson Caron and sent back to NHDES. NHDES will send along for approval by the Governor and Council at their November 8th meeting.
- c. **Job Posting Status:** We had several interviews. We had selected a candidate but then the person declined the position. We then reached out to another candidate that met our requirements for mechanic on heavy and small equipment repairs and also holds a NHDES Water Distribution Grade I-OIT and Water Treatment Grade I-OIT. This position has been filled and the employee started working on October 16th.
- d. **Other Old Business – Nothing to report.**

New Business:

- a. It was moved by Commissioner Langlois, seconded by Commissioner Poulin with all in favor, to approve payments with revised due date of December 01,

October 18, 2017

2017 (not 2016) for SRL #04 in the amount of \$101,114.42, SRL #08 for \$109,797.00 and SRL #09 in the amount of \$50,878.83.

- b. Our Auditor's will be on site beginning October 25, 2017.
- c. Chairperson Caron signed Amendment #02 for the NHDES SRL #11 to extend our deadline for project completion from December 01, 2017 to December 2018.
- d. Other & Communications: Superintendent Carrigan mentioned to the Board that he and City Manager Wheeler spoke about the City's interest in solar farm options. Superintendent Carrigan spoke to the Board about the use of solar at the Brown Farm Well site and potential savings. Superintendent talked about doing an analysis on chemical cost at the Filter Plant vs electrical cost at the Brown Farm Well.

The Board agreed to hold their next regularly scheduled meeting on November 15, 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 their meeting at this time, it was moved by Commissioner Poulin, seconded by Commissioner Langlois, with all in favor, to adjourn this meeting.

The meeting did so adjourn at 12:55 pm.

A True Record:

Attest:


Paul Poulin, Clerk of the Board