

December 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 Paul Poulin, Paul Ingersoll and via telephone Lucien Langlois. Also present for this meeting was ex-officio member Mayor Paul Grenier, Superintendent Craig Carrigan, General Foreman Steve Lefebvre and Lynne C. Lessard.

There was neither Public nor Board comments.

It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file the Minutes of November 15, 2017.

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

1. Treatment Systems Status:
 - a. The Brown Farm well was run five days in the month of November due to the header problems at Godfrey Dam.
 - b. 1,100 lbs. of Poly was delivered to the Treatment Plant.
 - c. The raw water flow meter (DP cell) that was replaced last month needs to be re-calibrated. This can only be done when the plant is offline. It is scheduled to be done when The Brown Farm Well is performing the 10 day pump test and the plant will be running one filter. During this down time, we also have scheduled to clean one of the filters.
 - d. The yearly testing on the intrusion and low temperature alarms at the pump stations and the Brown Farm Well was performed by our staff.
 - e. Our new hire has been training to perform the operations at the plant and is scheduled to start taking call time in February, 2018.
 - f. A CL2 transfer failed due to leaking gaskets and it will be rebuilt.
2. Distribution System Status:
 - a. Water supplied into the distribution system for November averaged 1.40 MGD. The Ammonoosuc Plant produced 1.3 MGD and Brown Farm Well was 0.10 for five days.
 - b. Burgess Bio's November average was 857,113 GPD for the days they ran. They were off line for 7 days for repairs.
 - c. There were no main line breaks in November, but we did have one service line repair due to AB logging working on Coos St. They were digging to repair the road that was washed out during the November rain storm. Crews also repaired one curb stop.
 - d. Staff cleaned and pressure washed the plugged intake header at the Godfrey Dam. While the reservoir was drained, we re-torqued the bladder bolts and drained the condensation from the bladder. We also performed a high flushing rate of the transmission line, inspected and insulated all the air release/vacuum valves on the transmission line in preparation for winter.
 - e. The final walk thru was performed on the Riverside Drive project and the punch list items had been repaired and nothing new was found.

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- f. The staff finished the chipping of brush on the fence line at the Ammonoosuc Treatment Plant.
 - g. Our yearly inventory count has begun.
- 3. NHSRL Status: The balance for the SRL #11 is \$257,748.00 and we will be sending out another pay request for work completed in November & December.
- 4. Water Meter Replacement/Backflow Preventer Project Status:
 - a. Three backflow preventers, six radio read remotes & seven iperl meters were installed in November.
 - b. Donny competed the testing of 17 backflow devices for the month of November.
 - c. Staff continues to make appointments to change out the older meters.
- 5. Cost Reduction/Income/Improvements/New Customer Status:
 - a. The November water sales for the 47 monthly accounts were \$114,520.
 - b. Solar Generation for November was 1.02 MWH' BWW used 1738 KWH electrical energy via Eversource and zero KWH was carried over. There has been 14.30 MWH of power produced by the Treatment Plant Hydro in November. The Treatment Plant had zero KWH billed and carried forward 6,600 KWH. We now have a new net amount of 87,000 KWH.
 - c. We have started to use electric heaters at the Treatment Plant to use up some of the net KW produced by the Hydro. This should reduce the amount of propane used and reduce the new KW balance.
- 6. Safety/Personnel/Other Status:
 - a. As of November, we have expended over \$40,000.00 for labor & equipment costs for the GIS Project. We met the match needed to receive \$20,000.00 from the Asset Management Grant. We are in the process of submitting the documentation to the State.
 - b. Primex has informed us that for July 1, 2018 through June 30, 2019 the Property & Liability Insurance is not to exceed -15.9% change equaling to \$7,904 savings over last year and that Workers Compensation Insurance is -10.4% to equal a savings of \$4,346.
 - c. BWW has not had a Lost Time Accident in the last 1,169 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 December 15, 2017.

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

Under Old Business:

- a. Project Status: A construction meeting was held yesterday with Andy Sharpe, Lee Carroll, Steve Lefebvre and Superintendent Carrigan. This is the final meeting for the year regarding the State Revolving Loan #11. Andy Shape stamped the Howard Street drawings with engineering approval. They also discussed the Hydro replacement seal. We have received the seal and SOAR agreed to come and replace the seal but has not contacted BWW as to when and who will do the work. They also

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talked about the Brown Farm Well during this meeting, about water conservation & meter program.

1. **Brown Farm Back-Up Well Status:** Superintendent Carrigan discussed the teleconference held with Kelsey Vaughn and Stacey Herbold from NHDES. If you have less than 15% of unaccounted water, which BWW presently has, then the requirement for the aggressive meter change-out program and water rate restructure can be waived. The state also wants BWW to have our venture meter pulled, tested and calibrated. This is the meter where raw and finished water is measured. In order to pull these meters, we would have to shut the City down. The removal of the large venture meter is a significant investment in labor and setup. Craig suggested to them that we could use our camera to see if there is buildup of debris inside. They also want BWW to come up with a plan for cleaning the meter and a scheduled plan for future cleanings. We are still working towards a resolution to the Water Conservation Plan. Another topic the Superintendent discussed with the Board was that we tied into the new Brown Farm back up well. The pitless adaptor and pump was installed, the electrical is 75% complete. The 10-day pump test is almost done. We are now monitoring the well level recovery. We had an issue last week we thought the line was frozen to the number one well as the line was exposed in November. We opened the well to the distribution system and found that the pipe was not frozen. We started the number one well but it was not enough to maintain the needed amount of water. We contacted Layne and thought that there wasn't enough power to run both number one and number two wells together. Eventually it was discovered to be a programming issue that wasn't functioning properly on the automatic mode. We had to by-pass this and run the panel manually. We contacted Charlie Fritz and he will come at a later date to fix the program. If there were any lengthy delays then we would have had to start the 10 day pump test all over. We made the 10 day mark and we are waiting for results. The same day that we thought that the pipe was frozen from well number one, we had opened the 12" valve and when found it not to be the problem; we may shut down the valve too quickly. A short time later, due to water hammer, it broke about 15 feet of water main on 12th Street.
- b. **Application for NH State Revolving Loan Status:** We were notified on November 30, 2017 that the Governor and Executive Council authorized the approval of a low interest loan agreement between the Department of Environmental Services and Berlin Water Works in the total amount of \$1,500,000 on November 22, 2017. On December 11, 2017, we received a letter from Allyson Gourley, the Environmental Review Coordinator of the NHDES Water Division to post the Public Notice for the Environment Review of the State of New Hampshire Revolving Loan Fund project for the City of Berlin, NH' Water Main project. We placed the notice in the Berlin Sun and the Manchester Union Leader on December 19, 2017; it will be published on December 21, 2017.
- c. **Other Old Business:** Commissioner Ingersoll contacted the Superintendent with a few names of people interested in the 375,000 kW generator. One has not returned the Superintendent's telephone call. The Superintendent also had another interested person and he said it would have to go to bid.

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New Business:

- a. **Audit Quotes:** Superintendent Carrigan said that we will be going out for Request for Qualifications for years FY18, FY19 & FY20.
- b. **Asset Management:** On December 5th 2017, we submitted our application for the 2018 Asset Management Grant Program for another \$20,000 matching funds to Luis Adorno, NHDES.
- c. **Early Debt Payment:** After discussion with the Board, we will not be making any additional payments on our loans at this time.
- d. **Approve Other & Communications:** There was no other new business to come before the Board.

The Board agreed to hold their next regularly scheduled meeting on January 17, 2018 at noon at their 55 Willow Street location.

There were no Public comments. Commissioner Ingersoll asked the Superintendent if he has visited the NH State Surplus for equipment. It was also said that this is now open to the public and not just municipalities. The Superintendent said that he has not. The Mayor also inquired about some of our old vehicles and that the 1962 truck used at the airport is in need of parts/replacement.

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

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

The meeting did so adjourn at 12:50 pm.

A True Record:

Attest: 
Paul Poulin, Clerk of the Board