

May 15, 2018

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

There was neither Public nor Board comments.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file, the Work Session Minutes of April 25, 2018 and the regular Minutes dated April 18, 2018.

Under the Berlin Water Works Monthly Status Report dated May 11, 2018, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment System Status:

- a. The Brown Farm Well #01 was run zero days in April.
- b. The staff will be conducting Best Management Practices inspection for our well head protection area. Superintendent Carrigan said that he has been in contact with the State regarding the underground fuel tank at Scanwood as the owner still has not removed the tank.
- c. The Venturi Meters were cleaned and had A/E Electric recalibrate the raw water DP Cells at low and high flows.
- d. The staff generated a spread sheet for unaccounted/unmetered water for our yearly report. This consists of water used for flushing of lines for construction projects, fire training, flushing hydrants, filling city equipment, etc. If we can show where the unaccountable water is used, then this helps us to maintain the level below 15% for the Water Conservation Plan.
- e. We installed rated eye hooks over the three Venturi meters for safer and easier removal of the meters at the Treatment Plant.
- f. We received 41,250 lbs. of Sodium Bicarbonate at the treatment plant. This time of year, there is no alkalinity in the water so we have to add Sodium Bicarbonate to make add the alkalinity.
- g. We had Cross Machine conduct a vibration test on the Hydro and the test indicated that there was very little vibration. We will repeat this test yearly for preventative maintenance.
- h. The staff conducted a tour for the Environmental Program at the Berlin Community College. The tour lasted about 2 ½ hours with many questions from the students on the process and on the Hydro.

2. Distribution System Status:

- a. Water supplied into the distribution system for April averaged 1.40 MGD. The Ammonoosuc Plant was 1.40 MGD and Brown Farm Well zero. The April daily wasted sludge flow to the City Pollution Control Facility was 134,266 GPD.
- b. Burgess Bio-Mass' daily April average water usage was 941,854 GPD.
- c. Burgess Bio was offline for 6 days in April.

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- d. We are soliciting proposals from local electricians to see what the cost will be to install VFD drives at the three pump stations that do not have a method of soft starting the pumps. We will do a cost comparison for savings.
 - e. There were no main line, service line or curb stop repairs in the month of April.
 - f. The summer crew started painting fire hydrants.
 - g. Trees that had fallen over the winter onto our access road to the Godfrey Dam were cut and removed.
 - h. Our 2018 construction started April 30th, 2018 on Howard Street.
3. Water Meter Replacement & Backflow Preventor Project Status:
 - a. The installation of Backflow Preventers, Radio Remotes and iperl Meters is ongoing. To date, we have approximately half of the customer base on radio reads and two thirds have backflow devices installed.
 4. Office System & Building Upgrades & Personnel Training Status:
 - a. Our temporary summer employee has returned to assist in our GIS mapping.
 - b. The fire box alarm system for the office needs new batteries. We need two at a cost of \$802. Each. We also replace the alarm batteries at the old M&M building and in the maintenance garage. The four batteries needed cost \$75.00. We were informed by the alarm technician that batteries need to be replaced every five years.
 - c. We are in the process of purchasing an office copier. The present machine purchased in 2008 no longer has replacement parts and after 368,744 copies, the quality has decreased.
 5. Cost Reduction/Income/Improvement Status:
 - a. We received one proposal to date for the installation of electric heaters at the Treatment Plant. We are looking to use the surplus power generated by the Hydro to help heat the building.
 - b. April Water Sales for the 49 monthly accounts were \$118,753.
 6. Safety/Personnel/Other Status:
 - a. Several employees will attend the May 16th meeting for Basic Blueprint Reading for Utility Works to be held in Conway, NH.
 - b. We solicited prices to purchase a "zero turn" mover. After review, we selected to buy the mower from Labonville Inc. of Gorham, NH for \$4,500.
 - c. Maintenance on the hammer was finished and it was used on the Howard Street project.
 - d. BWW has not had a Lost Time Accident in the last 1,311 days.

It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor to accept and place on file, the Berlin Water Works monthly Status Report dated May 11, 2018.

It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor to accept and place on file, the Cashier's Report for the month of April, 2018.

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Under Old Business:**a. Project Status:**

1. **Brown Farm Back- Up Well Status:** The NHDES approved our large ground water permit. At this time, we cannot run the well until the tie into the distribution system is approved by NHDES' engineering department. The maps need to be stamped first then sent down to Randal Suozzo and Richard Skarinka of DES for design approval. Once completed and approved the permit to use the well will be in effect. Work with Geo-Insight is complete and we continue to work with Andrew Sharpe.
 2. **Howard Street Status:** Crews started about a week ago and are ready to tie in services. After the two houses on Woodward Street, crews should be done in that area.
 3. **Running Water Services Status:** We have about a month before work on Hillside begins so we decided to eliminate several of our early running water program customers. There are six locations that we have been tracking.
- b. Radio Frequency Issues – Status:** Ossipee Mountain Electronics will be reprogramming our 24 radios and we will share the travel cost with several other City Departments that will be using their service. We will be in FCC compliance.
- c. Digital Signature Status:** We contacted the City Manager's office and they do not use digital signatures at all. Using a "Digital Signature" requires approval by the State.
- d. FY19 Draft Budget Status:** The Berlin Water Works FY19 Draft Budget will be presented to the Public at City Hall on May 23, 2018 at 6:00 pm. Chair Caron and Commissioner Langlois said that they will be in attendance.
- e. There was no other Old Business.**

New Business:

- a. Pump Station Trim:** We received three bids to replace the trim with aluminum facing on our four pump stations. KRA Construction was selected. The quote was \$4,618. The other two companies were Jun's Do it all Construction and Romik Developers.
- b. Tax Deeded Properties:** When a property owned by the City of Berlin is sold, we abate the amount due as the sales are cleared of outstanding water bills at the property sale unless proceeds from the sale include outstanding water due. The City tax deeded the property at 650 Blais on May 24, 2017 with a water balance of \$162.94. Tenants continued to live at the property and the water bill accumulated. On November 14, 2017 water was disconnected for non-payment for \$430.01 because neither the tenants nor the City of Berlin paid the water bills. The City sold the property February 28th 2018, and the date of record for the sale was March 5th, 2018. We then abated the current amount of \$430.01. In April, a check in the amount of \$162.94 was received from the City to be applied to the previous owners balance and was not the current balance due at the time the property was sold to the new owner. The Board discussed that tax deeded properties should be turned off once the City takes ownership. Superintendent Carrigan said that there is an RSA that allows tenants to assume payments if the owner fails to make payment. The Mayor said that

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the City is not considered a "Landlord" and that the RSA would not apply. The Superintendent will do some research regarding RSA/tenant payments. The Mayor said that he will talk to the finance director so that when the City assumes ownership, they would contact the Water Works for scheduled disconnection

- c. There were no Other Business and Communications.

The Board agreed to hold their next regularly scheduled meeting on June 20th, 2018 at noon their 55 Willow Street location.

There were no Public Comments. Board comments - the Mayor recommended BWB to send a letter to Governor Chris Sununu in support of SB 577. The bill extends the above market charges an additional three years between Eversource and the Burgess Bio-Power. The closing of Burgess Bio would put us in a dire situation and stress the importance of the biomass plant for the economy. The Board agreed and the Superintendent will submit a letter.

At this time, it was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor to enter into a Non Public Session RSA 91A:3II(a) – Personnel-Wages-Grievance. By roll call vote, with all members voting in favor, the Board entered into the non-public session at 12:36 pm.

At 12:45, it was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor, by roll call vote, to end the non-public session and enter back into the public session.

During the closed session the Board discussed the Superintendent's compensation package. It was moved by Mayor Grenier, seconded by Commissioner Langlois, with all in favor to accept the proposal.

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

The meeting did so adjourn at 12:50 pm.

A True Record:

Attest: 
Paul W. Poulin, Clerk of the Board