

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, and Paul Poulin. Absent from this meeting was ex-Officio member Mayor Paul Grenier. Also in attendance 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 Ingersoll, with all in favor, to accept and place on file, the Minutes of June 20, 2018. For the record, the Board of Water Commissioners did not hold a meeting in July, 2018.

Under the Berlin Water Works Monthly Status Report dated August 10, 2018, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment System Status:

- a. The first month of Investigative Monitoring from Brown Farm Well #02 was completed and passed with no coliform bacteria.
- b. The Brown Farm Well #01 was run for 21 days in the months of June & July.
- c. We installed a new Colorimeter and it gives us a much more accurate raw water color reading for our daily tests.
- d. The Chlorine injection point stopped functioning on a weekend, an injector spring had failed and staff was called in for the repair.
- e. Staff has been working with the Berlin Public Schools and the State of NH Laboratory on the new lead & copper testing for schools. The lab sent us the samples bottles and test forms to be used. We tested 57 sample points and they had 5 sites that were over the Maximum Contaminate Level of 0.016 ppm. The school will be changing the pipes to those failed sites.
- f. The USGA was contacted about the buried fuel tank at the old Scanwood building. They are working on trying to find the current owner.
- g. We had several chemical deliveries to the plant.
- h. There was an issue with the Well #02 control programming. The speed would not ramp up past 35% which was not enough to overcome the City pressure. We contacted EII Instrumentation and they resolved the issue.
- i. Staff cleaned both filters using 250 gallons of caustic and 150 gallons of chlorine each.
- j. We had to run the Brown Farm Well during the well cleaning process and the due to the heavy rainfall this past month.

2. Distribution System Status:

- a. Water supplied into the distribution system for June and July averaged 1.88 MGD. The Ammonoosuc Plant was 1.63 MGD and Brown Farm well produced .25 MGD (21 Days). Daily sludge flow to the City Pollution Control Facility was 246,481 GPD.
- b. Burgess Bio Mass daily average for June & July was 1,046,247 GPD.

- c. Burgess Bio Mass was offline for zero (0) days for the months of June & July.
 - d. A&B Logging worked on areas on the Upper Eastside that were damaged from last October's torrential rainfall. Their final paving was completed and we found some of our gate boxes had been paved over. They were notified and they resolved the issue.
 - e. Our crew has completed cutting the trees next to the fence line at the Brown Farm Well. This will prevent trees from falling and damaging the fence, buildings & the Well generator. They also cleared the trees that were in the 16" water main right-of-way at the river crossing near the City cemetery on Hutchins Street. Brush was also cut on the transmission line from the Treatment Plant to the PRV vault and under the power lines for the Forbush storage tank; areas that the boom mower could not reach.
 - f. Crews also cleared the brush growing and cut the grass around the perimeter of the Godfrey Dam as required by the State of NH Dam Bureau.
 - g. Five "Running Water" customers were removed from the Running Water Program in June & July, the BWW lowered their service lines from main to curb.
 - h. There were no main line repairs in the months of June & July.
 - i. We had two service line repairs total for both months.
 - j. There was one hydrant repair. We replaced the hydrant at the Berlin High School because it had failed. This was an old, small sized hydrant that we are eliminating from the system.
 - k. Only two curb stops were repaired total for both months.
 - l. The hydrant painting went well. The task was completed in June using approximately six (6) gallons of paint for 423 hydrants.
 - m. We held a construction meeting on June 26th and again on July 31st, 2018. The 2018 construction schedule, Hydro and Brown Farm Well #02 was discussed.
3. Water Meter Replacement & Backflow Preventers Project Status: In July & August four Backflow Preventers, four Radio Read meters and seven iperl meters were installed. Twelve backflow devices were tested.
4. Office System & Building Upgrades & Personnel Training Status:
- a. The installation of the aluminum trim and painting of the doors at the Brown Farm Well and pump stations is complete.
 - b. The GIS program is still ongoing. We applied for the NHDES Asset Management Grant for \$20k. We missed the cut off by three points; however, there may be a chance to receive if the other chosen departments decline the grant.
5. Cost Reduction/Income/Improvement Status:
- a. We finished the Berlin Public School walkway project at the Hillside Middle School.
 - b. As suggested by our auditor, we have included the Quarterly Billing total commitments to this report.
 - c. For the third month this year, we produced more KWH's from our solar system at the office than was used and 107 KWH are carried forward.
 - d. June & July's water sales for the 49 monthly accounts were \$250,304.

- e. Two of the four 125 gallon tanks that were pressure tested by Terry R. failed.
- 6. Safety/Personnel/Other Status:
 - a. We had an employee appreciation lunch held at the BWW maintenance garage on July 11th. Commissioner Ingersoll supplied the beverages and BWW bought pizzas for the employees.
 - b. BWW has not a Lost Time Accident (LTA) in the last 1,403 days.

It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor to accept and place on file, the Berlin Water Works Monthly Status Report dated August 10, 2018.

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 June 2018.

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

Under Old Business:

- a. Project Status:
 - 1. Brown Farm Back Up Well Status: NHDES granted approval to operate the Brown Farm Well #02 with several conditions. The State wanted BWW to start with 60 samples for lead and copper, twice a year. During the June 26, 2018 construction meeting, BWW reached an agreement regarding the level of sampling with NHDES's Randall Suozzo and agreed to obtain twenty (20) lead and copper samples for 2018, 2019 and 2020. This would result in sixty (60) locations being sampled for lead and copper by August 2020. The well project is complete.
 - 2. Hillside Avenue Status: Crews installed the 16" water main from Willow Street to the bridge & on the other end, Russell Street to the bridge. BWW also installed 12" water main from the Ming House to the 16" and installed a 12" toward the railroad tracks for future use. When the bridge is dropped in, we will do install the bridge section and tie-in each side of the bridge.
 - 3. Willard Street Status: Work continues on Willard Street. We are going to do the intersection on Emery and be done by next week as the school busses line up on Willard Street to the school.
 - 4. Running Water Services Status: On Willard Street, crews worked on services and eliminated five more properties from running water list.
 - 5. Berlin Public School Road Project Status: General Foreman Steve Lefebvre prepared an estimate for Jay Poulin of HEB Engineers and Bryan Lamirande from the School System. When we finish the bus intersection, we will begin working on a temporary access road for the school project.
 - 6. SREC from Revolution Energy & Knollwood Energy – Solar System Status: We have received checks from both SREC Aggregators. Revolution Energy was \$758.10 and Knollwood Energy, \$78.00.

7. Other Old Business: The Superintendent and Board discussed paying down debt and agreed to an early pay off for SRL #05. This fiscal payment is \$119,049.18 leaving two remaining payments in the amount of \$238,098.36.
8. There was no other old business to discuss.

Under New Business:

It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor to authorize payments on the below three State Revolving Loans #06, #07 & #10.

- a. Approved NHSRL #06 payment \$82,046.25.
- b. Approved NHSRL #07 payment \$102,244.86
- c. Approved NHSRL #10 payment \$95,118.17.
- d. FY18 Expenditures: After review, it was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor to accept and place on file the FY18 Budget Expenditures Report.
- e. The FY19 State Filtration Grant Request Application was signed by the Superintendent on July 30, 2018 in the amount of \$15,841.19. The remaining grant funds are \$72,153.74; however approximately \$16,000 of the remaining is earmarked with the State from the 1993, 1994, 1995 Water Bonds and Lancaster Tank projects. We will contact the State to see if the unused portion would still be available for BWW.
- f. Brown Farm Well Solar Field Feasibility: City Manager Wheeler and Superintendent Carrigan met with Revision Energy, Solar for NH Nonprofits and went to the Brown Farm field. The Superintendent discussed the proposed plan for solar energy that this company would finance and build on the City owned land and recoup their investment thru State/Federal programs. In turn, they would sell the solar power at below market rates and in year six, the land owner would be able to purchase the solar array. The Superintendent said that the City will submit a Request for Proposals for a joint City and BWW project to other vendors.
- g. Audit FY18: The Superintendent and Chair signed the Letter of Governance dated August 1st, 2018 for services provided by Vachon Clukay & Co. The auditors were here August 6th thru the 9th to begin our audit. Superintendent Carrigan informed the Board that at their suggestion for internal controls, it was advised that the Office Manager no long sign checks as this could represent a conflict of interest since the Office Manager duties also include maintaining the general ledger and bank reconciliations. This leaves the Superintendent and one office employee authorized to sign and if one is unavailable, we will contact one of the commissioners for signing as we require two signatures on all checks.
- h. The Berlin Water Works Annual Report for FY 18 dated September 2018 was approved by Commissioner Langlois, seconded by Commissioner Poulin with all in

favor, to accept this report and to send off to the City as this is included with their yearly Annual Report.

- i. Other Communications: City Manager Wheeler asked the Superintendent if BWW could help with ground work for the Skate Park at Community Field. The Superintendent said that we will assist. The other item that the Superintendent discussed with the Board was that Recreation Department needs their own separate service at Memorial Field. The original 6" line that fed the Memorial Field irrigation system and Boulay Street was discontinued. The line was still live to the Memorial Field Irrigation so that the Recreation department could water the field. There was a break in the 6" line and we had to shut the line down from Memorial Lane to Memorial Field. We will make the new tap for the department when they finish installing their service line.

There was no other business at this time.

The Board agreed to hold their next regularly scheduled meeting on September 19, 2018 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 Board at this time, it was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor, to adjourn this meeting.

The meeting did so adjourn at 12:56 pm.

A True Record:

Attest:


Paul Poulin, Clerk of the Board