

September 19, 2018

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 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 Poulin, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file, the Minutes of August 15, 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 lightning arrestor for the telemetry at the Ammonoosuc tank had to be replaced.
- b. The gasket on the left side of the venturi meter at the Brown Farm Well started leaking and we changed it using the flange spreader tool. We had three spare gaskets made to keep on hand.
- c. The chlorine injection system at the Brown Farm Well was not functioning properly causing fluctuations in the readings. The staff reworked it and is now working correctly.
- d. There was a chemical delivery of 1,970 gallons of Caustic.
- e. The staff overflowed Cates Hill, Forbush, and Coulombe Pond Tanks and tested for bacteria and results were negative.
- f. The bottles for the lead and copper testing scheduled for September have been prepared. The staff completed the list of test sites and letters have been mailed. All have responded to our request.
- g. There were issues with the discharge system for the caustic pumps causing inaccurate pH readings, the problem was located and repaired.

2. Distribution System Status:

- a. Water supplied into the distribution system for August averaged 2.00 MGD. The Ammonoosuc Plant was 1.71 MGD and Brown Farm Well was .29 MGD (14.5 days). Daily sludge to the Pollution Facility was 301,689 GPD.
- b. Burgess Bio-Mass August daily average water usage was 1,033,814 GPD.
- c. Burgess Bio Mass was offline for 0 days in the months of August.
- d. We removed one running water customers in August, by lowering their service line.
- e. There were no main line repairs in the month of August.
- f. We had two service line repairs in the month of August. The first one was on 8 Perkins Place, and the second was on 591 King St.
- g. There were no hydrant repairs or curb stop repairs in August.
- h. A tree had fallen at our Derrah St. Pump Station and landed on a neighboring garage. There was no damage and we removed it and the remaining part of the tree.

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- i. Notre Dame housing was supposed to eliminate the old water service to the complex. It was to have been done during renovations but was overlooked. We contacted them to let them know it hadn't been completed and they asked us to give them a price to do the work. We agreed to do it this fall with cost to be about \$3k.
  - j. We started flushing hydrants on July 30th in preparation of the lead and copper testing in September. They were completed on September 5th.
  - k. There was a construction meeting on August 28th. The 2018 construction schedule was discussed as well as the Water Conservation Plan and the proposed Brown Farm Solar Field location.
3. New Hampshire State Revolving Loan Status: We submitted our second pay request in the amount of \$91,705.56 bringing the total requested to date \$214,569.69 leaving a remaining balance of \$1,285,430.31. Next summer we should be near closing out this loan.
4. Water Meter Replacements & Backflow Project Status: Two backflow preventors, two radio reads and 2 iperl meters were installed and seven backflow devices were tested for the month.
5. Cost Reduction/Income/Improvement Status:
  - a. The 49 monthly accounts generated \$128k for August usage.
  - b. The staff has been collecting free waste oil for the maintenance garage furnace. We were able to pick up some free 275 "carboy's" from the Cascade Mill at no charge. We now have enough oil on hand for this winter.
6. Safety/Personnel/Other Status:
  - a. Our four college employees have left our employment and returned to school. One will be attending the White Mountain Community College in Berlin and is able to work if necessary on Fridays. We also hired Gary Peters as a part time temp to help with the work load for the remainder of the construction season. Commissioner Ingersoll asked if we could hire someone other than an already employed City worker as he has been approached by several people and is concerned with the outside perception this brings from hiring someone unemployed vs already having a job. Superintendent Carrigan discussed with the Board that we do hire in the summer for our construction projects and once that funding goes away, so does the temporary work positions and they will have to find other employment as well as including the summer students. The temporary employees work during our construction season. We are not hiring for a full time position, therefore utilizing the "project" temporary positions is efficient and effective, along with specialty skills that are useful to our department and are available for work on their days/time off. The mayor agreed and also suggested that we send a list of our "project" temporary hires to the City Manager as we have the same insurance carrier.
  - b. BWW has not had a Lost Time Accident in the last 1,438 days.

It was moved by Mr. Ingersoll, seconded by Mayor Grenier, with all in favor, to accept and place on file, the Berlin Water Works Monthly Status Report dated September 14, 2018.

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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 August, 2018 that was handed out for this meeting.

**Under Old Business:**

- a. **Project Status:** Our construction meeting was held on August 28, 2018 with Andy Sharpe. Along with the Superintendent, Steve Lefebvre & Donny Labrecque were in attendance. Approximately 591 LF of water main was installed during August bringing the total to 1,577 LF and also installed 197 LF of water service lines bringing the total service line construction to 724 LF.
  - 1. **Hillside Avenue-Bridge Project Status:** We tied in both ends last week. We also boxed in the line under the bridge with 6 inches of foam insulation. We found an issue with the butterfly valve we installed. The valve was only opening up to 17 turns and not the normal of 30. The disc was not able to make the complete opening as this was being blocked by the HDPE pipe that was used. The valve was moved and re-connected to a piece of ductile iron pipe. Base paving was done today by Rays Electric, the project contractor. When it is time for the final paving of the project, we will start from where they ended, go across Willow & Hillside then up to State Street with the overlay.
  - 2. **Willard Street Status:** We completed the main line on Willard Street and have seven services left to install.
  - 3. **High Street Status:** We will start where we left off at Emery Street and go down to Pleasant Street. One issue we have is that the Public Works Department is not marking their sewer and drain lines properly as Dig Safe requires. We don't know where the correct location of the sewer infrastructure as they do not mark any depth of the sewer pipes. We had one incident on Willard where we hit a sewer line. We lifted the manhole cover to find that their marking lines were in the wrong direction. We have been in contact with their Foreman Lucien Couture.
- b. **Berlin Public School Road Status:** We have spent approximately \$19k to date. Fortunately there was not as much ledge as we anticipated and were also able to help them with about 300 yards of fill that we don't need anymore.
- c. **Brown Farm Well Solar Field Status:** No new information to report
- d. **State Filtration Grant Remaining Funds Status:** We have been in contact with the State. Nothing further to report at this time.
- e. **Other Old Business Status:** Nothing to report.

**Under New Business:**

- a. It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor, to authorize the Rural Development yearly scheduled payment in the amount of \$47,355.00.
- b. Suggested by Commissioner Ingersoll, Superintendent Carrigan and our mechanic went to Colebrook to inspect a 1993 Mack Truck & Trailer to see if this equipment would be something that the Water Works could use. The Superintendent informed

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Commissioner Ingersoll that the truck & trailer were in in good condition and the asking price for both was \$30,000. Commissioner Ingersoll contacted the Board and they agreed to the purchase. Norman Brooks delivered the equipment on August 28, 2018.

- c. Hydrant malfunction on Portland Street: On August 20, 2018, while flushing hydrants, the hydrant failed, slammed shut on a full flow causing water hammer which resulted in excessive water damage to the Harvest Christian Fellowship at 219 Willow Street. The contractor, who installed their four inch line, when tied in, used a 4 inch cap. Normally with this size, the cap should have been bolted into the concrete or another way would be to have put two retainers and bolt together. Unfortunately, the cause from the water hammer resulted in the cap blowing off. Our insurance company was immediately contacted and our crews helped to clean and also brought generators so that they could have power. We worked with the fellowship that day and part of the following day. At this time, we do not know the cost for damages.
- d. City Skate Park: We met with City Manager Wheeler and are donating our time & equipment to this project. We had one of our project temps do the GIS and shoot grades for elevation, which saved the City in hiring a surveyor. As crews were digging, they found coal ash and ended up digging down 5-6 feet to remove the ash in some areas. The City is also using our roller when not in use on our construction projects.
- e. Approve Other & Communications:
  - 1. We have the opportunity to apply for a \$20k Local Source Water Protection Grant thru the State and are planning to install fencing around the well. As part of the grant requirement, it was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor, to allow the Superintendent to proceed with the application and will have the Chair sign all necessary paperwork.
  - 2. Commissioner Ingersoll asked about a covered hydrant on Western Avenue. The Superintendent said that we have about twelve hydrants that need maintenance and normally is scheduled for repair in the fall. Commissioner Ingersoll suggested that this be a priority on the list due to large structures in the area. The Superintendent said that we will start scheduling for repairs.

There was no other business at this time.

The Board agreed to hold their next regularly scheduled meeting on October 17, 2018 at noon at their 55 Willow Street location. Commissioner Langlois will be out of the area and may be available via conference call.

There were no Public Comments. For Board comments, Commissioner Langlois said that he went on the proposed City River Walk on upper Main Street and questioned if BWW could do some of the work on the project. It was suggested by Mayor Grenier to have the Superintendent contact City Manager Wheeler.

The Board did not enter into a non-public session

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

The meeting did so adjourn at 1pm.

A True Record:

Attest:

  
Paul Poulin, Clerk of the Board