

November 21, 2018

A regular meeting of the Board of Water Commissioners was called to order by acting Chairperson Caron at 12:05 pm. Commissioners present were Paul Ingersoll and via telephone Lucien Langlois and ex-officio member Mayor Grenier. Absent from this meeting was Paul Poulin. Also in attendance were Superintendent Craig Carrigan and Debbie Baillargeon.

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 October 17, 2018.

Under the Berlin Water Works Monthly Status Report dated November 21, 2018, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment System Status:

- a. Brown Farm Well #01 was run three and a half days in the month of October.
- b. We had a delivery of 5,000 gallons of PC 605 and 41,250 lbs. of Bi-Carb. We had a leak in the 605 chemical pump we replaced the valve and re-piped and it is back in service.
- c. We had to prepare the backhoe for plowing when we had the snow storm in October to clear the access road. A lot of the trees were bent over with the snow and some did spring back up, but we had to also clear some of them.
- d. We started the propane heaters at the pump stations and tested the intrusion, low heat and the heat alarms in preparation for the winter months with good timing as the temperature is supposed to drop the next few days.

2. Distribution System Status for the month of October:

- a. Water supplied into the distribution system for October averaged 1.3 MGD. The Ammonoosuc produced 1.23 MGD and the Brown Farm well was .07 MGD (4 days).
- b. Daily sludge flow to the City Pollution Control Facility was 199,122 GPD. Chairperson Caron asked if Running Water affects the Sludge Flow and Superintendent Carrigan stated that it does not affect the sludge flow but the Daily Flow figures at the Ammonoosuc Plant are affected by Running Water.
- c. Burgess Bio-Mass daily average usage was 526,597 GPD.
- d. Seven running water customers were removed by lowering their service line.
- e. There was one service line repair. One curb stop was repaired on Wight Street. The issue on Wight Street involves one service line for two houses. When BWW did the project on Wight Street they did install a service line from main to curb for future use of one of the houses so that the service line could be separated in the future as customers are responsible for curb to house service lines. Years ago neighbors would connect on the same service line rather than connect to the main, we have eliminated a large number of such services but there are still a few in places.

- f. Two hydrant repairs were made in October.
  - g. The five miles of raw water transmission line were mowed before it snowed.
  - h. Berlin Water Works removed the discontinued service at Notre Dame Housing on School Street at the request of Notre Dame Housing; they did not complete the work when the building was finished. We did find that it was a two inch service and had been leaking for some time.
  - i. BWW met with the owner of Car Freshener on Jericho Road they are concerned about some settling at their building and a slab on their property. They wanted to know if the break BWW had in February 2014 may have caused the settling. Public Works also met with BWW and the owner and did not think that the drain line or the water break caused the settling. He is going to have an excavator operator work on the slab to see what may be causing the settling. Commissioner Langlois mentioned that the site used to be a landfill and that may part of the settling issue.
3. NHSRL #12 Status: Loan disbursement equals 34.02%, spending to date is \$510,315.51 leaving a balance of \$989,684.49. The Superintendent informed the Board that there was no reimbursement request in October we will be putting October and November together on the next request to complete out the construction season.
4. Water Meter Replacement & Backflow Status: There were no meter installations in October, now that construction has ended for the year crews will continue working on the stopped and replacement of meters. Staff has ordered meters, backflows and radio reads to complete the installations. Donny Completed 19 backflow tests.
5. Office System & Building/New Customer Status: We overlaid the driveway at our Hillside Avenue storage building with 1" of pavement at a cost of \$600.00.
6. Cost Reduction/Income/Improvements Status:
- a. The 49 monthly accounts generated \$122,200 for October. Burgess Bio-Mass was \$61,035 and the Federal Prison was \$27,627. The Federal Prison usage has been climbing the last few months.
7. Safety/Personnel/Other Status:
- a. We met with a representative of Primex to review our buildings insurance policies to insure that what they have on record is accurate. It was noted that some of the buildings are just used for storage and it may change our cost.
  - b. BWW has not had a Lost Time Accident in the last 1,496 days.

It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to accept and place on file the Berlin Water Works Monthly Status Report dated November 16, 2018 with the correction under Item 1a from September to October.

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

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

1. **Hillside Avenue – Bridge Project Status:** The project is complete and the final paving has been done. The project was paid in full.
  2. **High Street Status:** The main line and services were completed from Emery Street to School Street. Next construction season we will start with the School Street intersection and continue on High Street to Pleasant Street.
  3. **Running Water Services:** BWW has completed 11 running water services since the last meeting, we had to stop because of the snow. The cross trenches were supposed to be paved last Friday but Central Paving shut down on Thursday due to the snow, the paving plants have closed for the season. The trenches are gravel and once that settles we will cold patch for the winter. On a good note BWW running water program is down to 42 from a total of 1100 in past years. The Mayor asked if the work was completed in 25 years' time and the Superintendent stated that most of the change was in the last 12 years.
  4. **Twelfth Street Status:** This project completed and final paved.
- b. **State Filtration Grant Remaining Funds Status:** Approximately \$50,000 funds remaining and there was nothing to report for this meeting.
- c. **Hydrant malfunction Portland Street Status:** We have not heard any further from our Primex Insurance Company since the part that failed was taken back by the Primex representative.
- d. **BWW Office Building Settling Issues:** Jay Poulin and Jason Ross of HEB Engineers Inc. met with Superintendent Carrigan to review the office settlement issues. Jay Poulin also invited Sonny Couture the contractor for the project to review the settlement issues at another visit to the office. The building has dropped 2" in the back corner from where the addition was tied into the old building. Jason Ross contacted a firm to check on the building but he did not come last week due to the snow storm. The Firm will do a test pit and may be available to jack and grout the foundation back into place. Superintendent Carrigan stated that on a good note the snow has delayed some work and meetings but it is going to help with insulation of service lines in the lawn areas.
- e. **Water Conservation Easement Waivers:** The Waiver is on hold until we clean the venturi meters or show that they are clean and operating properly. We did inspect the meters but could not forward pictures to NHDES for their review. We have recently found an app that can be used with a phone to video the inside of the meters; we will do this to send to NHDES for their review. We may have to pull a venturi meter if we cannot show NHDES that they are clean in place. The Waiver is important to BWW so that we do not have to change water rates or increase meter replacement in the near future.

- f. **Office Positions – Job Posting:** Craig stated that as they had discussed in the past, a part time and a full time employee will be leaving their positions in April and July. BWW is working with Diana Nelson at the Employment Office to write up a job description for posting. Superintendent Carrigan stated that once the job description is final he will provide the Board with a copy.
- g. **Other Old Business:**
  - 1. Superintendent Carrigan stated that BWW received payment for the Access Road project at the High School.
  - 2. BWW will go back to Eversource for Electric supply until the spring, and then we will get quotes for electric supply rates. Mayor Grenier was pleased with the decision; he stated that he always reviews electric suppliers for the Arena in the spring.

**Under New Business:**

- a. **Approve Chemical Bids for 2019:** It was moved by Mayor Grenier, seconded by Commissioner Ingersoll with all in favor to approve the bid from Univar USA Inc. for Sodium Hydroxide and the bid from Harcros Chemical for sodium Hypochlorite.
- b. **Project Engineering Change of Scope:** Superintendent stated that the change of scope would be for BWW to add \$5,000 to the contract with Andrew J. Sharpe PE, LLC. He has had an ongoing contract with BWW since 2016 and over the three years with this additional \$5,000 the contract total would be \$25,000. This contract over three years amounts to below 1% cost of our total projects. The Mayor stated that engineering costs usually range between 12 and 15% of project costs. Superintendent Carrigan explained that BWW does Resident Inspection and drawings in house and Andrew Sharpe oversees the work. It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll with all in favor to approve the change of Scope in the amount of \$5,000 for the Engineering Contract with Andrew J. Sharpe PE, LLC.
- c. **Godfrey Dam Fee \$750.00:** Superintendent Carrigan stated that the fee is an annual fee paid to NHDES for the Godfrey Dam. We did have an inspection at the dam recently and we were told that no deficiencies were found. It was suggested that we may want to drain the dam two to three times a year to clear the collection of silt at the bottom of the dam. The draining would help our water quality and Commissioner Langlois stated that it would help in drought conditions because it would create more storage capacity. Commissioner Ingersoll asked if it would be helpful to have an excavator clean the reservoir and Superintendent Carrigan stated that in the past when the reservoir was drained it cleaned itself. Mayor wanted to know if we received in writing the permission to drain the reservoir and Superintendent Carrigan stated that it should be in the written report we receive following the dam inspection by NHDES.

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- d. AFSCME letter intent to negotiate: Superintendent Carrigan received a letter but spoke to the shop steward and was told that the letter was intended for Pollution Control, Public Works and the Recreation and Parks Department. We have spoken to the BWW union representative about the need to respond. We do not at this time as we do not start negotiations until March or April of next year.
- e. Insurance Rates: The Primex estimates we received are for information purposes only they are not to exceed numbers presented to BWW as follows: Property and Liability not to exceed 3.5% increase, Workmen's Compensation may decrease by 8.6%, and Unemployment will stay the same. Superintendent Carrigan stated that once Forced Account work is completed Workmen's Compensation will decrease significantly. The Health Trust Medical Insurance may increase by 4.9%. Mayor Grenier stated that in December BWW will find out what the Health Insurance will be for 2019.
- f. Christmas Luncheon December 14, 2018: Superintendent Carrigan stated that he would like to invite the permanent temporary employees to the luncheon and the Board agreed.

There was no other business to come before the Board at this time.

The Board agreed to hold their next regularly scheduled meeting on December 19, 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 was neither Public nor Board Comments.

There being no further business to come before the Board 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 12:45 PM.

A True Record:

Attest:   
Paul Ingersoll, Acting Clerk of the Board