

December 19, 2018

A regular meeting of the Board of 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. 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 Ingersoll, seconded by Commissioner Poulin, with all in favor, to accept and place on file the Minutes of November 21, 2018.

Under the Berlin Water Works Monthly Status Report dated December 13, 2018, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment System Status:
 - a. We set up the backhoe for plowing and sanding to receive our chemical deliveries.
 - b. The staff cleaned waste basins #01 & #02. This is done yearly so that the sludge level does not get too deep in the tanks.
 - c. We serviced and simulated a power outage to our generators at Ramsey Hill Booster Station, Brown Farm Well and the Treatment Plant. The treatment plant generator needs a head gasket replacement. One was ordered. We received the part and plan to change out in January.
2. Distribution System Status for the month of November:
 - a. Water supplied into the distribution system averaged 1.40 MGD. The Ammo plant was 1.39 MGD and Brown Farm Well was .01 MGD (0.5 days.) Sludge flow to the City Pollution Control Facility was 159,507 GPD
 - b. The Burgess Bio-Mass daily water usage averaged 575,210 GPD.
 - c. Burgess Bio-Mass was offline for zero days.
 - d. We removed 5 running water customers by lowering their service lines.
 - e. There were no main line or service line repairs. If this can continue for two more years with no leaks, this would be a first time ever from our yearly tracking.
 - f. Crews repaired 4 curb stops which is higher than normal due to disconnections for non-payment where the curb stop could not be turned off until fixed.
 - g. Vehicle maintenance is on-going. Now that construction season has ended we will be working on repairs and doing the scheduled maintenance of the equipment for the 2019 construction season.
 - h. Crews have already had to remove snow around our hydrants due to early November storms.
 - i. We did shut-offs for non-payments.
 - j. Staff had counted the inventory stored outside before the snow and will start the indoor inventory count.
3. NHSRL Status: We processed our Pay Request to include both October & November in the amount of \$225,681.53. Total expended to date is \$735,997.04 with a balance remaining of \$764,002.96. The loan disbursement 49.07%

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4. **Water Meter Replacement & Backflow Status:**
 - a. Three backflow preventers, six radio reads and eight i-Perl meters were installed in November.
 - b. Nine backflow devices were tested and seven of those are Burgess-Bio in house backflows where we are subcontracted by them for a fee.
5. **Office System & Building/Training:** We have started scheduling training classes for 2019 so that we can finish up our CEU's required by the NHDES for licensing.
6. **Cost Reduction/Income/Improvements/new Customer Status:**
 - a. The Superintendent has been in contact with Lee Carroll to do a cost analysis for the installation of electric heaters at the Treatment Plant and surplus power generated by the Hydro to help heat the building or should BWB continue to sell the excess power back to Eversource at a low rate.
 - b. Total monthly account usage was billed at \$116,809.
7. **Safety/Personnel/Other Status:** Berlin Water Works has not had a Lost Time Accident in the last 1,524 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 13, 2018.

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

Under Old Business:

- a. **Project Temp Status:** Our temp employees last work day was 11/21/18. We will keep the mechanic to assist with the vehicle maintenance.
- b. **Hydrant malfunction Portland Street Status:** We receive a copy of our Primex Insurance decision dated 12/18/18 to the Harvest Cristian Fellowship. The letter states that after careful examination of the circumstances they have sufficient information and decline to make any payment for the Fellowship claim. They concluded that the Water Works was not responsible for the water damage to the Church.
- c. **BWB Office Building Settling Issue Status:** Last month Jay Poulin and Jason Ross of HEB Engineers, Inc. along with Sonny Couture of Couture Construction visited our office to view the settlement issues. On another visit Jason Ross brought Rich Porter representing Engineered Foundation Technologies. On December 18, 2018, we received an e-mail from Jason with an attached quote from Mr. Porter. The quote to repair the foundation would be between \$25,000 and \$30,000 with an additional \$5,000 to level out the interior slab. This price may be less if someone else would be able to do the excavation and concrete cutting ahead of time. Jason has requested a more detailed breakdown to see what the savings could be. Commissioner Langlois suggested that BWB could do the excavation and cutting. Chair Caron also recommended that the Superintendent contact our Primex Insurance Company for direction.
- d. **Water Conservation Easement Waiver Status:** We got an "app" for the phone to run the camera and we removed and inspected the two Venturi meters in the PRV vault,

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which is a confined space entry. The state does not seem very familiar with that type of meter. We broke a flange in the process of removing the Venturi meter. The cost was about \$5,000 in labor and materials to remove and inspect the meters. The meters are about 28 years old and both were clean on the inside. We will submit our findings to NHDES and a plan for future inspections. We are working with Andy Sharpe to help resolve the issue.

- e. Office Positions – Job Posting Status: We met with Diana Nelson from the NH Employment Office a few weeks ago and then again on Tuesday. We need two positions, on full time and the other part time. Our plans are to fill the full time position first to learn both the full time and the part time job positions. We would like to get someone in here in February. Diana gave us a wage scale that would put the hourly rate between \$18 and \$21 for the full time position. She is confident to fill the full time and we are going to run everything thru her and she also suggested that the Chair sit in on the hiring process interview as well as the Superintendent and Office Manager. The Board agreed to have the Superintendent contact her to move forward on the job search. Posting of the full time position will be sent over to City Hall as a courtesy before we advertise in the local newspapers for two weeks.
- f. Other Old Business – Status: There was nothing to come before the Board at this time.

Under New Business:

- a. Audit Status: On December 04, 2018, the FY18 Financials are going thru Vachon, Clukay & Company's quality control review process (firm policy for first year engagements) and we will be kept up to date.
- b. NH Investment Pool: At the suggestion of the Superintendent, the Board agreed to transfer \$200,000 from our main account to NHPID.
- c. Brown Farm Well – Second Backup Generator: The Superintendent discussed adding a second generator for the Brown Farm Well in the future as this was not put in during the original project. He has been in contact with Lee Carroll to see if he would produce the specs and design drawings that if money comes available thru NHDES or other sources we would be ready. The Chair suggested that this be included in next year's budget. The Superintendent also talked about getting an outlet to plug in an outside generator and also several of our other pump stations have no backup power. This may be a good idea to have electrical outlets set up. We will also look into purchasing or renting a portable backup generator for emergencies. The Chair suggested getting a list of vendors that have that type of equipment.
- d. Approve Other & Communications: The Superintendent and Commissioner Ingersoll discussed the thought of purchasing a smaller tractor with a brush hog to mow our fields. Some places we can't use the boom mover as it is too large. The Board also discussed additional attachments for the unit.

The Board agreed to hold their next regularly scheduled meeting on January 16, 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.

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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 12:45pm.

A True Record:

Attest. 
Paul Poulin, Clerk of the Board