

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.

Under the Berlin Water Works Monthly Status Report dated January 11, 2019, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment System Status:

- a. We repaired the 4" Venturi meter in the PRV vault that was damaged during the removal and inspection that was required by the NHDES for our Water Conservation Plan waivers.
- b. There was a chemical delivery of 3,600 gallons of Chlorine and 1000 lbs. of polymer.
- c. The Staff changed the oil in the jet mixing pumps and rotated the operating sequence of the pumps.
- d. A flow test was performed on the filters after they were cleaned. They were both approximately 40-50 gallons off which calculates to about 8% difference.
- e. Power was lost at the Treatment Plant on Christmas Eve; a top of a tree had hit the power line causing one phase of power to be lost. Eversource was called to reset the power. The loss of power during a flush cycle caused a low voltage error on the backwash pumps not allowing them to run; we tripped the breakers back and forth then reset the pumps before they would start back up.
- f. The sample pump for the turbidity meter also failed during the power outage, we had a spare to install and another spare was ordered.
- g. The Staff has cleaned filters #01 & #02 and used approximately 450 gallons of NAOH and 225 gallons of Chlorine to complete the cleaning. The process went well.
- h. The Treatment Plant generator needs a head gasket replacement, one has been ordered and will be replaced when Burgess Biopower has a planned shutdown. This will allow us to be able to supply the city demands with the Brown Farm Well if need be. The repair is a large undertaking and the generator may be out of service for a few days. The planned shut-down for Burgess Biopower will be in May, 2019.

2. Distribution System Status for the month of December.

- a. Water supplied into the distribution system averaged 1.66 MGD; the Ammo Plant was 1.52 and the Brown Farm Well was .14 MGD. The well ran for 8 days. The daily wasted sludge flow to the City Pollution Control Facility was 152,682 GPD.
- b. Burgess Bio-Mass' daily average water usage was 796,986 GPD.
- c. Burgess Biopower was offline for zero days for the month.
- d. There were no main line or service line repairs for December. In 2018, we did not have any main line breaks. All of the construction replacement work is paying off. The Superintendent recalled that many years ago, it was not uncommon to have to do several repairs to a main line on the same street.

- e. Two curb stop repairs were done.
- f. The DP cells at the PRV vault (4" & 12"), Brown Farm Well (12" and the raw water (12") at the Treatment Plant were calibrated by A&E Electric as part of the Water Conservation Plan requirements and we will need to do it every year.
- g. The Staff has been cleaning and organizing the store house & maintenance garage.
- h. The yearly inventory has been completed.
- i. The Superintendent informed the Board that we had one freeze-up on Hutchins & Bridge Street. The Property was vacant so that may have been the issue. We have asked the owner to run the water as part of our program. Also, we started running the water at Jericho Road's blow-off valve and placed a meter on the blow off line to be able to monitor the flow and have a total winter usage for unaccounted water monitoring.
- 3. Water Meter Replacement & Backflow Status:
 - a. In December, we installed 10 Backflow Preventers, 13 radio read and 16 iperl meters.
 - b. We did not do any backflow testing.
 - c. Our goal this year is to replace 200 meters and we continue to schedule meter appointments with our customers.
- 4. Office System & Building/Training Status:
 - a. One of our tablets for the on-call personnel failed and was replaced.
 - b. We have started scheduling training classes for 2019 to receive CEU's as required by NHDES for licensing. The next class will be held on February 22nd in Conway, NH with six employees attending. After this class, most of our employees will have the needed CEU's.
- 5. Cost Reduction/New Income/Improvements/new Customer Status:
 - a. Meter reading began on January 3rd and was completed by January 9th.
 - b. The total 48 monthly accounts were billed \$123,228. Burgess Bio was \$63,852 prior to discount and FBOP was \$25,758.
- 6. Safety/Personnel & Other Status: BWW has not had a Lost Time Accident in the last 1,552 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 January 11, 2019.

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 December 2018.

Under Old Business:

- a. Project Status:
 - 1. 2019 Construction Project Review Status: Our number one priority is to continue to remove customers from the running water program. We probably will begin this in the spring then move to High Street for water main to finish from School to Pleasant St. If funds and time permits we will do water main work on Jolbert Street from Second Ave to Third Ave. The Superintendent will review our project planning with the recently hired Public Works Director Eric Grenier. We are hopeful that some of the drain issues will be resolved prior to our final paving.

2. The Superintendent and Steve met with Lee Carroll to discuss having a spare generator at the well and agree with having portable generators for standby instead of a permanent fixture. We also spoke to Mr. Carroll about setting up our pump stations to do the same thing by using outlets to plug in generators. Lee Carroll will also submit a cost for design of the electrical project. We would like to size both plants for power to have it on standby. The Chair suggested maybe to have a generator on retainer instead of purchase as an option. Commissioner Ingersoll also suggested the Government Surplus store in Concord. The Superintendent said he will have Lee design a package for all of the pump stations without back up power.
- b. Hydrant malfunction – Portland Street Status: There was nothing to report to the Board.
- c. BWW Office Building Settling Issues Status: The Superintendent handed out a letter dated January 15, 2019 from Primex BWW's insurance company. They will not pay for loss or damages in the building settlement and in their opinion the claim is specifically excluded from coverage. During telephone conversations, Tom Parrot Primex Claims Consultant suggested legal counsel for the contractor's failure. The Superintendent also said that we have 8 years to let the contractor know of any issues and this is the 8th year following construction. Craig has talked to Jay Poulin of HEB Engineers and said that the direction from the Commissioners is that we do not want to pay for repairs as there was no resident inspector from HEB on site the day of the office pour. We did receive a quote from Jason Ross of HEB Engineers on December 18th, 2018 with a cost between \$25,000 & \$30,000 and an additional \$5,000 to level out the interior slab with pressure grouting. The Superintendent asked the Board for their direction to resolve this issue. Commissioner Ingersoll suggested that the Superintendent meet with Jay Poulin and then see if we need to have the legal counsel involved. The Board agrees that this is not a BWW issue. If the Engineer & Contractor do not want to pay for repairs then we will have to take legal action. Chair Caron recommended everything should be documented with a paper trail. We do not want to take legal action but we are not going to cover the cost for building repairs; however, we are willing to help with certain things like excavation at no out of pocket cost. The Board agreed to have the Superintendent talk to our Attorney Oliver and ask for his guidance for a path forward and to see if we should reach out to the Engineer and Contractor to resolve this issue.
- d. Water Conservation Easement Waiver Status: The Superintendent sent a letter off to Kelsey Vaughn, NHDES-DWGB dated January 10, 2019 to inform NHDES our progress in complying with certain aspects of our approved Water Conservation Plan dated March 13, 2018. Commissioner Langlois pointed out that we have a typographical error that BWW requests the next inspection of the venturi meter be scheduled for inspection for April 2018 which should have read April 2028. We did use the 2028 date in a previous sentence.
- e. Office Positions – Job Posting Status: We spoke with the Employment Office and they have received 15 applications for the full time office position. The dead line for applications is January 18, 2019. The applications will be narrowed down then we will proceed with interviews.
- f. NH Investment Pool Status: We deposited \$200,000 into the fund with interest rate of 2.28%. The Board agreed to invest another \$100,000 and also look at the other institutions for their rates.

- g. **Other Old Business Status:** Commissioner brought up the topic of the purchase of a small tractor. He feels that BWB should purchase new instead of used. After discussion of size and attachments, the Board authorized the Superintendent to proceed to research options. Also at this time Commissioner Ingersoll said he wanted the Board to recognize an eleven year old boy for his efforts for clearing out the snow around the fire hydrant near his house for the last three years. The boy's efforts were posted on social media "Facebook". The Board agreed to have Commissioner Ingersoll and the Superintendent present the young man with a certificate of appreciation.

There was no other business at this time.

Under New Business:

- a. **Annual Report of Donated Services:** The Superintendent reported that BWB donated \$4,785.25 for labor and equipment to the City Departments PWD and Parks & Recreations for the Skate Park along with bridge & sewer projects.
- b. **Primex Holiday Premiums:** December 24, 2018 we received letters from Primex Insurance to say that BWB was receiving a Premium Holiday Distribution in the amount of \$24,199.10 for the Workers' Compensation Program and \$12,015.00 for the Unemployment Compensation Program. We had the option to have Primex credit out next billing but BWB requested the refund January 15th.
- c. **Approve Other & Communications:** It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor and to place on file the FY18 Financial Reports, Report on Internal Controls and Management Letter as prepared by Vachon Clukay & Company PC. The Superintendent informed the Board that we did not need to have a "Single Audit" performed as we did not meet the threshold for federal spending.

The Board agreed to hold their next regularly scheduled meeting on February 20, 2019 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.

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 Poulin, seconded by Commissioner Ingersoll, 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