

February 17, 2016

A regular meeting of the Board of Water Commissioner's was called to order by Chairperson Michael Caron at 12:00 noon. Commissioners present were, Paul Ingersoll and Lucien Langlois via telephone. Absent members from this meeting was Paul Poulin. Also present for this meeting was ex-officio member Mayor Paul Grenier, Superintendent Carrigan, General Foreman Steve Lefebvre 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 January 20, 2016.

Under the Berlin Water Works Monthly Status Report dated February 12, 2016, Superintendent Carrigan reviewed and discussed the following with the Board:

1. BWW has completed the Consumer Confidence Report for the Calendar year 2015 in the brochure form approved by NHDES, the same form we used for last year's report, the Board approved the report. The report will be sent to all customers with the May 2016 Quarterly billing.
2. Staff cleaned the #2 Clarifier with our usual method of Chlorine and caustic. It does not do as good a job as the Blue Earth cleaner did on Clarifier #1. Mayor asked if the Blue Earth method was better and Superintendent Carrigan stated that it was better. Commissioner Langlois asked if we had any Blue Earth cleaner left from the cleaning of Clarifier #1, the superintendent stated that we had about 4 to 5 gallons left. We used the Blue Earth cleaner to clean the Venturi for Clarifier #1, it allowed us to clean it without having to drop the meter as we have done in the past. Staff plans to order some of the Blue Earth cleaner to have on hand for cleaning the meters and venturis. The staff also cleaned both of the waste basins, they were not very dirty. The Hydro header that was bid by Cross Machine was to have all stainless steel bolts, we held retainage on their payment because some of the bolts were not stainless, Cross then provided the stainless bolts and BWB staff changed them out.
3. Superintendent Carrigan reviewed the water flows for the month of February compared to last year at this time. BWB has not started the Running Water program this year due to a warmer winter but the flows are way up. The reason for the higher flows is Burgess Biopower is using approximately 300,000 gallons of water per day to put out the bark pile fires on their property.
4. BWB had two main line breaks this past month one at 30 Cedar Street between Prospect Street and Hillside Avenue. Leak was found when customer called about no water. The water line is ten feet deep on Cedar Street and buried in coal ash. The leak never surfaced because there is a 36" drain on the street and the water went into the drain, Superintendent Carrigan and Supervisor Lefebvre did hear the water running

- about 10 feet from 30 Cedar Street. The repair was completed with a four foot section of ductile iron pipe. Cedar Street was on the schedule last year for water main construction, but we were not able to complete due to time. We will work on it this spring. The second leak was on lower Willard Street and was found when water surfaced at the old bus garage on Granite Street. The repair needed on Willard Street was a wraparound to cover the six inch pipe that was split around. BWW also repaired a service line leak at 81 Wight Street, the work was contained in the sidewalk, and BWW will repair the sidewalk this spring.
5. BWW assisted the public works department with sewer repairs at 587 Champlain Street and 346 Glen Avenue. We used our hammer to dig through the frost. BWW does not bill the Public Works for the eighteen hours but will consider borrowing the Vac All from the Public Works to clean valves. The Board discussed the moving of the excavators for BWW, Superintendent Carrigan stated that BWW usually moves the 315, but the large excavator is moved by a company that bids on the work each construction season.
  6. Office Upgrade: Chairperson Caron stated that he is pleased with the clean-up and organization of the BWW facility at 55 Willow Street.
  7. BWW purchased 200 radio read remotes (mxu's) once these are installed the city will be half radio read remotes. BWW plans to order another 200 mxu's next spring, the areas covered with radio read remotes are chosen by meter reader preference, the monthly customers also have radio read remotes. Donny Labrecque completed 12 backflow prevention tests last month.
  8. The monthly bills for January water totaled \$122,145 about \$10,000 was added through the additional 41 monthly customers. Commissioner Ingersoll stated that the owner of the service station on Glen Avenue was mentioning that his water bill was high; the office staff did not receive any calls from the owner regarding usage. Supervisor Lefebvre stated that he was probably upset with BWW because we shut his water off for nonpayment. BWW sent a letter to Burgess Biopower following a payment on the November Water amount of \$61,355, to let them know that they were still in danger of shut off as they did not pay the interest due on the November water amount. Susan Mitchell from Cate Street Capital called and spoke to Superintendent Carrigan, he told her we need a payment plan for the interest and remaining water due to prevent shut off. Susan Mitchell called back 2/17/16 she stated that they will be paying the interest due and the December water bill on March 4, 2016, we should receive the check by March 8, 2016. Superintendent Carrigan stated that if we do not have the check by March 8, 2016, he will call Susan Mitchell at Cate Street Capital and Carl Belanger at Burgess Biopower and the water will be shut off. Mayor asked that we generate a report showing the amount of money that Burgess Biopower lost in discounts and paid in interest due to the late payments on the water bill. He is meeting with Burgess Biopower on March 4, 2016.

9. Solar generation power was .78 mwh the hydro produced ten times that amount at 7.83 mwh. Superintendent Carrigan stated that the credits for the hydro will probably be between \$6,000 and \$8,000 per year. The solar panels at the office have credits of approximately \$1,000 per year.
10. BWW staff has set up a trailer with the steam jenny that BWW purchased from the State warehouse. We purchased a used enclosed trailer, set up with steam jenny, generator and water container inside. The process was tested on a valve that had ice all the way to the top; it took only two minutes to thaw the valve. The City steamer is helpful and the Public works is always willing to respond to our calls for thawing valves but it takes longer to heat up the City steamer the new BWW Steam Jenny took only 3 minutes to get to temperature.
11. BWW staff had a JLPC meeting on February 3, 2016 – BWW has gone 507 days without a lost time accident.

It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file the Berlin Water Works Status Report dated February 12, 2016.

It was moved by Commissioner Ingersoll, seconded by Commissioner Langlois, with all in favor to accept the Cashier's Report for the month of January 2016.

Under Old Business:

- a. Project Status: Superintendent Carrigan discussed the list of streets and projects we are planning to work on this summer that includes Cedar Street, Birch Street and the Brown Farm Back up well. The bids for the 2016 construction materials have been sent out for bid and are due in March. Mayor Grenier asked about the street work on Hillside as the City is planning the bridge work for 2018 construction season. Superintendent Carrigan stated that we will only go up to the bridge on Hillside Avenue so that the business will be inconvenienced only once for the bridge project.
  1. Hydro-Project Status – Power Agreement Status: We submitted our request application with the PUC to sell our carbon credits; we did receive a letter from the PUC acknowledging the application. BWW staff has installed an eight inch electric valve salvaged from the Androscoggin Treatment facility and also installed a new flow meter for the turbine blow off. The rest of the stainless steel piping is being fabricated from salvage that we purchased from the former pulp mill. The goal is to make it so we can run the Hydro 24/7 and to reduce the power surges on the transmission line that cause water hammer.
  2. Route 110 – NHDOT Realignment – Letter to NHDOT Status: Letters have been sent requesting payment for damages but Coleman has not paid as of this date. Superintendent called Jim Wheeler about withholding City payment from the NHDOT until Coleman pays the outstanding invoices.
  3. Brown Farm Well Backup: BWW had a meeting with Dave McLain of Geo Insight it was determined to do two more test wells one 50 feet to the north of the present well and the second 122 feet north of the present well. The second

location puts the well on land that is not owned by the City. BWW will solicit bids for the test well drilling and monitoring. After a brief discussion about the land needed for the second location, it was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to have the Superintendent negotiate for a price on purchasing the land, with the knowledge that the City of Berlin would be purchasing the property.

- b. AFSCME Local #1444 Contract – Letter sent to Union – Status: Superintendent Carrigan stated that the Union does not want to challenge PELRB for a change in the bargaining unit and wants to continue negotiating with the City and BWW as they have done in the past. Superintendent Carrigan spoke with Vincent Wenners and he referred the superintendent back to the letter he sent BWW in 2014. Mayor suggested that we should contact Representative Theberge about having the legislature amend the NH Law Chapter 273-A Section 8 to allow Berlin to have a bargaining unit of less than 10. The Board agreed with the Mayor that the change through the legislature would eliminate the problem of the Berlin Water Works negotiating their own bargaining agreement that has occurred for the last thirty years.
- c. Filter Cleaning – Blue Earth – Status: This was previously discussed during the Monthly Status Report.
- d. Brown Farm Back-up well land acquisition- This was previously discussed by the Board.
- e. There was no other old business to discuss.

#### Under New Business:

- a. BWW signed the loan for NHSRL #09 with 45% forgiveness with first payment due December 2016 for a term of 20 years.
- b. Review and approve FY 15 Financial Statements: It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to approve the FY 15 Financial Statements.
- c. Subdivision of Detention Pond at Valley Creek: Mayor Grenier stated that Steve Binette approached the City to take over the footprint of the detention pond. The City agreed to take over the footprint but doing so creates a non-conforming lot. The City approached BWW to ask if a lot line adjustment could be made for the property at 55 Willow Street. The Board has no problem with the lot line adjustment as long as BWW does not have to maintain the lot. BWW was notified that Public Works would maintain the property. It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll with all in favor to allow for a lot line adjustment to the property at 55 Willow Street.
- d. Approval for Chairman of the Board to sign for the Asset Management Grant agreement. The Board signed the approval form for the Chairperson to sign the Asset Management Grant agreement.
- e. Red Flag Policy: The Red Flag Policy was approved by the Board and signed at the meeting.
- f. Construction Charge Out Rates: Following a brief review of changes for this year, it was moved by Mayor Grenier, seconded by Commissioner Ingersoll,

to approve the Construction Charge Out Rates for 2016-2017 effective April 1, 2016.

- g. New wording for Meter Test Fee in Rules and Regulations: Superintendent Carrigan stated that he had one minor change to the wording; the last line will read "The cost of shipping and testing will be billed directly to the water customer, unless the meter is found to be defective.
- h. Approve Other & Communications: Superintendent Carrigan stated that the Northern Forest Heritage Park is now owned by the City of Berlin. He questioned whether the water should be billed as the park is loaned out for events throughout the year. Mayor Grenier suggested that the Superintendent meet with Mark Belanger of the Chamber of Commerce and Jim Wheeler, City Manager to discuss billing at the Northern Forest Heritage Park. Superintendent Carrigan also stated that the meter and backflow at the park froze and split this year and would like to bill for the parts to replace both.

The Board agreed to hold their next regularly scheduled meeting on March 16, 2016 at their 55 Willow Street location at noon.

There were no Public-Board Comments.

The Board did not enter into a non-public meeting.

There being no further business to come before this meeting, it was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor, to adjourn this meeting.

The meeting did so adjourn at 1:25 pm.

A True Record:

Attest: \_\_\_\_\_  
Paul Ingersoll, Acting Clerk of the Board