

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:00 noon. Commissioners present were Paul Ingersoll, Paul Poulin, and via telephone Lucien Langlois. Absent from this meeting was ex-officio member Mayor Paul Grenier. Also in attendance were Superintendent Craig Carrigan, Steve Lefebvre and Lynne C. Lessard.

There was neither Public nor Board Comments.

It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor, to accept and place on file, the Minutes of March 15, 2017.

Under the Berlin Water Works Monthly Status Report dated April 14, 2017, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment System Status:

- a. The Brown Farm Well was run one day in the month of March. We ran the well to get pumping information and to help size the pump to be installed in the new well. We decided to run the back-up generator so as not to set the electric demand for the month. We had problem with a relay failure. This is the second relay to fail. We contacted Lee Carroll, the electrical engineer who designed the system to identify the problem. Mr. Carroll has come up with a few suggestions on an alternate solution to the problem which would be implemented with the new pump installation.
- b. Staff cleaned filter #2. Since adding in the garnet to the top of the media filter #2, the air scour is not as vigorous and we will shovel the media to loosen in April.
- c. A letter dated March 22, 2017 was received from Randal Suozzo, PE, for the Drinking Water & Ground Bureau. The State is requiring that since our system serves less than 10,000 in population, BWW must monitor raw source water for E.coli every 2 weeks for a 12 month period. Monitoring must begin by October 01, 2017. Testing may begin prior to October 1st. A letter was sent to Mr. Suozzo on April 18th, 2017 to inform DWGB of our intent to start our testing on August 2, 2017.

2. Distribution System & Compliance:

- a. Water supplied into the distribution system for March averaged 1.72 MGD. The Ammonoosuc Plant supplied 1.71 MGD and Brown Farm Well was .01 MGD (1 day).
- b. Burgess Bio did not shut down in March and averaged water usage was 825,319 gallons per day.
- c. For the month of March, there were no main or service line and curb stops repairs.
- d. For the second consecutive year, Berlin Water Works had no outside freezes this winter and did not start the "Running Water Program"

- e. Eversource had to temporarily discontinue the power next to Church Street Pump Station & Ramsey Hill Pump Station. Guilmette Station was used and the back-up power was used for Ramsey Hill Station.
- 3. Brown Farm Back-up Well Funded by BWW:
 - a. Disbursements were made to Geo-Insite for \$9,887.25 and Andrew Sharpe, LLC in the amount of \$315.00 for the month of March.
- 4. Water Meter Replacement & Preventors Project:
 - a. During the month of March, 34 Backflow Preventors, 46 Radio Read and 52 iperl meters were installed. 29 Backflow Devices were tested. The quarterly meters have been read so we have approximately 20 stopped meters.
 - b. The Berlin Pollution Control would like BWW to help in installing outside touch pads to read the houses that are on metered well water. The Board agreed that there will be associated costs to this project for labor, installation & equipment, but at this time, it is unknown how many well customers would require the touch pads.
 - c. The State Prison meter was re-calibrated by EJ Prescott.
- 5. Office System – Building Upgrades & Personnel Training:
 - a. BWW hosted a seminar put on by EJ Prescott on valve & hydrant operation and maintenance. It was suggested by the Board Chair last month, to invite the Fire Department to this seminar. Along with the BWW crew, BFD and Gorham Water Works attended the meeting earning six continuing education credits.
 - b. Staff attended a meeting at the Pollution Control Plant for a presentation on using cell phone communication for the telemetry signal on our SCADA system. It could have an application with our Godfrey Dam and FBOP communications. We will wait to see how it works with the BPC system and what the cost may be.
- 6. Cost Reduction/New Income/Improvements/New Customers:
 - a. The monthly accounts were billed out at \$122,478; Bio-Mass was \$63,737 and FBOP at \$24,724. Bio-Mass is paid to date.
 - b. We have been using used waste oil for our maintenance garage furnace from Berlin City Dealerships. With propane savings, the waste oil furnace will be paid off this year.
- 7. Safety/Personnel/Other:
 - a. Staff held their Joint Loss Management Committee meeting in March.
 - b. The City will no longer be using the fuel distribution system at the Public Works Garage and their pumps are to be removed. The City signed up with WEX Online Service which is a credit card service to purchase fuel at local stations and it has the ability to receive tax incentives. BWW has also signed up for this program.
 - c. A safety glass estimate was received for the customer area. No action has been taken at this time.

- d. BWW has not had a "Lost Time Accident" in the last 922 days.

It was moved by Commissioner Ingersoll, seconded by Commissioner Langlois, with all in favor, to accept and place on file, the Berlin Water Works Monthly Status Report dated April 14th, 2017.

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 March, 2017.

Under Old Business:

- a. Project Status: Superintendent Carrigan reviewed the BWW 2017 Water Main Improvement Project Planning list. This information was also provided to the City as we do every year. We will have a construction meeting the first week of May with Andrew Sharpe, Project Engineer, Dave McLean from Geo-Insight to discuss force account and Brown Farm Well projects. Also Richard Skarinka's replacement from NHDES DWGB will be in town and is going to stop by our office.
1. Brown Farm Back-Up Well Status: The Large Production Well/Large Groundwater Withdrawal Preliminary Report/Application was submitted to the State on April 11, 2017 and copy to City of Berlin Planning Department. The DES has 10 days to evaluate administrative completeness. The City has 15 days to review and request a public hearing if they want one. If a public hearing is held, the DES has 30 days to hold the hearing and leave a 45 day comment period open for public comments. Either way, the DES will probably take 45-60 days to review. Also the DES may want a letter sent to a resident of Riverside Drive who has a dug well instead of a drilled well to see if the owner wants their well monitored during the test. DES will inform us if required.
 2. Hillside Avenue Status: This will be our second project this year from Winter to Portland Street then Spruce to Cedar Street. We are thinking that since school is still in session, we should start at the intersection Poplar to Portland.
 3. 601 Lancaster Street Service Status: This property is low pressure and it was overlooked when we put the other services on high pressure. This is where we will start first this construction season.
- b. Hydro Bearing Issue Status: The seal is still leaking. We sent the seal directly to back Steve Perry, PE at Cornell Pump Company, who built the hydro, to be inspected. The cost of replacing and the seal is about \$4k. Andrew Sharpe is on board with us having SOAR replace this seal as this is the same leak from the beginning and we are still under the warranty, we feel

they have an obligation to replace the seal. We will continue to resolve this issue.

- c. Romik Booster Station Draft Agreement Status: The Superintendent sent a letter dated March 28, 2017 to James McMahon of the NHDOT Bureau of Highway Maintenance regarding the campground. The letter states that in our policy the customer owns and is responsible to maintain the service line from their property line into the building. The service connection at the water main in the street and the physical connection of the customer's water service line to the main line will be made by BWV.
- d. North Country Growers Status: A letter dated March 23, 2017 was sent to Eric Grenier from HEB Engineering who is working with North Country Growers. Mr. Grenier e-mailed the Superintendent on March 22, 2017 that NHDES-DW&GB requested a letter from the Berlin Water Works with supporting information. The letter states that our distribution system has sufficient water supply for this development barring any unforeseen problems such as a major break or drought. Also attached to the letter was our Rules and Regulations and that BWV is responsible from the main to the curb stop of the property. A backflow/meter building is to be installed on the 8" main service line to protect the BWV water system from the NCG'S system. BWV is looking forward to supply the proposed Growers with water from the City's water distribution system.
- e. Other Old Business Status:
 - 1. Robbie Munce, as a representative of Munces Oil & Propane, transferred ownership of eleven propane tanks to the Berlin Water Works. As the tank owners, we will be able to shop for competitive propane pricing.
 - 2. Our Primex Health Insurance plan is going up 9.9%; our employees pay a percentage of the 9.9%.
 - 3. The Board was handed the 2017 Bid Results for our construction material.

There was no other old business at this time.

Under New Business:

- a. Review & Approve Single Audit Letter: It was moved by Commissioner Langlois and seconded by Commissioner Ingersoll, with all in favor to accept the report for Year Ending June 30, 2016.
- b. Review Governance Letter from the Auditors: It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor to accept the Governance letter to Melanson Heath dated March 8th, 2017.

- c. Reappointment for Chairperson and Clerk: It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor to re-appoint Michael Caron as the Berlin Water Works Chair. It was moved by Commissioner Langlois, seconded by Chair Caron, with all in favor to reappoint Paul Poulin as the Clerk for the Board of Water Commissioners.
- d. Drinking Water Week – May 07, 2017 thru May 13, 2017: BWW will be holding an open house for the public at the Jericho Road Treatment Plant.
- e. Approve SRL #05 Payment: It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll to process the State Payment due May 1st, 2017 in the amount of \$119,049.18.
- f. FY 2018 Draft Budget Review: The Board agreed to hold a work session on May 2nd to review the FY18 Budget draft. The Public Hearing will be scheduled in May to be held at City Hall.
- g. Electrical Rate Contract: The Superintendent signed an agreement to continue with Frontline Power for 18 months. Savings will be estimated at \$6,150.
- h. Rural Development Survey Letter: Anne Getchell of RUS was in town on April 12th and met with our staff. Part of the requirement for receiving Federal Funding acting through the Rural Housing Service that the Federal laws prohibit discrimination and we are required to send out a Data Collection Form to our customers.
- i. Pre-Application for NH State Revolving Loan: The Board authorized the Superintendent to apply for the pre-application. The Board has not made a decision on whether to move forward with the final application if selected.
- j. Approve Other & Communications:
 - 1. The Berlin Police Department Emergency Response Team contacted the BWW to use our decommissioned Androscoggin Treatment Plant for training. BPB would waive the City of Berlin Water Works Department in its entirety from all liabilities. It was moved by Commissioner Ingersoll, seconded by Commissioner Langlois, with all in favor to assist the Berlin Police Department.
 - 2. One employee will be taking an approved week of absence in May. The employee is responsible to pay the coverage for the retirement and insurance plans for that period of time as he will not receive a weekly wage from BWW.
 - 3. Commissioner Ingersoll asked what the cost is for a discontinued hydrant. The Superintendent stated that we have a few and they are sold at scrap price.
 - 4. Commissioner Ingersoll said that he was approached by one of our water customers as they did not recognize one of our employees that was reading meters. Superintendent Carrigan will remind our crews to

make sure that they wear their BWW vests/shirts to be identified when out reading or on a job site.

There was no other new business at this time.

The Board agreed to hold their next regularly scheduled meeting on May 17th, 2017 at noon, at their 55 Willow Street location.

There were no Public or Board comments.

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

There being no further business to come before Board, It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor to adjourn this meeting.

The meeting did so adjourn at 1:15pm.

A True Record:

Attest:


Paul Poulin, Clerk of the Board