

May 17, 2017

A regular meeting of the Board of Water Commissioners was called to order by Acting Chair Lucien Langlois at 12:04 pm. Commissioners present were Paul Poulin, and Paul Ingersoll. Also in attendance were Ex-officio Member Mayor Paul Grenier, Superintendent Craig Carrigan, Steve Lefebvre and Lynne C. Lessard. Note Chairperson Michael Caron entered the meeting at 12:13 pm.

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 April 19th, 2017 and the Work Session Minutes dated May 2nd 2017.

Under the Berlin Water Works Monthly Status Report dated May 12, 2017, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment Systems Status:
 - a. The Brown Farm Well was not run in the month of April.
 - b. Gorham Water Works agreed to process our raw water bacteria samples that are now being required by the NHDES. The cost per sample will be \$35. Inquiries were made to the Pollution Control Department for testing, but they do not process for bacteria.
 - c. The sample pump for the chlorine analyzer failed and was replaced by staff using pumps located at the Androscoggin plant.
2. Distribution System & Compliance Status:
 - a. Water supplied into the distribution system for April averaged 1.45 MDG. The Ammo Plant supplied 1.45 MGD and Brown Farm Well was zero. Sludge to the City Pollution Control Facility was 206,926 GPD.
 - b. Burgess Bio-Mass April daily average water usage was 518,028 GPD.
 - c. There were no main line or service line repairs in April.
 - d. One curb stop was repaired located on Hillside Avenue.
 - e. Randal Suozzo from NHDES Water Division attended the construction start up meeting. Randal manages the distributions for the State Revolving Loans. He toured our construction site, Ammonoosuc Treatment Plant, Hydro and was informed about our Asset Management Grant for implementing the People GIS program. He was impressed with our system and we should have a good working relationship with Randal.
 - f. It was noticed after the 4th quarter meter reading, that the Berlin Public Library had used 153,340 gallons of water. When speaking with the Librarian, she said that they ran the water this past winter because their line freezes in the building and under the stairs. We explained our running water policy. Superintendent Carrigan spoke with City Manager Wheeler about this issue. They should have

this resolved by next winter to make sure that areas are insulated and/or a possible heat probe.

3. NHSRL #11 Status:

- a. Work has been completed on the service line feeding 601 Lancaster Street. 200 ft of 1-inch copper has been laid from Grafton Street to the resident.
- b. Work has started on Hillside Avenue from Poplar Street to Lincoln Avenue.

At this time, Chairperson Caron entered the meeting.

4. Water Meter Replacements & Backflow Project Status:

- a. 29 Backflow Preventors, 21 Radio Read and 39 I-Perl meters were installed.
- b. No Backflow devices for April were tested.
- c. We have installed a computer program for the iperl meter data logger. This will enable us to look at the history of a meter that has been installed. This will help in determining if there are leaks or unusually high consumption by looking into the past flow records of the meter. The program also displays a graph which could be shown to customers.
- d. We received some new iperl meters that were delivered to BWW that were programmed in wrong units that were installed at customer sites. They were pre-programmed in single cubic feet when our current meters read in 100's of cubic feet. Two of the meters were installed and customers were being overcharged. We refunded the amount that was overbilled. We had a meeting with EJ Prescott representatives and they will make sure that future meters are calibrated properly.

5. Office System & Building Upgrades & Training Status:

- a. We continue to update the GIS System. Superintendent Carrigan informed the Board that about two weeks ago, one of our re-hired temporary employees refused to help out another crew member with the system. The temporary employee came in to the office to discuss the incident with the Superintendent and General Forman. After discussion between the three, the Foreman recommended that the temporary employee leave for the rest of the day and return again on Monday. The temporary employee did not return.

6. Cost Reduction Status:

- a. The City Manager informed BWW that the City is looking into moving the compact line up to the Jericho Park entrance and possibly moving the existing sewer pump station from the old Bass Shoe complex to the north side of Jericho Brook. At a minimum, BWW would also like to place a future water line under the brook.
- b. The Berlin Public School Department has requested a quote from Berlin Water Works to remove old asphalt and complete preparation for paving at the Marston playground area and the walkways to the Middle School at the State

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Street entrance. BWW Supervisor Steve Lefebvre is waiting for bid responses.

7. Safety/Personnel/Other Status:

- a. The staff is working on the revised Asset Management Plan as required by the NHDES for the grant. Luis Adorno from NHDES has informed us that we are now eligible to receive the \$20k Asset Management 50% matching grant we had applied for last fall. Previously we were informed that BWW was not eligible but since then, other municipalities have declined against accepting the grant putting BWW in the selection for the grant.
- b. BWW has not had a Lost Time Accident in the last 950 days.

It was moved by Commissioner Caron, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file, the Berlin Water Works Monthly Status Report dated May 12th, 2017.

At this time Commissioner Caron resumed his role as Chairperson of the Board.

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 April, 2017.

Under Old Business:

- a. Project Status: We have started our construction season. We re-hired 4 regular temps, but one has already left. Also BWW re-hired two temps and three students. Our construction meeting was held on May 3rd, 2017. Along with Superintendent Carrigan and Steve Lefebvre at the construction meeting was Andy Sharpe, Lee Carroll, Dave McClean of GeoInsight and Randall Sozzou from NHDES.
 - 1. Brown Farm Well Back-Up Well Status: GeoInsight submitted the Preliminary Large Well Siting/Large Groundwater Withdrawal Permit Application to the NHDES on April 13, 2017. On April 19, 2017 NHDES sent their finding that the application was administratively complete. The forty-five (45) day comment period began on April 13 and will be closed on May 28, 2017. The project will include installation of the production well; 100 HP well pump and motor (identical to the well pump and motor in Brown Farm Well #1) installed by well driller; process piping installed by BWW; electrical modifications designed by Lee Carroll; construction of those modifications; and modifications to the instrumentation and control system by EII. GeoInsight was asked to start gathering priced proposals/quotes from drillers to begin the installation of the production well. It is understood that the well driller will be a sub-contractor to GeoInsight. Therefore, a separate bid solicitation by BWW for well drilling services will not be required. Lee Carroll was also asked to review his proposal from August 2016 and to submit it to BWW. Andy Sharpe, acting as BWW's engineer, reviewed the proposal with Lee Carroll and his proposal is less than the original.

2. Hillside Avenue Status: Previously discussed during the monthly status report, work started on Hillside Avenue from Poplar Street to Lincoln Avenue.
3. 601 Lancaster Street Status: Previously discussed during the monthly status report, work was completed on the service line. Superintendent Carrigan read a "Thank You" card to the Board from the home owner thanking BWW from the first call to the office staff that he made concerning water pressure through the completion of the project.
- b. Hydro Bearing Issues – Status: BWW reported that they had reached an agreement with SOAR to replace the bearings and the seals on the turbine. As discussed during the December 2016 progress meeting, BWW had not received the O&M manual for the turbine until September 2016; about four to five months after the turbine went on line. As a result, the bearings had not been lubricated and began making noise. The replacement bearings and seals were provided by Cornell to SOAR and were installed by Cross Machine earlier this year. The bearings no longer make noise but the seals continue to leak. We need the seals replaced and are waiting for SOAR to respond.
- c. Romik Booster Station – Status: We continue to work with Romik on getting their review with the state. Randall Suozzo wanted to make sure that we could provide adequate pressure and water. A letter from the Superintendent dated May 11, 2017 was sent to Dexter Lefavour at Horizons Engineering regarding the campground that under normal conditions, barring any unforeseen problems such as a major break or drought, that our system has sufficient water supply and pressure to meet the demands of their development. Romik received their permit to start and should tie into our line in a few weeks.
- d. Pre Application for NH State Revolving Loan – Status: We signed the pre-application and submitted to the State for \$1.5m.
- e. Other Old Business Status: Nothing to report.

New Business:

- a. Drinking Water Week was held during May 7 thru May 13, 2017: Two fourth grade classes toured the treatment plant.
- b. FY 2018 Draft Budget Review: A Public hearing is scheduled for May 24th, 2017 at 6:00 pm at the City Hall Auditorium.
- c. Asset Management Grant Application: The Board signed a Resolution dated May 17th, 2017 to authorize and direct the Berlin Water Works Superintendent to execute any and all such documents as may be necessary to apply for, receive and administer a NH DES FY17 Asset Management Planning Grant. This Grant is for 50% up to \$20,000.00 as stated in a letter dated May 5th, 2017 from NHDES. Staff will send the supporting paper work to Luis Adorno, Drinking Water & Ground Bureau at NHDES.
- d. New Water Service Applications: The office received two new applications for water service. One for Romik Campground (Residential & Commercial) and the other for a residential service on Goddard Hill Road.
- e. Vehicle Purchase: After discussion, it was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor, to authorize the Superintendent to solicit bids for two new pick-up trucks.

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- f. Approve Other & Communications: The consumer Confidence Report for Calendar Year Ending 2016 was enclosed with the quarterly and monthly billing.

The Board agreed to hold their next regularly scheduled meeting on June 21, 2017 at noon, at their 55 Willow Street location.

There were no Public-Board Comments.

At this time, Commissioner Langlois and seconded by Commissioner Ingersoll, with all in favor, to enter into a Non Public Session: RSA 91-A:3II(a) – Personnel/Wages/Grievance. By roll call vote, with all members voting in favor, the Board entered into the non-public session at 12:41 pm.

At 12:47, by roll call vote, with all members voting in favor, Board re-entered into the public session.

During the closed session, the Board discussed and agreed to an employee wage adjustment for 2017.

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

The meeting did so adjourn at 12:55 pm.

A True Record:

Attest: *Paul W. Poulin* (Active)
 Paul W. Poulin, Clerk of the Board