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 Poulin, Paul Ingersoll and via telephone Lucien Langlois. Also in attendance for this meeting was ex-officio member Mayor Paul Grenier, Superintendent Carrigan, General Foreman Steve Lefebvre and Lynne C. Lessard.

There was neither Public nor Board comments.

It was moved by Commissioner Ingersoll, seconded by Mayor Grenier, with all in favor, to accept and place on file the Minutes of February 20, 2019.

Under the Berlin Water Works Monthly Status Report dated March 15, 2019, Superintendent Carrigan reviewed and discussed the following with the Board.

1. Treatment System Status:
2. We installed the newly rebuilt sodium bicarbonate motor and pump.
3. The staff has painted the lab, hallway & conference room areas.
4. There was a CL2 pump failure, a spare pump was installed and the failed pump was repaired and now is the spare.
5. We have finished enclosing the Bi-Carb storage area at the side of the building to keep out the snow. We now have the garage door for access.
6. We have been keeping the Treatment Plant road open this winter.
7. The Filter #01 sample pump failed and was replaced with a spare. We still have three spare sample pumps in inventory.
8. We assisted the local daycare centers in the new NHDES Lead Testing Rules for Schools and Daycare facilities.
9. Distribution System Status for the month of February:
10. Water supplied into the distribution system averaged 1.70 MGD.
11. Ammonoosuc Plant was 1.70 MGD and Brown Farm Well was zero MGD. Sludge flow to the City Pollution Control Facility was 137,102 GPD.
12. Burgess Bio-Mass daily average water usage was 847,212 GPD.
13. Burgess Bio-Mass was offline for zero days in February.
14. No main line, curb stop or service line repairs were made.
15. We lost telemetry signal at the Hill Street Pump Station. The coax cable may have gotten compressed due to ice buildup in the underground conduit. We had A&E Electric splice in a new section of cable and run it overhead to the building for a better connection.
16. We have not started the running water program thus far this year. We have had some freeze ups but have been able to collect more data on the program.
17. We met with Public Works Director Eric Grenier to discuss the upcoming construction season. The City has some drain replacement planned for High Street for this summer. We will coordinate the final paving of the street and share the cost with the City. Also discussed the River Walk Project.
18. Water Meter Replacement & Backflow Status:
19. 13 backflow preventers, 23 radio reads and 34 i-perl meters have were installed in February.
20. Donny completed the testing of 19 backflow devices.
21. We sent out 5-3/4” twenty year old meters that we removed from service to be tested for accuracy. This is part of the NHDES Water Conservation Waiver process. It was found that the low flow (.5gpm) 4 were still in the pass range, medium low (3gpm) 3 passed and high flow (25gpm) 3 passed. We are just at borderline from passing and not passing. We feel that the water meter should be tested by how many gallons have passed thru and not just the age of the meter. We sent out 5-5/8” twenty year old meters for testing yesterday.
22. Office System & Building Upgrades & Personnel Training Status:
23. We have upgraded two old office PC’s and a laptop for the maintenance garage, plus new software for a cost of $3,833.
24. Six of our employees attended a class held in North Conway on February 27th on Proper Sample Collection Techniques. 5.0 TCH was given for the course.
25. A class on Leak Detection & HDPE Pipe Fusion was held here on March 19th. 4.0 TCH was awarded for completion.
26. Donny passed the re-certification backflow exam he attended in Manchester on February 4th & 5th. This allows BWW to perform in house backflow testing for the next three years and received 6 CEU’s for attending.
27. Cost Reduction/New Income/Improvements/New Customer Status:
28. We worked hauling snow for the Berlin School Department for 4 days with our loader and dump truck.
29. The monthly billing for February‘s 48 accounts was $114,092. Of this amount, Burgess Bio was $63,375.00 and FBOP was $22, 035.00. There has been an increase in the FBOP’s usage over the past few months.
30. Safety/Personnel/Other Status:
31. The yearly construction material bids were sent out and received.
32. BWW has not had a Lost Time Accident in the last 1,616 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 March 15, 2019.

It was moved by Commissioner Ingersoll, seconded by Mayor Grenier, with all in favor to accept and place on file, the Cashier’s Report for the month of February, 2019.

Under Old Business:

1. Project Status:
2. Brown Farm Well – Second Generator Status: The Electrical Design is complete and we are assembling a bid package to send out to three local contractors. This is approximately $20k and we have $50k in our current budget for funding.
3. BWW Office Building Settling Issue Status: The Superintendent has been in contact with Attorney Roland Oliver who reviewed bid documents and believes that we are beyond our statute of limitation. BWW assumed the responsibility for Resident Inspection back in 2011 just as we do with our other construction projects to reduce overall cost. The Superintendent and Board discussed the past construction progress meeting notes about non-compliant concrete issues and credits to the contract. Attorney Oliver suggested that since we have EFT’s proposal for repair and are waiting for Couture Construction’s response so we can compare options and that Attorney Oliver will draft a letter to A.R. Couture so we can move forward. Our original time-frame was to have repairs done late April or early May, but this might happen at a later date. If this does not happen in this fiscal year, Chair Caron suggested that we include funds as part of the FY20 Budget.
4. Water Conservation Waiver Status: Nothing new to report for this meeting.
5. Solar System RFP Status: Nothing new to report for this meeting.
6. Future Debt Payment Status: Superintendent Carrigan informed the Board that BWW has expended $1,138,450.25, in addition to its yearly payments, from FY15 – FY19 to date to pay down debt.
7. Hydrant Malfunction Status: BWW received a letter last week from the Harvest Christian Fellowship. Repairs to their building were $65,839.95 with the church and their insurance paying $58,975.20 leaving a balance of $6,882.75. The church is looking to see if BWW might be able to help with the outstanding amount. After discussion, it was moved by Commissioner Ingersoll, seconded by Commissioner Poulin with all in favor to pay half of the outstanding on the contingency that BWW inspects the repairs and that their pipe to the building is secured and we except no liability. After repairs and inspection, BWW will issue the funds.
8. West Milan Flooding Status: The Superintendent received a copy of a letter from Chris Glenney to the Town of Milan Selectman regarding their flooding issues. In part, the letter requesting that the Town of Milan dredge the Upper Ammonoosuc River from the old RT 110 as recommended and overseen by a State or Federal Engineer. Also the letter states that they should “Maintain and cultivate relationship with Godfrey Dam Management (Craig Carrigan) to assure as best as possible that no bladder collapses occur in December and January of any and all years. Maintain pressures between 2.00 and 2.50 during these months while tightening all bladder bolts to minimize air leaks”. In the past residents of that area always assumed flooding was due to the Godfrey Dam. Superintendent Carrigan informed the Board that we routinely monitor the bladder at the dam and will continue to do so.
9. There was no other old business at this time.

Under New Business:

1. Electricity Quote: It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor to accept the Freedom Energy Logistics electrical quote for 19 months with a fixed rate at $0.08198/kWh beginning April, 2019.
2. Godfrey Dam: Superintendent referred to a letter dated February 8th, 2019 from NHDES “Notice of Inspection for Godfrey Dam”. In their letter, NHDES commended BWW for a job well done relative to the operation & maintenance of the Dam. NHDES appreciates BWW’s cooperation and compliance with their office. Also in this letter NHDES recommended several items to be addressed on a regular basis and that their next inspection will occur in 2022. One of the recommendations is that dam owners cut all trees, brush and growth 15 feet and beyond to prevent damage to the dam. Also NHDES recommends lubricating and exercising the low level gate annually to confirm workability. We will use a non-toxic lubricant.
3. It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to accept the 2019 Consumer Confidence Report also known as the Water Quality Report for Calendar 2018.
4. It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to approve the SRL #05 payment in the amount of $119,049.18 and the loan payment SRL #11 in the amount of $129,559.31. Note that the SRL #05 loan was one on the list for early pay-off. Superintendent received confirmation 03/20/19 that SRL #05 has been paid off in full.
5. It was agreed by the Board to send a Proclamation for Drinking Water Week (May 5th, 2019 thru May 11th, 2019) to the City for the Mayor’s signature during their April Council meeting.
6. The Superintendent informed the Board that we are in the process of forecasting our FY20 Budget. The Board agreed to hold a work session on May 1st, 2019 here at the office.
7. Approve Other & Communications: We were informed by the City Finance Director Chase that the City will be reducing their interest rates down to eight percent (8%) referring to RSA 76:13, effective April 1st, 2019. It was moved by Commissioner Ingersoll, seconded by Mayor Grenier with all in favor to follow suit and lower our rate effective April 1st. The second item discussed was to update our Rules and Regulations. Currently the homeowner is responsible for keeping the water meter in a clean dry and heated environment and we want to include other parts of the meter and cost to repair. It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll with all in favor to update our rules.

There was no other business at this time.

The Board agreed to hold their next regularly scheduled meeting on Wednesday April 17, 2019 at noon at their 55 Willow Street location.

There was no Public or 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 Mayor Grenier, seconded by Commissioner Langlois with all in favor to adjourn this meeting.

The meeting did so adjourn at 12:50 pm.

A True Record:

Attest:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paul Poulin, Clerk of the Board