

February 20, 2019

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. 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.

It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor, to accept and place on file the Minutes of January 16, 2019.

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

1. Treatment System Status:

- a. We replaced a failed pressure switch for the jet mixing pump #03 as well as a turbidity meter sample pump failed. We installed a new pump that was purchased off of E-Bay and were able to find one with the same make and model numbers resulting in a big cost savings.
- b. The staff cleaned/restored floor tiles in the lab and hallway. A vinegar and sodium bicarbonate solution was used which did an excellent job on the tile and grout.
- c. There was a CL2 pump failure and the spare was installed. The failed pump was repaired and is now the spare part.
- d. Some glued fittings on the CL2 and NaOH lines at the Brown Farm Well had some minor leakage and were repaired.
- e. We are enclosing the Bi-Carb storage area at the side of the building to keep the snow out. We will now have a garage door for access.
- f. Keeping the Treatment Plant road open this winter has been on going with all the snow and rain events.
- g. Q-Cal (the new meter calibration company as QC is not in operation anymore) was onsite to calibrate our CL17's, Turbidity and PH meters at the Treatment Plant and the Brown Farm Well.
- h. The report was completed for the unmetered and unaccounted water for the NHDES Water Balance Report. We had 11% unaccounted water, when the unmetered water (flushing, leaks, tanks overflow, etc.) it dropped to approximately 9%. The main goal is to be under 15% to meet NHDES Water Conservation Plan requirements.

2. Distribution System Status for the month of January:

- a. Water supplied into the distribution system for month averaged 1.67 MGD
- b. The Ammonoosuc Plant provided 1.67 MGD and Brown Farm well was zero. The daily sludge was 134,811 GPD.
- c. Burgess Bio-Mass daily average water usage was 822,373 GPD.
- d. There were no main line or service repairs and no curb stops repaired for the month.
- e. Staff has been cleaning hydrants due to the heavy snows.
- f. Vehicle and small equipment maintenance is ongoing.

- g. Staff has been cleaning & organizing the storehouse and maintenance garage.
 - h. The yearly inventory has been counted.
3. Water Meter Replacement & Backflow Status:
- a. Forty-Five (45) backflow preventers, Fifty-Four (54) radio read and Seventy-Two (72) I-Perl meters were installed in January.
 - b. Fifteen (15) backflow devices were tested.
 - c. We had some software problems with our meter handheld readers. They required software updates at cost of \$2,400. The last time they were updated was in 2011. We purchased the software annual fee for this one year to receive the necessary updates and will drop the contract when it expires.
 - d. We sent out five – 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. The meters tested well with good results and we don’t want to remove any meters earlier than 20 years from installation as this is a costly project.
4. Office System & Building Upgrades and Personnel Training Status:
- a. Six employees will be attending a training class in Conway, February 27th, 2019 to obtain the remaining CEU’s required by the NHDES for licensing.
 - b. Donny attended a backflow recertification course in Manchester February 4th & 5th, 2019 which certifies him for three years to continue to perform backflow testing in house.
5. Cost Reduction/New Income/Improvement/New Customer Status:
- a. We added a new water customer to our system on Victoria Lane.
 - b. The February Quarterly Billing commitments were \$338,086.66.
 - c. The monthly billing for January’s 48 accounts was \$122,720.
6. Safety/Personnel/Other Status:
- a. We did not receive the Source Water Protection Grant for \$20,000 Grant.
 - b. The quarterly JLPC meeting was held.
 - c. A plaque of appreciation was presented to ten year old Owen McDonough for keeping the fire hydrant in front of his home clear of snow after ever storm. BWW received a lot of positive feedback from a picture and caption was on the front page of the Berlin Daily Sun newspaper.
 - d. The small hydraulic breaker that is used with the backhoes needed to be rebuilt. This is the unit that is used during winter months to penetrate the frost so we rebuilt it in house for approximately \$7,000. Rather than sending out the unit as we did in the year 2000, that cost was about \$9,000 for repairs.
 - e. We purchased a Miller WD5 welder/thawing machine and Ingersoll-Rand air compressor from a local contractor for \$4,000. The compressor should be able to be retro-fitted for the pump station electrical outlet upgrade.
 - f. BWW has not had a Lost Time Accident in the last 1,588 days.

February 20, 2019

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 February 15, 2019.

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 January, 2019. Prior to approval, the Board discussed the close out for SRL #05. We will close out the loan when we make the April scheduled payment. Also suggested for the FY-20 Budget was possibly to add additional funds to the "Future Debt Repayment Schedule" to help pay down the RUS Loan.

Under Old Business:

a. Project Status:

1. **Brown Farm Well – Second Generator Status:** We received the Electrical Engineering Fee Proposal from Lee Carroll in the amount of \$2,500. Also if his firm prepares the front end documents for the specifications, the additional fee for that service would be \$1,750. Superintendent Carrigan said that BWB would supply that. Shop drawing reviews can be included for \$500. Site reviews and attendance at meetings during construction can be provided for an added fee of \$525.00 for each review provided or meeting attended. The Superintendent gave verbal permission and Lee Carroll is working on the description.
- b. **BWB Office Building Settling Issues Status:** The Superintendent received two proposals from Engineered Foundation Technologies, LLC (EFT). February 12, 2019 is for Foundation Underpinning in the estimated amount of \$31,750. And February 13, 2019, Concrete Slab Jacking estimated total of \$5,000, not including additional materials. The Superintendent and Board discussed EFT process and timeline. The Superintendent informed the Board that HEB is interested in resolving this issue and possibly that HEB's Insurance Company would issue a check directly to BWB for payment. Another issue would be who would be responsible down the road if more repairs are needed after this fix. The Superintendent sent EFT's quotes to both HEB & Couture Construction. Jay Poulin from HEB would prefer to have EFT do the design and construct the repairs and he does not anticipate that HEB will be working closely with AR Couture to figure out a path forward. Superintendent Carrigan has also been in contact with our Attorney to keep him updated, and he said that Attorney Oliver will not get involved unless there is an issue of non-payment for this situation. The Board remains adamant that this is not BWB's responsibility and would like to have a plan in place so that repairs would be done late April or early May.
- c. **Water Conservation Waiver Status:** On February 13, 2019, we sent an e-mail to answer Kelsey Vaughn's terms and conditions for the Water Conservation Exemption Request Form. We responded that the 8" Khrono Waterflux 3100 meter at the Ammonoosuc Treatment Plant was installed in 2006 and has not been inspected or calibrated. The Cost of the meter was \$3,062.00 and cost to calibrate is \$1,644.48. After finding the venturi meters to be very clean and the fact that this device is less than three years old, we will inspect, calibrate and replace if needed in 20 years. The other question was answered with the estimated life expectancy of the five meters based on the quality of water being metered. She said that she will look the information over and get back to the Superintendent.

- d. **Office Positions – Job Posting Status:** The Superintendent informed the Board that the NH Employment received 40+ applications. This was narrowed down to 14 interviews and of those 14, we filtered down to three and those three were given a second interview. It was moved by Commissioner Poulin, seconded by Commissioner Langlois, based on the Superintendents recommendation to hire Jon Ryder for the full time position. Mr. Ryder was notified and accepted. Also the Superintendent said that we will be working on the part time position posting. We would like to have the part time position to begin in May. Our current employees, Debra Page will be leaving in April and Debbie Baillargeon retires in July. The Superintendent said the NHES's Diana Berthiaume was most helpful in guiding us thru this process and we appreciate her time and effort.
- e. **Brush Hog Update Status:** After discussion with the Board about various options such as skid steer be used instead of tractor for the brush hog, perhaps a skid steer with tracks. Commissioner Ingersoll suggested the Superintendent look into purchasing just the tracks for our larger skid steer. The Superintendent will contact people and dealers for their reviews.
- f. **Other Old Business:** The Superintendent informed the Board that the West Milan area flooded again and again the residents feel it is due to our Godfrey Dam. The Superintendent has met with a Milan Selectman and responded to two of the residents complaining. The Superintendent said to contact the State because this issue arises every few years. In the past, State reports conducted by the Cold Research looked at the whole situation with the National Forest Service and Milan selectman. The conclusion was that in the last 10 years with weather conditions, gravel is settling in the river bed and filling up the river and it was recommended that it be dredged. The Milan residents were given this information back then but still come back to BWW to complain. All the professionals say that this problem is not from the Godfrey Dam which was in place since 1940's and it is not the responsibility of BWW to dredge the river.

There was no other business at this time.

Under New Business:

- a. After review, it was moved by Commissioner Langlois, seconded by Commissioner Poulin with all in favor to approve the Red Flag Policy for Identity Theft and it was signed by the Chair and Clerk.
- b. After review, it was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor, to accept and place on file our Construction Charge out Rates effective April 01, 2019. It was noted that we added a new fee for the wood Chipper, labor rates were adjusted and equipment remained the same. As in the past, our rates will be issued to the State with our next pay request.
- c. The Superintendent provided the Board with the City of Berlin and Berlin Water Works Solar System RFP. The three sites for the solar projects are Brown Farm Site, East Milan Landfill Site and Cates Hill Landfill Site.
- d. **Approve other and communications:** Commissioner Langlois term expires May 1st, 2019 and expressed that he does not want to continue. The Superintendent asked the Board if they may know anyone qualified to fill this seat on the Board. Commissioner Langlois suggested someone with a business or construction background.

February 20, 2019

The Board agreed to hold their next regularly scheduled meeting on March 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 12:50 pm.

A True Record:

Attest:


Paul Poulin, Clerk of the Board