

June 21, 2017

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:04 pm. Commissioners present were Lucien Langlois, Paul Ingersoll and ex-officio member Mayor Grenier. Absent from this meeting was Commissioner Paul Poulin. 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 Mayor Grenier, seconded by Commissioner Langlois, with all in favor, to accept and place on file, the Minutes of May 17th, 2017.

Under the Berlin Water Works Monthly Status Report dated June 16, 2017, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment Systems Status:
 - a. There was a short loss of power at the treatment plant and the backup UPS did not take over causing a plant and hydro shut down. When the filters were brought back on line, the plant went into a backwash without the hydro running causing a higher electrical demand to be set for the month. We replaced the failed UPS.
 - b. The staff transplanted some of the cedar trees from the Glen Avenue City gazebo to go around the electrical transformer near the plant entrance gate.
2. Distribution System & Compliance Status:
 - a. Water supplied into the distribution system for May averaged 1.77 MGD. Ammonoosuc Plant produced the 1.77 and the Brown Farm Well produced zero gallons per day.
 - b. Burgess Bio-Mass daily average for May was 947,158 gallons per day.
 - c. The Burgess Bio-Mass plant was shut down for 7 days in May.
 - d. There were no main line repairs for May.
 - e. There was one service line repair for May. An electrical sub-contractor for Eversource hit the service line while drilling for a new pole. Dig Safe did not mark out the lines properly.
 - f. There was one curb stop repair in May on Main Street.
 - g. There was a small leak reported to us on the raw water transmission line from the Godfrey Reservoir to the Treatment Plant. The staff inspected and repaired the air/vacuum release valve that froze and split over the winter.
3. BWV Office & Garage Upgrade Status:
 - a. Staff planted two trees and three lilac bushes at the 55 Willow Street office parking lot area.
4. Water Meter Replacements & Backflow Preventor Status:
 - a. 20 backflow devices for May were tested.
 - b. 7 radio reads were installed.
 - c. 9 iperl meters were installed in May.
5. Office System & Building & Personnel Training Status:

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- a. Five members attended a seminar on Backflow Prevention at the Gorham Water & Sewer Department. Six continuing education units were earned for each employee. The staff has now satisfied the CEU requirements by the NHDES for the 2016-2017 re-licensing.
6. Cost Reduction/Income/Improvements/Customers Status:
 - a. May water sales from the 47 monthly accounts are higher.
 - b. The Total Solar Generation for May was 2.42 MHW. We now have a new net amount of 52,800 KWH.
 - c. BWB received a check dated June 6, 2017 in the amount of \$234.⁰⁰ from Revolution Energy LLC for energy credits produced by the solar system for part of 2016. We will be getting our new payments from Knollwood Energy which pays quarterly with the first payment to be received in July.
 - d. The Berlin Public School Department has requested a bid to remove asphalt and prep for paving at the Marston playground area and the walkways to the Middle School at the State Street entrance. We will be working removing the asphalt on the State Street Walkway next week using our established charge out rates.
 - e. A meeting was held at City Hall with Richard Rosen who is the CEO of American Energy and his representatives with BWB and the City to discuss the North Country Growers water and sewer concerns. One concern was the backflow meter house that we and the State required to be built. Steve Lefebvre showed them the Burgess Bio unit to have a better understanding of why this is necessary. Mr. Rosen also asked about a water discount but found that they will not use the additional water that would qualify for a reduced rate.
7. Safety/Personnel & Other Status:
 - a. We received the payment in the amount of \$15,000 from the NHDES 2016 Asset Management Grant Program for our GIS Project.
 - b. A Joint Loss Prevention Committee meeting was held in May. The next quarterly meeting will be held in September.
 - c. Berlin Water Works has not had a lost time accident in the last 985 days.

It was moved by Commissioner Ingersoll, seconded by Commissioner Langlois, with all in favor, to place on file, the Berlin Water Works Monthly Status Report dated June 16, 2017.

It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file, the Cashier's Report for the month of May, 2017.

Under Old Business:

- a. Project Status: A construction meeting was held on June 7th, 2017 with Andy Sharpe, Lee Carroll, and Dave McLean from Geo-Insight, Charles Crook & Art Reinheimer of Layne Water Resources along with Superintendent Carrigan, Steve Lefebvre and Donny Labrecque.
 1. Brown Farm Back-Up Well Status: Geo-Insight solicited priced proposals from three different drillers. After discussion, it was moved by Lucien Langlois, seconded by Mayor Grenier, to authorize the

Superintendent to follow thru with Layne Christensen Company bid in the amount of \$135,875, to be reduced by \$16,608 as BWW will do its own five day pump test for a total contract amount of \$119,195. It was also moved by Commissioner Ingersoll, seconded by Commissioner Langlois, with all in favor, to award Lee Carroll to perform the Electrical Engineering Design, proposal dated May 10th, 2017 in the amount of \$16,500.⁰⁰. It was moved by Commissioner Langlois, seconded by Mayor Grenier, with all in favor, to authorize the Superintendent to sign the Geo-Insight Contract dated June 19, 2017 in the amount of \$45,000.⁰⁰ for Construction and Final Large Groundwater Withdrawal Permitting, Superintendent said this this is the final amount unless some type of incident arises that the amount could change.

2. Hillside Avenue Status: Crews started on Hillside Avenue at Poplar Street and are heading north to Portland Street. We are almost up to Lincoln Avenue; we are tying in Ramsey Street and finishing services between Portland and Poplar Street. We are going to have cross trenches paved on Friday going from Winter Street to Poplar Street; we are working on temporary trenching and cross trenches. Also Willow Street from Pine Street to State Street is 275 feet. Our goal is to finish Willow Street before school starts in the fall. Chairperson Caron questioned the storage of pipe on one of the sidewalks. The Superintendent said that crews usually try to leave a section open so a pedestrian does not have to walk along the road. Also traffic cones are placed near the material.
- b. Hydro Bearing Issue Status: The Superintendent informed the Board that BWW was preparing to send a letter to SOAR however; the mechanical seal has not been leaking this past week. We are not going to send the letter at this time, but if it continues to leak, we will send the letter and keep them responsible for replacement. The Superintendent will contact Cross Machine about the hard faced mechanical seal that was part of the SOAR proposal. We feel that the mechanical seals are either defective or not suited to the specific conditions at the Ammonoosuc Treatment Plant. The original and replacement seal was standard mechanical and not hard faced. Also Superintendent Carrigan also said that he was informed from the Cornell Pump Company that the seals have a tendency to take up and not leak.
- c. Pre Application for NH State Revolving Loan Status: A public hearing is scheduled for August by the State and if we are awarded to proceed, we have until next spring to submit the loan packages. If we do become eligible and submit the information to the State by the fall, funds would be available in the spring just as we begin our construction projects.
- d. Approve the FY-2018 Budget in the amount of \$3,113,687 as presented at the Budget Hearing on May 24, 2017 at 6pm at City Hall Status: It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, to approve and place on file the FY18 Budget as presented to the public.

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- e. Vehicle Purchase – Status: After discussion and review of bids, it was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor, to authorize the Superintendent to purchase two Ford work trucks from Grappone in the amount of \$59,500.⁰⁰.
- f. Other Old Business: The Superintendent said that he was in the process working towards next year's propane prices and stated that a contract may be signed as early as this week.

New Business:

- a. It was moved by Mayor Grenier, seconded by Commissioner Langlois, with all in favor, to accept and place on file, the Berlin Water Works Procurement Policy revised date June 08, 2017.
- b. It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor to accept and place on file, the Berlin Water Works Single Audit Guidelines over Procurement dated June 7, 2017.
- c. It was moved by Mayor, Grenier, seconded by Commissioner Ingersoll, with all in favor to accept and place on file, the Berlin Water Works, the Berlin Water Works Asset Management Plan and brochure prepared for the State of New Hampshire Department of Environmental Services by Donald Labrecque and Debbie Baillargeon as part of the Asset Management Grant requirement.
- d. Approve other and Communications: Nothing to report.

The Board agreed to hold their next regularly scheduled meeting on July 19, 2017 at noon, at their 55 Willow Street location.

There were no Public-Board comments.

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

There being no further business to come before this meeting 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 Meeting:

Attest:

Lucien Langlois, Acting Clerk of the Board

