

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

There was neither Public nor Board Comments.

It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file, the Minutes of June 21, 2017.

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

1. Treatment System Status:
 - a. The Brown Farm Well was run for seven (7) days in the month of June.
 - b. The Colorimeter in the Chlorine analyzer #2 failed and had to be repaired.
 - c. We had two (2) chemical deliveries for caustic and the other for coagulant.
 - d. Our Clarifier #1 and Filter #1 were cleaned. While Filter #1 was down, we ran the Brown Farm Well using generator power as not to spike the electrical demand for the month. The problem was with the #1 effluent valve as it was not closing properly. Androscoggin Electric and the valve manufacture Limatorque were able to troubleshoot the problem and not the valve is functioning properly
 - e. The staff is using the brush hog purchased last year to mow the access road and pipeline area at the plant.
 - f. The Hydro mechanical seal has started to leak again; we are preparing a response to SOAR on the replacement as discussed during yesterday's progress meeting held with Andy Sharpe, Lee Carroll and Dave MacLean.
2. Distribution System & Compliance Status:
 - a. There were no main line breaks or curb stop repairs in June
 - b. Crews had to repair a ¾" service line in June located at 77 Poplar Street. The leak was on an old galvanized line connected to the main with a 'lead gooseneck'. The replacement was made from the main to the curb with copper. This is to be funded from our SRL #11. During this repair, it was discovered that the service line to a demolished property was never disconnected from the main line. This was fortunate as it could have led to an unplanned dig in the future.
 - c. Staff is monitoring the distribution tanks for chlorine residuals bi-weekly and bacteria testing once a month. This is done during summer months when water temperatures are warmer causing an increase for chlorine demand.
 - d. Summer help have been mowing and brush cutting the parameters around the storage tanks, Androscoggin Treatment Plant and at the Godfrey Reservoir.
3. NHSRL #12 Status:
 - a. Approximately 65% of the loan has been disbursed leaving a balance of \$690,137. A Pay Request for reimbursement was submitted in the amount of \$232,912.51 for June. We will be paying on Western from Mink to approximately #678

July 19, 2017

Western Avenue. We are monitoring the funds in order to do paving next season. This is our only open project loan in which funds are available.

4. Brown Farm Back-Up Well Funded by BWW Capital Improvements – Status:
 - a. Remaining funds for the well is \$247,608.34. The FY18 Budget provided \$200,000 to continue this project effective July 1st.
5. Water Meter Replacements & Backflow Preventor Status:
 - a. Two Backflow Preventor's were installed in June for a total installed of 2,045.
 - b. Three Radio Reads in June for a total of 1,515.
 - c. Two iperl meters for a total of 429.
 - d. Donny has completed the testing of 4 backflow devices for the month of June.
6. Office System, Building & Personnel Training Status:
 - a. Steve Lefebvre, Donny Labrecque and Superintendent Carrigan attended a seminar put on by the NH Municipal Association at the Heritage Park on "Effective Approaches to Employee Discipline".
7. Cost Reduction/Income/Improvements/New Customers Status:
 - a. The first quarter of FY18 meter reading began on July 5th and was completed on July 12, 2017. Water Bills will be issued August 1st.
 - b. The 47 monthly accounts revenue is lower due to a shorter read cycle, about three days.
 - c. The Bio-mass is up to date; however we have been receiving their payment a few days later each month. Our office sends out monthly billings on the 6th of each month unless a Sunday is involved. A clerk from the Bio-Mass called our office stating that they received their new bill along with past due and interest and questioned why. It was conveyed to her that our bills were printed and mailed for the 6th and that their payment was received in our office on the 7th and was advised to have their payment reach our office prior to the 6th of each month.
 - d. BWW received a check from Revolution Energy LLC for the amount of \$234.00 for energy credits produced by the solar system. After reviewing the pay RECS (Renewable Energy Credits) submitted for 2016, it was discovered that only two 2016 RECS were submitted by our energy representative. He has since corrected the error and they will be added to the 2017 RECS submittal. The original contract was signed by the previous Superintendent and ends in 2024, unless we cancel with a seven days written notice provided via mail or email communication. Upon cancellation, each party must allow for the aggregation and transaction of the remaining current year's generation and subsequent minting period following the cancelation.
 - e. The Berlin Public School Department has requested a bid to remove asphalt and prep work for paving at the Marston playground area and the walkways to the Middle School at the State Street entrance. The work on the walkway has been completed and the playground paving was on hold due to available funding. However; the School Dept. has received the funding and our crew will start the paving job tomorrow as our heavy equipment hammer broke on Willow Street and will take a couple of days to repair.
8. Safety/Personnel/Other Status:

- a. BWV has not had a Lost Time Accident in the last 1,013 days.

It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor, to accept and place on file, the Monthly Status Report dated July 14th, 2017.

Under Old Business:

- a. Project Status: Our construction meeting was held on Tuesday July 18th with Andy Sharpe, Project Engineer, Lee Carroll and Dave MacLean from Geo-Insight including Steve Lefebvre and Donny Labrecque.
 1. Brown Farm Back-Up Well Status: Superintendent Carrigan, Steve Lefebvre, Donny Labrecque and Debbie Baillargeon met with Kelsey Vaughn and Stacy Herbold both from NHDES on July 6th at our office to go over the Water Conservation Plan needed to obtain the Large Ground Water Well Permit. They are concerned with our water rate system as we have a decreasing/declining block rate structure meaning that the rate per unit of water decreases with increased usage for our residential customers. They have given BWV two years to restructure rates so that the more water used, the more the customer pays as part of water conservation. They also questioned our meter program and wanted information about the age of meters and how meter information is tracked. They were informed that this is just a back-up well and not for the primary source of water and we will review the draft plan once Kelsey Vaughn adds the new information from the meeting. In August Electrical Installations will calibrate the Venturi meter. Lee Carroll was hired for the Electrical Engineering Design. We will be ordering the Variable Frequency Drive (VFD), Well Pump and the Pit Less Adaptor in the near future to be installed in October and November along with the performing the five-day pump test. We have had York Land Services Survey for the flood level. We are about three to four weeks ahead of schedule.
 2. Hillside Avenue Status: We have finished on Hillside Avenue from Winter Street to Portland Street and have base paved the project area. The street overlay will be done this fall. We will finish the section from Spruce to Cedar once we complete Willow Street. Note: Lancaster Street has also been base paved.
 3. Willow Street Status: The hammer is being repaired so we will work on the School project until it is repaired.
- b. Pre-Application for NH State Revolving Loan Status: We should have more information for next month's meeting.
- c. Vehicle Purchase Status: Vehicles purchased from Grappone should be delivered in August.
- d. Propane Bid Status: The Superintendent negotiated with CN Brown and Irving Energy and ended by signing with Irving Energy for this season's propane thereby eliminating the need to use the tanks recently acquired by Munce. Commissioner Langlois expressed that the "game plan" was to have our tanks inspected so that we would use the tanks and was not pleased by the Superintendent's tactics and decision and award of the bid. Superintendent Carrigan informed the Board as to why he chose the company and said that next year he will contact all propane vendors in the area for bids on paper, with and without the use of our tanks which would eliminate any miscommunication between all parties. Chairperson Caron agreed that bids

July 19, 2017

should be submitted on paper. Superintendent Carrigan said that this winter crews will clean up/refurbish and will have the tanks certified that we have and will need several other tanks and will continue to report on the progress to the Board.

There was no other old further business to discuss.

Under New Business:

- a. It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor to approve the payment of the NHSRL #06 in the amount of \$82,046.25 due September 1st, 2017.
- b. The Board was informed that the Superintendent signed the annual State Filtration Grant Request on July 11, 2017 in the amount of \$18,476.87.
- c. Superintendent expressed interest in purchasing a Wood Chipper to help with the disposal of branch debris from our crews cutting bush from around our water tanks and buildings. The Board suggested some ideas on types of equipment to use to remove the brush and the Superintendent will do some research and report to the Board next month.
- d. Approve Other & Communications: Superintendent Carrigan informed the Board that our mechanic will be leaving at the end of July; this will leave our regular crew down to four employees. The Mechanic Position also involves having or obtaining Treatment & Distribution Licensing and a CDL license. Superintendent Carrigan said that the bid would first go out to other City Departments that are part of the same Union group. If no response, then use the Employment Security services. A copy of the available position will be sent to the Board for their information. It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor, to allow the Superintendent to post the bid to hire a new employee.

There was no other New Business to come before the Board.

The Board agreed to hold their next regularly scheduled meeting on August 16, 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 Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor, to adjourn this meeting.

The meeting did so adjourn at 1:00 pm.

A True Record:

Attest: _____
Paul Poulin, Clerk of the Board