

April 18, 2018

A regular meeting of the Board of Water Commissioners was called to order by Chair Michael Caron at noon. Commissioners present were Lucien Langlois, Paul Ingersoll, and Paul Poulin. Also present for this meeting was ex-Officio member Mayor Paul Grenier, Superintendent Craig Carrigan, General Foreman Steve Lefebvre and Lynne C. Lessard.

There was neither Public nor Board comments.

At this time, the Chair amended the agenda to allow the tenant, on behalf of the owner, for the property located at 392 Standard Street to request that the Board abate the \$150.00 reconnection fee charged for disconnection for non-payment of water service. The Board said that they would discuss and respond to her request then she left the meeting along with contact telephone numbers so she may be reached with their decision. After discussion, the Board agreed not to abate the reconnection fee as this is Berlin Water Works Policy, and to have the office contact the owner to set up a payment plan for this charge.

The Board continued on with their scheduled agenda.

It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor, to accept and place on file, the Minutes of March 21, 2018.

Under the Berlin Water Works Monthly Status Report dated April 13, 2018, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment System Status:

- a. The staff is doing inspections for our well head protection area. With the new well and larger water discharge permit, our well head protection area may increase. The NHDES will let us know if the protection area increases before they send the new inspection packet. Superintendent Carrigan said that the fuel tank at Scanwood has not been removed by the current owner and may present an issue. This will be discussed with NHDES.
- b. We continued painting the filter room floor and containment areas.
- c. The Venturi meters were not showing the correct flows of approximately 150 gallons per minute. Staff cleaned the two meters with "blue earth" and did not correct the flow issue. The DP cell was calibrated. The next step was removing the Venturi to inspect and clean. The meters, were found to be plugged, staff then pressure washed the meters and they are now about 2-3 gallons off. These meter flow readings are used for pacing of the chemicals. This was done while the plant was down to one filter running because the Burgess Bio power plant was off line for a maintenance shutdown. We purchased a flange splitter tool for the job and it worked well.
- d. Burgess Bio was having problems with their internal backflow preventer and reached out to BWW. Steve and Donny met with Burgess to discuss options.
- e. We had a power outage on March 3rd that caused the Hydro to shut down and the plant to switch to backup power.
- f. There has been no leakage from the hydro seal that was replaced.

2. **Distribution System Status:**
 - a. Water supplied into the distribution system for March averaged 1.60 MGD. The Ammonoosuc Plant produced 1.47 MDG and Brown Farm Well was 0.13 MGD (6 days). Sludge flow to the Pollution Control Facility was 93,821 GPD.
 - b. Burgess Bio was off line for 4 days in March.
 - c. As requested by the City Planner, we have been moving equipment around and will be hauling pipe to our project sites hopefully the first part of May.
 - d. The City plans to discontinue Union Street and asked if BWW needed a utility easement for our water line. Superintendent Carrigan said that we do not and this now becomes the service line and responsibility of the new owner.
 - e. There was no main line, service line or repairs in the month of March. We did have one curb stop to repair.
 - f. We are planning to repaint fire hydrants this summer using our summer hires. The last time they were painted was in 2007.
3. **Water Meter Replacement & Backflow Preventer project Status:** For the month of March, 27 Backflow preventers were installed for a total of 2,131, Radio Reads of 30 for a total of 1,663 and 38 iperl meters for a total of 605 and 7 backflow devices were tested.
4. **Office System & Building Upgrade Status:** The fire box alarm system for the office and garages need new batteries which should be replaced every five years.
5. **Cost Reduction/Income /new Customer Status:**
 - a. The staff completed the fourth quarter meter readings. They started on April 02 and were completed on April 06, 2018.
 - b. Shut off notices have been sent for non-payment.
 - c. We had hoped to turn off our Running Water Program before our March readings so that it would not run into two billing cycles, however; due to prolonged cold weather, the program was stopped on April 9th, 2018.
 - d. The March monthly water sales for the 47 accounts were \$118,087.
6. **Safety/Personnel/Other Status:**
 - a. Three Classes for licensing recertification were scheduled. The first was held here on March 27th on Confined Space, the second held in Ashland, NH on SCADA Optimization and May 16th on Basic Blueprint Reading for Utility Workers in Conway.
 - b. A class was held at BWW and was put on by EJ Prescott. Topics covered were leak detection, hydrant maintenance and trench safety. Along with BWW employees, staff from surrounding water precincts attended. Six CEU's were awarded for attending.
 - c. We are soliciting prices to purchase a zero turn lawnmower. Currently we use push mowers which is time consuming.
 - d. Maintenance continues on the low bed trailers. We have our part-time mechanic to assist in rebuilding our large hammer.
 - e. The staff held the quarterly JLMC safety meeting in March.
 - f. BWW has not had a Lost Time Accident in the last 1,289 days.

April 18, 2018

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 April 13, 2018.

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 March, 2018.

Under Old Business:

- a. Project Status:
 1. Brown Farm Back-Up Well Status: We are waiting for the Large Ground Water Permit. The 45-day comment period for the final report was April 15th, 2018 and we expect to hear from Andy Koff from NHDES. We should be able run the well in the near future.
 2. Hillside Avenue – Wight Street to Willow Status: Ray's Electric was awarded the bid for replacement for \$624,116 which includes our \$10k for water line replacement. The plan to start after the school is out for summer.
 3. Howard Street Status: We will be starting this street first, probably the first week of May to replace the 300 feet left out of the 900 foot project. We may be calling back our temporary help the first week of May depending on the weather.
- b. Auditors – Status: The Board was satisfied by the information received from last month's follow up with Vachon Clukay. After discussion, the board selected the second lowest proposal from the four vendors. It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor to retain Vachon Clukay & Company PC for services for the three year period from June 30, 2018 thru June 30, 2020. Follow up letters will be sent of the Boards decision.
- c. Federal Prison Contract Status: The Superintendent sent a letter, on the Boards behalf, dated April 6, 2018 to Kelvin Jackson, Supervisory Contract Specialist that BWW is interested in signing a multi-year contract for ten years with a five year opening option for water services. The Superintendent has not yet had a response.
- d. Pavement Infra-Red heater Status: The Mayor has spoken with the City Manager and said that the City Manager will contact Superintendent Carrigan after their budget season and said that there is no concern for cross charges.
- e. Reappoint BWB Chairperson & Clerk Status: It was moved by Commissioner Langlois, seconded by Mayor Grenier, with all in favor, to re-appoint Michael Caron as the Berlin Water Works Chair. It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor, to reappoint Paul Poulin as Clerk for the Board of Water Commissioners. Commissioner Ingersoll was reappointed by Mayor and Council on April 2, 2018.
- f. Other old business: Responding to last month's complaint, photos were shown of the driveway and the Board agreed not to repave the driveway for the homeowner at 41 Whittemore Avenue. The Superintendent will contact the owner regarding their decision and that BWB will fix the patch that was made by BWB when the curb stop was repaired.

April 18, 2018

Under New Business:

- a. **Single Audit:** It was moved by Mayor Grenier, seconded by Commissioner Langlois to accept the Single Audit Report for period ending June 30, 2017 as provided by Melanson Heath. The Single Audit was accepted by the Federal Clearing House on March 22, 2018. At this time the Board reviewed draft Management Letter from Melanson Heath dated February 22, 2018 that was received today. It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor to accept the draft letter and staff comments.

At 1:45 pm, the Mayor left the meeting to attend a prior commitment.

- b. **Monthly Meter Readings:** It was moved by Commissioner Langlois, seconded by Commissioner Poulin with all in favor to include the Berlin Laundry LLC located at 11 Pleasant Street and the Senior Living at Notre Dame Limited PAR located on School Street for monthly water billing instead of quarterly billing.
- c. **Radio Frequency:** Superintendent Carrigan discussed the follow-up on the radio frequency issue. In 2012, former Superintendent Viens contacted Jennifer Cloutier, Communications Manager for the Berlin Police Department to inform them that our 2-way hand held and mobile radios were reprogrammed for narrow banding as well as the Public Works Department by Radio North. At that time she informed BWB that the PD had already reprogrammed theirs for narrow banding. There is an issue now regarding programming, a repeater was installed and used on an unlicensed frequency. After discussion, Superintendent Carrigan will contact the City Manager and Ossipee Mountain, the same company that the City uses, to have a path forward and resolve this issue.
- d. **Health Insurance Rates:** The 2018 Primex Health Insurance Rates dropped by 6.6 percent.
- e. **Digital Signatures:** Commissioner Langlois attended a seminar held at the Community Collage about "Effective Public Meetings and Right to Know" Workshop. He had asked that as a Commissioner, was he able to sign BWB documents when he is out of town. The answer he received was that people from the Information Technology and the Secretary of State must first provide guidance and permission for the use of electronic signatures by local governmental entities such as the Berlin Water Works. Superintendent Carrigan will contact the City Manager to see if the City of Berlin is approved by the State to use digital signatures.
- f. **State Filtration:** We expect to receive the State Filtration Grant Application in June. We will apply for \$15,841.19. The Grant amount accepted was \$5,042,543.05 to assist with the 1993, 1994 & 1995 and Lancaster Tank bond debt. As this grant will be coming to a close in FY20 the remaining balance is approximately \$16k. Superintendent Carrigan informed the Board that we have reached out to NHDES to see if there are other programs available to assist in our current loan debt. There has been no response as of this date.
- g. **Approve Other & Communications:** We are in the process of forecasting the FY19 Budget. We have decreased Operations by \$205k or 8.84% and Debt has increased by \$132k or 18.72%. This increase is because we will be closing SRL #11 this fiscal year and first payment to be made in FY 19. Overall, the forecasted Budget

April 18, 2018

decreased by \$76k or 2.45%. The Board agreed to hold a work session on April 25th, 2018 at noon at our office.

There was no other business at this time.

The Board agreed to hold their next regularly scheduled meeting on Tuesday May 15th, 2018 at noon at their 55 Willow Street location.

There were no Public or Board comments.

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

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

The meeting did so adjourn at 1:02pm.

A True Record:

Attest.


Paul Poulin, Clerk of the Board