

April 20, 2016

A regular meeting of the Board of Water Commissioners was called to order by Acting Chair Lucien Langlois at 12:00 noon. Commissioners present were Paul Ingersoll and Paul Poulin. Chair Michael Caron entered 12:06 pm. Also present for this meeting was ex-officio member Mayor Grenier, 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 Poulin, with all in favor, to accept and place on file, the Minutes of March 16, 2016.

Under the Berlin Water Works Monthly Status Report dated April 15, 2016, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment Systems:

- a. The Staff has awarded the bids for the \$25,000 Critical Infrastructure Grant for security upgrades at the Ammonoosuc Treatment Plant. Androscoggin Electric was awarded for the outside lighting, Vaillancourt Electric for security cameras and TKD Fencing for the new entrance gate. Cameras and lighting have been installed. Fencing to be installed within the next few weeks.
- b. The installation of the door in the office area that leads to the AC Building is complete.

2. Distribution System & Compliance:

- a. Burgess Bio daily average water usage for March was 865,524 GPD.
- b. One main line break was repaired for March on Riverside & McGee Streets.
- c. We had one service line break on Kent Street.
- d. This year we are planning to clean and inspect some of our storage tanks. (At this time Chair Caron entered the meeting). Ramsey Hill will be one of the tanks. This is BWW's only steel/glass lined tank. The last time this tank was inspected and anodes replaced was in 2006. We sent a water sample to Statewide Aquastore a tank inspection company, to give us a bid on the tank inspection and determine the number of anodes that need to be replaced according to the water sample results.

3. Water Meter Replacements & Backflow Preventor Projects:

- a. We have 40 stopped meters as of March 1st, 2016.
- b. The monthly & quarterly meter reading has been completed.
- c. 25 Backflow devices were tested for the month of March.
- d. We have been installing iperl Meters and staff collected data on water consumption of 96 customers that had their old meters replaced. It was found

that the new meters are more accurate by approximately 20%, thereby increasing revenue.

4. Office System, Building Upgrades & Personnel Training:

- a. One of our temporary employees has returned to work with us; he has experience with the GIS and the Leica system. He is working with our staff in helping with the training of the Leica system. We also purchased another tablet. Superintendent Carrigan informed the Board that the Fire Department will have access to the GIS information for each of our hydrants and its flow data.
- b. Staff did disconnections for non-payment accounts in March.
- c. The hydro ran for 31 days out of 31 and generated 16.37 MWH of power in March.
- d. Six in-house backflow preventors were tested along with bacteria testing for the State Prison as part of the maintenance contract.

5. Safety/Personnel & Other:

- a. Three employees will be taking their NH State Certification Exams on April 21st in Concord.
- b. NHDES informed us that we have been approved for Asset Management Grant and are waiting for the Governor's signing. This is a matching grant for \$15,000 to conduct asset management initiatives for drinking water infrastructure (GIS System) and this grant may be applied for each year.
- c. BWW has had no lost time accidents in 568 days.

At this time, Michael Caron carried on as Chair.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file, the Berlin Water Works Monthly Status Report dated April 15th, 2016.

It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor, to accept and place on file, the Cashier's Report for the month of March, 2016.

Under Old Business:

- a. Project Status: Superintendent Carrigan handed out a spreadsheet/graph for yearly force account spending. After this year, we will probably be finished with the majority of construction but will leave SRL #11 open for the following year's paving, ending the force account work.
 - 1. Riverside Drive Project Status: We will start work on Birch St. in the next week or so. We are going to wait on the Birch Street and Main St. tie in until the pavement plant is open. Jay Poulin from HEB contacted us and informed BWW that our 2"-3" deep trench patches we installed on Riverside Drive to

12th Street were not adequate because they were going to grind 2-3" and would need to have a base lower than that and could not be grinding into the gravel. They need 5" of pavement. We decided what we can do is dig out the temporary patches and repave those trenches with 5". We do have NHSRL money left over and would meet Davis Bacon requirements. We had an estimated cost of pulling out the patches and putting in 5" of pavement and instead of doing that we were going to give the City those funds toward their project but that was when they were going to tear out the road and do a complete rebuild, that is why we only put 2-3" of pavement in the trenches. Pavement estimates submitted to the City was \$41,381.81 on June 26, 2014 to Peavey Lane to Noury Street. In lieu of payment, BWW would provide labor and equipment services in support of the City improvement Plans in that amount. City Manager Wheeler contacted Superintendent Carrigan and asked if we could pay them the money instead of work because of the high estimated cost of the project. We will now have to take out the estimated cost of paving the trenches north of 12th street. It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor, to submit \$21,618.75 the paving estimate for Peavey Lane to Twelfth Street to the City of Berlin to close this project out.

2. Cedar Street Project Status: We have traced out the water lines and delivery of pipe for the project came in today. We will be starting sometime in May.
 3. Brown Farm Back up Well Status: DL Maher came on March 22nd and drilled 2 test well borings and 2 monitoring wells at 60 feet. The good news is that the preliminary yield estimated calculations results were excellent for pumping flows. However, the water analysis indicated that iron and manganese were at or above the maximum allowable threshold. Dave McLain from GeoInsight recommends drilling 2 more test wells south of the current well. We will have DL Maher come back for additional testing. The original estimate for work was higher than originally billed so we would be in line with funds for additional testing.
- b. Brown Farm Back up Well Land Acquisition Status: Nothing to report at this time.
- c. Other Old Business:
1. From last month's Board meeting, we researched and could not find any conflict of interest if Commissioner Ingersoll served on the State Legislative Board.
 2. The City is finalizing the lot line adjustment for Binette's property to be incorporated with 55 Willow Street. We acquired this land on behalf of the City's adjustment for the retention pond.
 3. Coleman Construction is back in town to finish up the Rte. 110 project.

Under New Business:

- a. Rural Development Grant: It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor to pay off the Loan in the amount of \$206,788.16 for the Godfrey Dam Transmission Line Project. The last scheduled payment date is in the year 2040.
- b. Counter Security: In March, we filed a complaint with the Berlin Police Department to issue a “no trespass” order for one of our customers. As a result, the Board recommends that the Superintendent see what we can do to keep our employees safe, either thru grants or modifications to the office. Also recommended that a safety audit be performed by a security agency to see what measures should be implemented.
- c. Reappointments: It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor, to reappoint Paul Poulin as Clerk of the Board of Water Commissioners. It was moved by Commissioner Poulin, seconded by Commissioner Langlois, with all in favor to reappoint Michael Caron as Chairperson of the Board of Water Commissioners. Both accepted their positions.
- d. Electricity Contract: After discussion, it was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, to enter into an agreement with First Point Power as proposed for one year. Superintendent Carrigan said that the estimated saving is approximately \$7,600.00 or 15% of the electrical budget.
- e. Drinking Water: BWB sent over a Proclamation to the City for the Mayor’s signature to declare the week of May 1st thru May 7th, 2016 as National Drinking Water Week. An open house at the Ammonoosuc Treatment Plant will be held for the public to visit.
- f. FY-16 Draft Budget Review: The Board scheduled a work session for noon on May 3rd to review the draft. The Public Hearing will be scheduled for 6:00 pm on May 25th, 2016 at City Hall. The Board also agreed to hold their regularly scheduled meeting on May 18th, 2016 at their 55 Willow Street location at noon.
- g. Approve Other & Communications:
 1. It was agreed by the Board not to continue our Line of Credit that is set to expire in October with Bank of NH. We have not used this since it was established in 2013.
 2. It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor, to sell the 1985 Grey Mack and apply funds toward debt and this applies to any other equipment or vehicles that are sold. Equipment and Vehicles were purchased to do “force account” work.

Under Public –Board comments: There were no public comments. Under Board comments, Commissioner Ingersoll questioned why one of the Water Works vehicles was parked at the VIP shop in Gorham as he would like us to continue to use and support local businesses.

Superintendent Carrigan said that the tires were being replaced there because it was the best quoted price and will continue to use local businesses when applicable.

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 Ingersoll, seconded by Mayor Grenier, with all in favor to adjourn this meeting.

The meeting did so adjourn at 1:00 pm.

A True Record:

Attest: _____
Paul W. Poulin, Clerk of the Board