

September 21, 2016

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:03. Commissioners present were Lucien Langlois and Paul Ingersoll. Also present for this meeting was ex-officio member Mayor Paul Grenier. Absent from this meeting was Commissioner Paul Poulin. Also in attendance were Superintendent Craig Carrigan, General Foreman Steven Lefebvre and Lynne C. Lessard.

There was neither Public nor Board Comments.

It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file, the Minutes of August 17, 2016.

Under the Berlin Water Works Monthly Status Report dated September 16, 2016, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment Systems:

- a. The Staff installed the new OIU (operational interface unit) for the Hydro. This was an on-going issue we were having with the data collection system for the unit.
- b. The Staff ordered and installed a new insulated industrial garage door to replace the original roll-up overhead door that was not working and needed to be insulated each winter.

2. Distribution System:

- a. Water Supplied into the system for August averaged 2.00 MGD. The Ammonoosuc Plant produced 1.60 MGD and Brown Farm Well was .40 MGD for 19 days.
- b. The Burgess Bio-Mass daily average usage was 1,067,787 GPD.
- c. There were no main line, service line or curb stop repairs in August.
- d. The Staff started flushing hydrants on 08/23/16 and is approximately 80% complete. We currently have 420 hydrants in the system.
- e. The Staff created a work order with the People GIS to video Coulombe Pond Tank Road and used the tablet for the videoing. It will be place on file in the Coulombe Pond work order and will be updated each year.
- f. There was one severe running water and one regular running water customers eliminated in August.
- g. The PRV (Pressure Reducing Valve) used to regulate the water flow into the City got stuck and would not closed. We contacted Flow Rite Valve Service for the repair. It was found that the motorized pilot valve was not working and was removed and replaced but when put back online, it would not shut down. The valve was then again disassembled and there were several large

stones wedged in the valve seat which were then removed and put the valve back on line. The cost was \$1,675.00 for their service.

- h. The Staff continues to monitor the water level at Godfrey Reservoir due to the dry conditions. At this time, water continues to flow over at a low rate. With fall approaching the water flow into the reservoir should increase.
 - i. Staff used the boom mower to cut back the access road to Coulombe Pond Tank and the mower is working well.
3. BWW Office & Garage Update Project Status: A&E Electrical has completed the installation of the security system. The group discussed the fire hydrant fountain out in front of our building. It was suggested what we place a notice that this is not for drinking or use a food coloring dye as the staff has seen a few people drinking from it. Our fountain reservoir is a basin that stores water and water returns to the reservoir after completing a cycle. We only replenish after the water evaporates from the basin and is not a constant source of fresh water.
 4. Office System Building/Personnel Training Status: We divided the City into seven (7) zones to map for GIS. We have completed Zone #01 and are now working in Zone #02.
 5. Cost Reduction/New Income/Improvements Status: We have reached our highest monthly total for readings from our 47 accounts. The Hydro ran for 31 out of 31 days and more electricity was produced. Several projects were completed by BWW for the Berlin High School Gym Project they are very pleased with the results and payment was received in the amount of \$44,415.04.
 6. Safety/Personnel/Other Status:
 - a. BWW employee Matt Carter passed his Grade III Water Treatment Certification Exam and now has both Water Treatment and Distribution Grade III. He has been promoted to a Grade Level V.
 - b. A Tracing & Leak Detecting class was held in Gorham in August where seven of our staff members attended and received six Continuing Education Units.
 - c. BWW has not had a Lost Time Accident in the last 721 days.

It was moved by Commissioner Ingersoll, seconded by Commissioner Langlois, with all in favor to accept and place on file the Berlin Water Works Monthly Report dated September 16, 2016.

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 August, 2016.

Under Old Business:

- a. Project Status: A progress meeting was held on August 23, 2016 with Andy Sharpe our project engineer and Superintendent Carrigan. They discussed the ongoing

NHSRL Projects and the Brown Farm Well Up-grade. Superintendent Carrigan informed the Board that to date 2,314 feet of main line and 952 feet of service line has been installed so far this season. Cedar Street has been completed and will be paved this fall.

1. Hillside Avenue & Willow Street Project Status: We did the tie in at the intersection of Hillside & Willow before school started. We will return to work on Willow Street next week. It was noted that pipes in that area were buried with coal ash.
2. Brown Farm Back-Up Well Status: The 12 inch screen will be installed next Monday and 48 hour pump testing will be performed. Geo Insight will be on hand to monitor flows.
3. Western Avenue Status: We are almost finished with this project. 1,000 lineal feet of water main has been installed and we are tying in the last remaining six services. As the SRL #10 needs to be spent down, we installed another 200 feet of main line and services to buildings on the additional 200 feet.
- b. Brown Farm Back Up Well – Land Acquisition Status: There was nothing to report to the Board at this time.
- c. St. Laurent Drive Status: RM Northern, LLC Proposed Commercial Campground & Residential Development site plan has been approved and Horizon's Engineering is applying for a wetland permit on their behalf from the NHDES Wetlands Bureau. We have expressed our concerns and let them know we can assist in the water pipe fusing and other aspects of the project. We will also be reviewing the water pump station design when it is completed.
- d. There was no Other Old Business to be presented to the Board.

Under New Business:

- a. It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor to approve payment on USDA Rural Development Loan in the amount of \$47,355.
- b. It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor, to approve payment on NHSRL #02 in the amount of \$102,244.86. Superintendent Carrigan mentioned that this was one of the loans we are considering paying off as there will be only one payment left after this.
- c. Superintendent Carrigan advised the Board that we should purchase our own propane tanks as each time we change vendors, they need to change out the tanks to their own companies. If we owned the propane tanks then BWB would be able to contact all propane dealers for pricing without the change out. As we still have six tanks from Munce's from when the Company went out of business, the Board agreed that the Superintendent contact Mr. Rob Munce to see if we can obtain ownership for free to BWB.

- d. The FY 2016 Annual Report was reviewed and approved by Mayor Grenier, seconded by Commissioner Langlois to provide the report to the City for the City Annual Report. The Berlin Water Works has not increased water rates in nineteen years.
- e. Approve Other & Communications:
1. It was moved by Mayor Grenier, seconded by Commissioner Langlois, with all in favor, to establish a "petty cash" fund in the amount of \$100.00 as suggested by our Auditor.
 2. We receive a letter dated September 13, 2016 from the New Hampshire Retirement System that the Employer Contribution Rate for Group I is up by .22% for the Pension and up by .01% for Medical Subsidy for a total increase of .21%
 3. We will be contacting P&L Auto Parts, to salvage some of our vehicles that are no longer road worthy.
 4. We also sold our 1985 Mack Truck today in the amount of \$8,200.

The Board agreed to hold their next regularly scheduled meeting on October 19, 2016 at their 55 Willow Street location at noon. Commissioner Langlois stated that he will attend via telephone.

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 1:35 pm.

A True Record:

Attest:


Lucien Langlois, Acting Clerk of the Board

Mr. Langlois