

October 19, 2016

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

There was neither Public nor Board Comments.

It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor, to place on file the Minutes of September 21, 2016.

Under the Berlin Water Works Monthly Status Report dated October 14, 2016, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment Systems:

- a. Capone Industries is putting an addition on their plant at the Industrial Park. The plant falls in our well-head protection zone and there were concerns with the amount of equipment being used at the site. The Staff has been monitoring the area and has not found any issues of contamination to the soil.
- b. The staff solicited bids for the Ammonoosuc plant heating system. Norman Roy was awarded the bid to install four infrared heaters in the amount of \$16,820. The work will begin next week.
- c. Burgess Bio had a scheduled shut down the week of October 3rd at which time we shut down Filter #01 to do some trouble shooting without starting the well.
- d. The bladder for one of the "in-house" pneumatic tanks was changed out because it was ruptured causing the pump to cycle constantly. The plumber showed staff how to do the first one and the staff changed out the second tank. The third has been isolated.

2. Distribution System:

- a. Burgess Bio-Mass September daily average usage was 1,015,013 GPD.
- b. There was a service line repair at 459 Madison Avenue which was found leaking under the sidewalk.
- c. The Staff started flushing hydrants on 08/23/16 and completed on 10/03/16; we have currently 420 hydrants in the system. Commissioner Ingersoll asked who cleans the hydrants in the winter. Superintendent Carrigan said currently the Berlin Water Works crews have been clearing out the snow. Commissioner Ingersoll mentioned that there is a person hired by the City who supervises those who are currently serving time at the prison to work around the City during the summer cutting grass and thought that may be an option to use for winter clean up around the fire hydrants. Superintendent Carrigan said that if we need additional help, we would call in our

October 19, 2016

current regular temporary employees to assist. If the City would hire that person as a full time then we could possibly contact the City to hire her services. Chairperson Caron asked who is actually responsible for hydrant cleaning and asked if there was anything in writing. We will have the staff do some research and also contact some other water departments to see who cleans their hydrants. Superintendent Carrigan will report back to the Board for their next meeting.

- d. There were two severe running water customers services eliminated from the Running Water Program on Western Avenue.
 - e. There was a 6" main line break on Forbush Avenue when we were flushing hydrants in that area. A hydrant was slammed shut while closing causing water hammer that ruptured the main that split about 15 feet in length. Crews ended up shutting a valve but come to find out it wasn't looped. Using People GIS, and work orders, we will now be able to make sure that all valves are opened up and be able to double check so we don't have this happen again. This was an old cast iron pipe.
 - f. Staff inspected and cleaned the Ramsey Hill storage tank yesterday. The tank requires anodes to be placed inside. We had 24 of them. We sent a sample to Statewide Aquastore and they tested our water for corrosiveness. They determined that 8 anodes were needed, we ordered, received and installed yesterday. Superintendent Carrigan said that our four tanks will be placed on a rotation list for inspections and cleanings. Chairperson Caron suggested doing one tank every year for a cycle of cleaning all tanks.
3. NHSRL Loans Status: We processed our final pay request in the amount of \$80,084.61 to close out the loan. As our request exceeded the close out amount, we processed the remainder thru SRL #11.
 4. Office & Garage Project Status: We added blue food coloring to the water flowing from the hydrant fountain out front and purchased a "Do Not Drink" sign. We recently have pulled the hydrant and pump out for the winter and will reinstall in the spring.
 5. Water Meter Replacements & Backflow Preventer Project:
 - a. 23 Backflow devices were tested for the month of September.
 - b. Office continues to schedule appointments for stopped meters. We have 56 that are not working.
 - c. The installation of Backflow Preventers, Radio Remotes and Iperl meters is ongoing.
 6. Cost Reduction/New Income/Improvements/New Customers:
 - a. Meter reading for the 2nd quarter billing was started on October 3rd and finished on October 6th.
 - b. Burgess Bio is paid up to date except they still owe back interest from a previous late payment. We have emphasized to pay as we still could still shut off the water for non-payment.

October 19, 2016

- c. Staff completed the Asset Management Plan as required by NHDES for the \$15k Grant. Staff met with Luis Adorno from NHDES to go over our draft Asset Management Plan and gave his input and wants more additional information on what the DES would like to see in the report.
7. Safety/Personnel/Other:
- a. BWW has not had a Lost Time Accident in the last 749 days.
 - b. Employee Craig Bartoli will be taking his exam tomorrow for his Distribution III license.

Commissioner Langlois asked, and was answered by the Superintendent, for the individuals' names who purchased the dump trucks and the water truck that BWW had for sale. Commissioner Ingersoll asked to have the BWW logo's taken off the trucks when sold because in the event of something happening, it could reflect badly on the department. We do remove the door decals but apparently we did not take the painted logo from the front bumper.

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 Report dated October 14, 2016.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, to accept and place on file the Cashier's Report for September, 2016.

Under Old Business:

- a. Project Status: There was a progress meeting held on September 28th, with Andy Sharpe, who is our Project Engineer, General Foreman Lefebvre and the Superintendent. They discussed the ongoing NHSRL projects and the Brown Farm Well upgrade. Superintendent Carrigan said that 2,728' of main line and 982' of service line has been installed so far this season. Cedar Street has been completed and final paved.
- 1. Hillside Avenue & Willow Street Project Status: We started work on Willow Street from Hillside Avenue to Pine Street on October 4th and finished running the main line and installing services on October 19th. We moved all of crews up to Hillside Avenue. Next year we will move back to Willow Street to finish from Pine to State Streets.
 - 2. Brown Farm Back-Up Well Status: The screen was installed and the test well installed the week of September 25th. The 48 hour pumping test was started on October 18th. They are running at 650 gpm, the well is 53' deep and the water level seems to be leveling out at 41 feet after pumping for 24 hours. Superintendent Carrigan said that about 10 pm last night it was stabilized. We went back about 9:00 this morning and not much movement. Thursday they want us to start our existing well to see what the pressure drop might be. This is looking like a good

October 19, 2016

source for water. Geo-Insight was here today and also tomorrow to take samples for the State for water quality. It's been difficult to schedule DL Maher because of the drought situation in lower NH and his backlog of work for people that have run out of water. Otherwise, the project is moving along well.

3. Western Avenue Status: we have finished this phase of work and installed 1,200 feet of main line, 2 hydrants, 24 services and eliminated 18 running water customers. The trench has been backfilled and paved and the street will be overlaid next year. We will do the final section of 1,650 feet as funding permits.
4. Cedar Street, Prospect Street to Hillside Avenue Status: This topic was previously discussed.
- b. Purchase of Propane Tanks Status: Munce's will turn over all of the tanks to Berlin Water Works. We will paint the tanks and install new valves. By having our own tanks, we will be able to choose any vendor that sells propane if we do not go out for bid and get price locked. Commissioner Langlois said that we need to make sure they pass inspection prior to set up.
- c. Sale of used BWW Equipment Status: The last few weeks, BWW sold the grey Mack, purchased in 2011, the red Ford purchased in 2010 and the yellow Mack water truck purchased in 2010. Total sales amounted to \$16,700 that will be applied to future debt.
- d. Other Old Business: There was nothing further to discuss.

Under New Business:

- a. Approve SRL Payments - The agenda was amended to include SRL #08 & #09. It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor, to make the annual payments on the following Debt: SRL #01 - \$83,355.43, SRL #03 - \$48,874.95, SRL #04 - \$101,114.42, SRL #08 - \$161,746.09 and SRL #09 - \$69,576.97 for a total amount of \$464,667.86.
- b. Closing out NHSRL #10 Loan Status: We are waiting on the State for the Close out Papers.
- c. Approve Other & Communications:
 1. We have contacted the State for a payoff amount on our SRL #01, #02 & #03. After the November/December Payment for this year, we only have one more payment for each of the Loans. After discussion, we will re-visit the possibility after the first of the year to see what possible savings there may be and if this financially feasible for BWW to do so
 2. BWW received a check from the State of NH dated 09/20/16 in the amount of \$250. Back in 2012, a client from the cleaning service broke into our office and stole a laptop that had our water cad system program installed, a camera and several other items. The laptop computer was recovered by the police department.

October 19, 2016

The Board agreed to hold their next regularly scheduled meeting on November 16, 2016 at their 55 Willow Street location at noon.

There was no Public or 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 Langlois, seconded by Commissioner Poulin, with all in favor, to adjourn this meeting.

The meeting did so adjourn at 12:56 pm.

A True Record:

Attest.


Paul Poulin, Clerk of the Board