

November 16, 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 Poulin and via telephone, Lucien Langlois and ex-officio member Mayor Paul Grenier. Absent from this meeting was Commissioner Paul Ingersoll. Also in attendance for this meeting were Superintendent Carrigan, General Foreman Lefebvre and Lynne C. Lessard.

There was neither Public nor Board Comments.

It was moved by Mayor Grenier, seconded by Paul Poulin, with all in favor, to accept and place on file, the Minutes of October 19, 2016.

Under the Berlin Water Works Monthly Status Report dated November 10<sup>th</sup>, 2016, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment Systems Status:
  - a. We had to use the Brown Farm Well for eight days in October because of the raw water quality issues.
  - b. The bid for the plant heating system was awarded to Norman Roy Plumbing & Heating. He is in the process of removing the old heating units.
  - c. Crews cleaned Filter #01 because of head loss issues. At this time, Steve spoke to the Board to discuss the issues and path forward. The Board asked where the fault lies and was answered that this was with the original installation and design from twenty-one years ago. Superintendent Carrigan said that we may keep on our current temporary employees to help out with this task. This process between labor and sending out to have parts cleaned could take up to a few weeks to complete.
  - d. Brynna Kelly, the School to Career Coordinator at the Berlin High School contacted the Superintendent regarding if one of their students could "Job Shadow" at our treatment Plant. The student spent two work weeks at the plant and was under the supervision of Donny Labrecque.
2. Distribution System Status:
  - a. There were no main line or service line repairs in October.
  - b. We had seven curb stop repairs.
  - c. We continue to monitor the water level at the Godfrey Reservoir due to the dry conditions. At this time, levels are looking good.
  - d. We have been in the process of cleaning and inspecting four of our storage tanks. The Lancaster & Treatment Plant tanks have not been done yet. These tanks will be placed on rotation for preventative maintenance.
3. Office & Garage Upgrade Project Status:
  - a. We are exploring options on finishing the lower yard area and plan to implement the work next summer.
  - b. We will be residing our building on the corner of Willow & Hillside Avenue (the old M&M Auto Property).

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4. Office System & Building Upgrades:
  - a. Now that our construction has ended, our temporary employee who is experienced in GIS, has returned to collecting data.
5. Cost Reduction/New Income/Improvements/New Customers Status:
  - a. The staff has been rebuilding the flat beds on our dual wheel utility trucks.
  - b. We are in the process of scrapping out vehicles that will no longer pass inspection.
  - c. Burgess Bio is paid to date, except for an interest amount from a prior billing, and has been sent their next statement.
6. Safety/Personnel/Other – Status:
  - a. BWB has not had a Lost Time Accident in the last 777 days.

It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor, to accept and place on file the Berlin Water Works Monthly Status Report dated November 10<sup>th</sup>, 2016.

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

**Under Old Business:**

- a. Project Status:
  1. Hillside Avenue & Willow Street Project Status: We finished running the main line and installing services on October 21<sup>st</sup> and base paved the week of October 30<sup>th</sup>.
  2. Brown Farm Back-Up Well Status: The 12" well was drilled screen installed. Pumping testing started October 18<sup>th</sup>. We received a report from David Maclean of Geo-Insite on November 11<sup>th</sup>, 2016 via e-mail and handed to the Board at this time. The two hour test well sample and the water quality look good so far. They are working on providing water quantity projections from the test data. This would determine how much can be produced per minute and use the proper size pump to accommodate flow.
  3. Hillside Avenue – Cedar to Winter Streets Status: The project was started on October 19<sup>th</sup> and finished on October 28<sup>th</sup>, 2016. Crews laid 230' of 12" HDPE and installed 4 services. This was base paved the week of October 30<sup>th</sup>. We will continue next year at Winter Street and work on Poplar then from Spring Street to Cedar Street on Hillside Avenue.
- b. Hydrant Snow Removal Status: As suggested by the Board, office Staff did research by contacting several other communities' as to which department is responsible for removing snow and the results varied between the Water & Fire Departments. Superintendent Carrigan said that BWB charges a fire protection fee to our customers and also have funds set aside in the budget for maintenance. Superintendent has contacted the Fire Chief for emergency assistance if necessary

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and is awaiting his response. Mayor Grenier would like to be kept informed and or updated. Superintendent Carrigan also said that we would call in our laid off temporary employees to help out. Chairperson Caron suggested that when the season is passed, we should place a "thank you" ad to those customers who helped remove snow from hydrants near their homes. The Superintendent will continue to monitor this situation and keep the Board updated.

- c. NHSRL #01, #02 & #03 Payoff Status: The State was contacted regarding early pay-off for our three loans. As there are no interest payments due on these loans, the savings would be in administration fees. The total for this could be about \$3,000. Superintendent Carrigan reminded the Board that December is a large payout month for loan debt and will revisit our financials after the first of the year. The intention for early pay-off is that we would like to exclude these three payments from the FY-18 Budget as these are the final payments and we will be incurring SRL #10 debt in FY-18. SRL #08 & #09 were added to our current year's budget for first payments.
- d. Engineering Contract with Andrew J. Sharpe, LLC- Change of Scope Status: As this is a continuation of our current projects, it was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor, to accept the Change Order – Scope #01, in the Amount of Five Thousand Dollars (\$5,000.) dated October 24, 2016.
- e. Other Old Business Status:
  - 1. Primex reduced our Unemployment Compensation Rate for approximately \$4,000.
  - 2. Chair Caron asked what the savings would be by disposing our vehicles that no longer pass inspection. Superintendent Carrigan said that we are under an "Umbrella Policy" and the Schedule of Exposures by Primex is usually updated in April.
  - 3. Androscoggin Valley Hospital's Occupational Health Services sent a letter out dated November 1<sup>st</sup>, 2016 to announce that they are entering their fifth year as a DOT drug & alcohol testing consortium. BWW has renewed the contract with AVH.
  - 4. BWW has paid the 2017 Annual Dam Registration Fee in the amount of \$750.00.

#### Under New Business:

- a. Asset Management Grant Application 2017 – Status: It was moved by Mayor Grenier, seconded by Commissioner Langlois, with all in favor, to allow the Chair to sign a letter dated November 16<sup>th</sup>, 2016 to Luis Adorno, NHDES in support of the application for the NHDES Asset Management Grant 2017 for the continuation of the GIS mapping of the Berlin Water Works Distribution System.
- b. The State Filtration Payment was received from the State in the amount of \$20,490.00.

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- c. It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor, to accept and approve the Revised Mission Statement of the Berlin Water Works, October 2016.
- d. A Christmas luncheon will be held on December 14<sup>th</sup> at noon.
- e. Approve Other & Communications:
  - a. Robert Mann from NHDES was here yesterday to do a Sanitary Survey, which is done every three years. The survey is information collected by the DES Drinking Water and Groundwater Bureau for the purpose to review the capacity of the system's source, treatment, distribution and management to continuously produce safe drinking water. We will receive the report at a later date. Superintendent Carrigan and Foreman Lefebvre met with him for several hours. Mr. Mann was very interested and impressed in our use of the GIS system and how the work orders are being applied to daily work. Mr. Mann spoke of a possible presentation to other Water Districts that are currently not using this type of system.
  - b. A meeting will be held at our 55 Willow Street office with City Manager Wheeler, and Anne Getchell, Community Programs Specialist from Rural Development on November 29<sup>th</sup>, 2016 at 10:00 am. The purpose of this meeting is that these loan/grant programs were based on population. Now that Berlin's population is less, they are interested to find if we have any plans to borrow funds from their division.
  - c. After review, it was moved by Commissioner Poulin, seconded by Mayor Grenier, with all in favor to award the Chemical Bid for calendar year 2017 to Harcross Chemicals, Inc. located in Nashua, NH.

The Board agreed to hold their next regularly scheduled meeting on December 21, 2016 at their 55 Willow Street location at noon.


There were no Public-Board Comments.

The Board did not enter into a Non-Public Session.

It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor, to adjourn this meeting.

The meeting did so adjourn at 12:45.

A True Record:

Attest: 

Paul Poulin, Clerk of the Board