

December 21, 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 was Lucien Langlois and present for this meeting was ex-officio member Mayor Paul Grenier. Also in attendance were Superintendent Carrigan, General Foreman Steven Lefebvre and Lynne C. Lessard.

There were neither Public nor board Comments.

It was moved by Mayor Grenier and Commissioner Ingersoll, with all in favor, to accept and place on file, the Minutes of November 16<sup>th</sup>, 2016.

Superintendent Carrigan informed the Board that, Mr. Bangs of Spruce Street complimented the Berlin Water Works on the Buildings & Parking areas. He said it was nice to see the City buildings looking so good.

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

1. Treatment Systems Status:
  - a. We received a delivery for 82,500 lbs. for Sodium Bi-Carb and 4,300 gallons of Chlorine that will get us thru the winter months.
  - b. The heating system has been installed and is working well.
  - c. There is a small leak in our 5000 gallon chlorine bulk tank. The staff transferred 1,000 gallons to other tanks in the event of complete tank failure. We have contacted the manufacturers of the tank and they instructed us to empty the tank, clean and send pictures. Once they review they will let us know if the tank can be repaired or a new tank will be needed. If the liner is damaged, then the tank would need replacement.
2. Distribution System Status:
  - a. We had a water complaint on Willard Street. The staff investigated and did bacteria, PH, Alkalinity, color & turbidity tests. Results came back with no issues and a report was made and the customer was contacted with the results.
  - b. Burgess Bio November daily average water usage was 888,550 gallons per day.
  - c. There were no main line repairs in November and two service line repairs. The second service leak was on the 6" service line feeding the Berlin Pollution Control Plant on Shelby Street. The hydrant in front of the plant was being used by the PWD Vac Truck operator and he closed the hydrant too quickly causing water hammer leaving the pollution plant with no water. The leak was detected and the line isolated for the night. BWV's crew did the repair the following day. This is in our highest pressure zone in the City, approximately 140 PSI. The foreman informed Lucien Couture of PWD and

Henry Noel at the Plant, that Berlin Water Works is not responsible for the service line but BWW would make the repairs. As in inter-department courtesy, BWW donated the cost of about \$4k. Superintendent Carrigan stated that both BWW & PWD work well together. The foreman informed Lucien not to have their crews use that hydrant. Also, there were three curb stop repairs made in November.

- d. The staff is in the process of repairing hydrants, from the list of 30, as of today we are down to two left for repairs.
- e. Crews completed cleaning our four pressure zone tanks.
- 3. NHSRL's Status: Loan #10 has been closed out and as for SRL #11, we have approximately \$923k remaining. This amount will take us thru force account work next construction season and the remaining will be used for paving the following year. Superintendent Carrigan briefly spoke about the possibility of borrowing more funds from the State. He will bring this before the Board at a later date.
- 4. Water Meter Replacements & Backflow Project Status: 17 backflow devices were tested and we remain at 45 stopped meters.
- 5. Office System & Building Upgrades: Our temporary employee continues to be working on the GIS project.
- 6. Cost Reduction/Income/Improvements/Customers:
  - a. Meter reading will begin on January 3, 2017 for the third quarter billing.
  - b. This is the first month since April 2016 that the Treatment Plant used more power than the Hydro produced in a month. 400Kwh was used from the surplus power for electric heaters.
- 7. Safety/Personnel/Other Status: BWW has not had a Lost Time Accident in the last 811 days.

It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor to place on file, the Berlin Water Works Monthly Status Report dated December 16<sup>th</sup>, 2016.

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

#### Under Old Business:

- a. Project Status: We had a progress meeting with Andy Sharpe our project engineer and Dave Maclean of Geo-Insight to discuss the past construction season, Brown Farm Backup Well and plans for next year.
  - 1. Brown Farm Well Back-Up Well Status: We thought our best approach for well permitting from NHDES would be to submit our back-up well application and schedule a meeting in Concord to meet and discuss the feasibility of getting a Large Ground Water Withdrawal Permit instead of the back-up well permit.

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However Dave Maclean spoke with the DES and they advised against this and recommended to just apply for the Large Ground Water Withdrawal Permit. Mr. Maclean should have the application in by next month. They think that Berlin is a good area for this and there may be public hearings. Mayor Grenier offered that if BWW needed representation and assistance in Concord, he would make the trip.

- b. **Filter Lateral Cleaning Status:** General Foreman spoke to the Board. He said that when the West-Teck company came here there was a missing layer of media that apparently was never installed. On one side we had a failure and it is running worse than the other. They suggested that the laterals were plugged. They were not. When we had the failure, a list was provided for materials to add to it. The total amount we ordered was not needed; however, in the fine print at the bottom, they had included extras. The hi-head loss could be due to additional media in the filter. It is a triple media filter but originally installed as two. This has never run properly since the original installation. BWW crews did the project in house and should be on line tomorrow. Superintendent Carrigan will report back to the Board next month with the results.
- c. **Burgess Biopower Status:** They are paid to date except for past interest from a previous late payment. Office staff contacted Cate Street Capital and they said they are working on this. We will wait a few more weeks for payment. After discussion, the Mayor suggested the possibility of waiving the fee, in writing, one time only and if late again, this past interest charge would re-occur on their billing, seconded by Commissioner Ingersoll, with all in favor to wait and if not paid waive the fee but not to be abated. Superintendent Carrigan will inform the Board of the status of the interest.
- d. **State Loan #01, #02 & #03 Pay-off Status:** As discussed from previous meetings, Superintendent reviewed the finances and found it feasible to pay-off SRL #01, #02 & #03 in the amount of \$237,517.94. These are the final payments which would be due December 2017. As we are now incurring SLR #08, #09 & #10 for payments, our Debt Budget would be more in line and should remain under \$1m. This amount is to be paid from the \$200k which was budgeted; also \$16,700 was added to equipment reserve from equipment that was sold and it was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor to apply the Equipment Reserve to the remainder amount of \$20,817.94.
- e. **Hydrant Snow Removal Status:** From last month's meeting, Superintendent Carrigan contacted and received a response from the Fire Chief regards to helping BWW to clear away fire hydrants if necessary. The Fire department has no issue as a last resort and to bill at their charge out rates. It was also suggested by the Mayor that in the event we do need additional assistance to contact the City Manager.
- f. **Superintendent Carrigan informed the Board that Coleman has finally paid their outstanding invoices from 2015.**

Under New Business:

- a. RD Funding Status: Superintendent Carrigan and City Manager Wheeler had a meeting scheduled for November 29<sup>th</sup>, 2016 with Anne Getchell, Community Programs Specialist from Rural Development. Due to weather, a conference call was held. She informed us that previously RD funds were not available because the City of Berlin census was over just over 10,000. The funding guidelines have since been revised to eliminate the prison population as part of the population. Berlin's population is now under the 10,000 threshold thereby making RD funds available to borrow.
- b. Energy Audit – Status: An email dated November 29<sup>th</sup>, 2016 to Superintendent Carrigan, along with other City heads from the Planning Protection Assistance NHDES Wastewater Engineering Bureau, to inform that Berlin has been selected to receive complex process level energy audits for both the wastewater treatment plant and the drinking water system. The drinking water energy audits will be conducted late next year or in early 2018. There is no charge for this service.
- c. Map 126/Lot 70 – Status: City Manager contacted Superintendent Carrigan about our small parcel of land on 12-B Street (lot 126/71) where BWB once had a water tank on the property and discussed merging the land. City Manager has been talking with Bob Goddard and the snowmobile club about potential land issues around Mr. Goddard's property (map 126 lot 70). Superintendent Carrigan stated that he didn't know why the land was separated from the City, perhaps it was not in the City's hand at that time and the merger would be fine. Chair Caron ask if BWB had any other parcels that are not in use so they could be placed back on the City's tax base. Superintendent Carrigan will review maps to see if there are any other parcels like 12-B Street.
- d. There was no other or communications.

The Board agreed to hold their next regularly scheduled meeting on January 18<sup>th</sup>, 2017 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 Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor, to adjourn this meeting.

The meeting did so adjourn at 12:45 PM.

A True Record:

Attest:   
Paul Poulin, Clerk of the Board