

January 18, 2017

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 present for this meeting was Superintendent Craig Carrigan and Lynne C. Lessard.

There was neither Public nor Board Comments.

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

Under the Berlin Water Works Monthly Status Report dated January 13, 2017, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment Systems Status:
 - a. The new heating system is up and running and working better than expected.
 - b. We have contacted Kenway Corp out of Augusta, Maine for the tank repair. They visited the Treatment Plant and looked at the tank and said that it could be repaired. Commissioner Ingersoll asked about a guarantee. Once they get inside to inspect the tank and find the extent of damage we will find out then. We also purchased additional "Carboys" to transfer the remaining CL2 to start cleaning the interior of the tank for an internal inspection to determine the extent of the repair.
 - c. The staff cleaned and hosed out both waste basins.
2. Distribution System Status:
 - a. There were no main line or service line breaks in December. Two curb stop repairs were dug and repaired.
 - b. Staff repaired thirty (30) hydrants that were on the list.
 - c. The propane furnace at the Hillsboro Pump station was not working properly; a new one was ordered and replaced.
 - d. The PWD informed us that there was a backed up main sewer line on Hillside Avenue and Cedar Street intersection. This is one of our main line replacement construction sites worked on this past summer. Once the sewer line was pumped and cleaned we use our camera to inspect the blocked area. It was determined that the problem was not a faulty line repair but rather a large grease deposit obstructing the flow. This is another case where the camera being used saved BWW money on a costly exploration dig.
3. Brown Farm Back-up Well Status:
 - a. We paid Geo-Insight \$11,176k this month leaving a balance of approximately \$80k.

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4. Water Meter Replacements & Backflow Projects Status:
 - a. Seven (7) backflow preventors, nine (9) radio-read meters & 13 iperl meters were installed last month.
 - b. Appointments are being made to change out the older meters in the tenement blocks. As these new iperl meters are more accurate, this will give us the quickest return on the cost of replacement.
5. Cost Reduction, Etc Status:
 - a. The third quarter meter reading started on January 2nd and finished on January 6th, 2017.
 - b. The third quarterly water bill in will be issued February 1st.
 - c. Our 47 monthly accounts were billed out for \$121,697.
6. Safety/Personnel/Other Status:
 - a. The staff has been doing scheduled maintenance on our heavy equipment in preparation for the upcoming construction season.
 - b. Our Bob-Cat Skid Steer is having electrical issues. We priced the cost of shipping, which would have cost \$2,000.00. We borrowed a "low-bed" trailer and our staff delivered the equipment down to Concord, NH. Cost for repair is \$4,200.
 - c. BWW has not had a Lost Time Accident in the last 893 days.

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 Status Report dated January 13, 2017.

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

Under Old Business:

- a. Project Status:
 1. Brown Farm Well: We received an e-mail from David Maclean from Geo-Insight that the Large Ground Water Permit Preliminary Application will be submitted before the first of March. Also we will begin to solicit request for drilling the well to move forward. We are working with Geo-Insight for bids. The Board will be kept informed of the process and copies of the proposals.
- b. Filter Lateral Cleaning Status: The laterals had no media inside. We called West Tech, the filter company and they came on site. It was found that there was not enough garnet in the media system and was not filtering properly. We added the garnet and now our turbidity is better than we have ever had. The filters are running the best since it was on line from the original installation there was never enough media from the beginning.

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- c. Burgess Bio-Power Status: Our office staff placed a courtesy call to Burgess Bio Power and was informed that they are still working out the past due amount issue. We sent a letter to Burgess Bio Power on January 10th, 2017 at the Board's request. Last month's meeting, Mayor Grenier suggested the possibility of waiving the fee, in writing, one time only and if late again the past interest charge would re-occur on their billing and the Water Commissioners agreed to waive the fee. Superintendent has not yet heard a response from the company.
- d. Berlin Water Works Properties Status: As a follow-up from last month's meeting, Superintendent Carrigan did look up various properties that were under Berlin Water Works name that could possibly be placed back into the tax base. He said that Berlin Water Works does not own any property and all property is owned by the City of Berlin, therefore; we have no right to sell or lease any land. We have no say unless BWW needs to use or have access to a property.
- e. Other Old Business Status:
 - 1. We received the official letter from the State dated January 06, 2017, to confirm that our State Revolving Loans #01, #02 & #03 have been paid off in full.
 - 2. Luis Adorno from NHDES contacted Superintendent Carrigan to let him know that BWW did not make the State's list for funding in the amount of \$20k for the Asset Management Grant, but suggested BWW apply for next year.

Under new business:

- a. Knollwood Energy Status: BWW will not be using the Revolution Energy Company to sell our carbon credits from our solar system. We signed the Sale and Purchase Agreement for Renewable Energy Credits on December 29th, 2016 with Knollwood Energy, LLC
- b. NHDES Sanitary Survey, 2016 Status: BWW received a letter on December 19th, 2016 from the Department of Environmental Services, Drinking Water & Groundwater Bureau's Robert Mann. The report summarized information collected when Mr. Mann conducted the survey in November, 2016. The letter did not note any facilities or practices which raised concerns about system integrity or protection health. The report summary notes some very positive features and the State commended the Berlin Water Works on the positive features.
- c. Hydro Bearing Issues Status: We continue to have bearing issues with the Hydro that we are trying to resolve with the hydro installer company SOAR. We sent a letter dated January 5th, 2017 to document the ongoing issues

regarding lubrication of the bearings on the turbine portion of the generator unit to Michael Maloney who came to the site for training. Staff has since heard the bearings make noises and we are requesting that SOAR either replace the bearings and mechanicals or reimburse BWW for its cost to have Cross Machine replace the parts for about \$4k. As of this date, we have not had a response from Mr. Maloney.

- d. North Country Growers, LLC Status: The Board amended the agenda to place this topic under their non-public session.
- e. Approve Other & Communications Status: Superintendent Carrigan was contacted by RM Northern, LLC regarding their proposed commercial campground & residential development on Jericho Road. They wanted BWW to write a letter saying that we would take over the water line and the pump station. Superintendent Carrigan informed the Board that we would only make the tap to the main line and as our policy states that the property owner owns out to the main, therefore we are not responsible and would not have ownership as this is on private property. He also informed the Board that we would work with their engineer to meet our specifications for a pump station and assume ownership afterwards. As an example, BWW assumed ownership from Coos County Nursing home when they did their station as they met our specifications. It was moved by Commissioner Langlois, seconded by Commissioner Poulin with all in favor, to have the Superintendent write a letter to RM Northern regarding the water line and pump station.

The Board agreed to hold their next regularly scheduled meeting on February 8th, 2017 at their 55 Willow Street location at noon.

There were no Public-Board Comments.

At this time, Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor, to enter into a Non[Public Session: RSA 91-A:3II(d) land matters. By roll call vote, with all members voting in favor, the Board entered into the non-public session at 12:37 pm.

At 12:53 pm, by roll call vote, with all members voting in favor, the Board re-entered into the Public Session.

During the closed session meeting, the Board discussed the topic of North Country Growers, LLC.

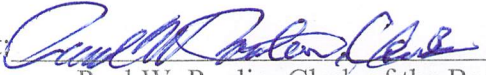
There being no further business to come before this meeting at this time, it was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor, to adjourn this meeting.

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The meeting did so adjourn at 12:55 pm.

A True Record:

Attest:


Paul W. Poulin, Clerk of the Board