

February 8, 2017

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:03 pm. Commissioner 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 were 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 January 18, 2017

Under the Berlin Water Works Monthly Status Report dated February 3, 2017, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment Systems Status:
  - a. The Brown Farm Well ran for three days in January because of the work being done on the #2 filter.
  - b. The staff checked the Lancaster Tank and found there was no ice forming inside as the pax mixer is working correctly.
2. Distribution System Status:
  - a. The January average water supplied into the distribution system was 1.63 MGD.
  - b. There were no main line, service line or curb stop repairs made in January.
  - c. The staff is in the process of rebuilding the old hydrants taken out and replaced by new ones in the main line replacement zones.
3. NHSRL #15 Status: There were no reimbursement requests made in January.
4. Brown Farm Back-up Well Status: We made a disbursement of \$1,408.00 to Geo-Insight in January.
5. Water Meter Replacement Status:
  - a. Seven Backflow Preventors, 11 radio read remotes & 11 iperl meters were installed for the month of January.
  - b. Thirteen backflow devices were tested in January.
  - c. Twenty more stopped meters were added to the list after the January meter readings.
  - d. Appointments are continuing to be made to change out the older meters.
6. Cost Reduction/Income & Improvements Status:
  - a. The staff stopped by the NH State Surplus barn when we picked up the skid steer that was repaired in Concord. We spoke to the new director and expressed our interest in obtaining equipment from the State Surplus and also from the Federal Surplus which he also manages. It was suggested by Commissioner Ingersoll that Board members be placed on the list, so if they are in the area, the Board member could contact the Superintendent to let him know what is available for sale and ask if the BWW would be interested in the item.

February 8, 2017

- b. It was found that the State of NH Correctional Facility meter is not registering accurately for this monthly billing. Staff met and said that E.J. Prescott would need to be contacted by the NHCf to repair their meter. BWW will be issuing an estimated statement to the facility.
7. Safety/Personnel & Other Status:
- a. BWW has not had a lost time accident in the last 859 days.
  - b. A "thank-you" note from a student who attends the Berlin High School "School to Career Program" was received. The student "job shadowed" at the Treatment Facility. The student appreciated and enjoyed working with and learning about the daily operations from both Treatment Plant Operators.
  - c. Mr. Leo Theriault informed the BWW that he was very pleased with the job performed at his and his neighbor's service on Park Street. "A job well done and very professional."

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 February 3, 2017.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file, the Cashier's Report for the month of January, 2017.

Under Old Business:

- a. Project Status:
  - 1. Hydro Farm Back up Well – Status: Geo-Insight has sent us the draft Request for Proposals/Quotations. We will finish up the package and place on our letter head for their review.
- b. Hydro Bearing Issue Status: From last month's Board meeting, Superintendent Carrigan sent a letter dated January 17, 2017 to Michael Maloney of SOAR Technologies along with a \$3,981.70 quote to repair the bearing issue. Mr. Maloney responded on January 31, 2017 stating that they will replace the bearings and seal (quoted cost of \$637.70), pay for shop repair for the turbine and half of the removal an installation cost for an amount of \$2,306.50. The Superintendent accepted their proposal and once parts are received, Cross Machine will repair the turbine.
- c. Romik Booster Station Draft Agreement – Status: Superintendent Carrigan discussed a couple of past booster agreements that BWW had between Cates Hill Nursing Home and also Grandview Heights. Part of the Romik Draft Agreement discussed today was that upon completion, the Board will assume the complete operation & maintenance of the booster station, to the inlet and the outlet station. Romik would be responsible for electrical, heating and external building maintenance. It was moved by Commissioner Langlois, seconded by Commissioner

February 8, 2017

Ingersoll, with all in favor, to accept the agreement upon our Attorney review and modification.

There was no other Old Business to come before the Board.

Under New Business:

- a. Red Flag Policy (Identity Theft): Reviewed and updated annually, it was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor to, to sign and place on file.
- b. Construction Charge Out Rates: It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor to accept the Berlin Water Works Hourly Charges & Special Service Rates to become effective April 1, 2017.
- c. Errol NH Water System: The Town of Errol contact Berlin Water Works for assistance with their water quality. Treatment Plant Operator Donny Labrecque and Superintendent Carrigan have met in person and also communicated thru telephone calls and e-mails with the Town of Errol and we have been able to offer our help. Horizon Engineers will be in contact with the town to recommend BWW services if needed using our charge out rates.
- d. Fiscal Year Accomplishments: No changes were made by the Board on the Significant Accomplishments of Berlin Water Works for FY-16 Financial Statements.
- e. Approve Other & Communications: Superintendent Carrigan informed the Board that he will be starting salary reviews. He also noted that one of our retired employees has turned 65 and is no longer on the BWW health insurance plan.

The Board agreed to hold their next regularly scheduled meeting on March 15, 2017 at noon, at their 55 Willow Street location.

There were no Public Comments.

As for Board comments, Commissioner Ingersoll was questioning one of the Water Works vehicles that has been parked at one of our employees homes. He was informed that our employee was on call. He also questioned that the employee was not on our list for being on duty that week. Superintendent Carrigan explained that one of employees on the schedule is out from hand surgery and that would throw the schedule off and other times one may switch with another employee and it is not unlikely for our employee to be on call for two weeks. When on call, the BWW pick-up truck stays with the employee in the event of being called out.

February 8, 2017

Commissioner Ingersoll received a complaint of a high water billing for a customer on Glen Avenue. After investigation, it was found that the property had a leaking toilet and has since been repaired.

At this time, Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor, to enter into a Non Public Session: RSA 91-A:11(d) Land Matters. By roll call vote, with all members voting in favor, the Board entered into the non-public session at 12:45.

At 12:55 pm, it was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor, the Board re-entered into the Public Session.

During the closed session meeting, the Board discussed future land acquisition.

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.

The meeting did so adjourn at 1:00 pm.

A True Record:

Attest:   
Paul W. Poulin, Clerk of the Board