

July 17, 2019

A regular meeting was called to order by Chair Michael Caron at 12:00 noon. Commissioners present were Paul Ingersoll, Paul Poulin, Sean Brungot and ex-officio member Mayor Paul Grenier. Also in attendance were Superintendent Craig Carrigan, General Foreman Steve Lefebvre & Lynne C. Lessard.

There was neither Public nor Board comments.

It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot with all in favor to accept and place on file, the Minutes of June 11, 2019.

Under the Berlin Water Works Monthly Status Report dated July 12, 2019, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Treatment System Status:
 - a. The staff cleaned both filters using 250 gallons of caustic and 100 gallons of chlorine for the process. We will clean once more in the fall.
 - b. The new well – Brown Farm Well #02 has its own Best Management Practices (BMP) schedule. The DES was contacted and we were told that we need to file a new BMP specifically for BFW #02.
 - c. We transferred 125 gallons of Caustic & 75 gallons of chlorine from the treatment plant to the Brown Farm Well.
 - d. Staff started doing bi-weekly chlorine residual checks in the water tanks. This is done because the chlorine demand increases in the warmer months.
 - e. The heavy rain this past month has made the raw water a bit more difficult to treat.

2. Distribution System Status for the month of June:
 - a. Water supplied into the distribution system for June averaged 1.82 MGD.
 - b. The Ammo plant supplied 1.55 MGD and Brown Farm well was .27 MGD for 11 days. June's daily wasted sludge flow to the Pollution Control Facility was 226,221 GPD.
 - c. Burgess Bio-Mass average water usage was 1,041,247 GPD and was off line for zero (0) days in June.
 - d. No main lines were repaired
 - e. One service line and three curb stops were repaired.
 - f. Crews hauled & spread 360 yards of recycled material for the Heritage Park.
 - g. Hydrant flushing began on July 15th. We will also be updating the fire flows this year. Each hydrant will be tested for flow rates, static & residual pressures. The last time flows were tested was back in 2002 and since then, there have been significant improvements in the City. We should see a big difference between the past and current testing. This will also help with insurance ratings and fire protection.
 - h. Staff has been cutting grass at the pump stations, office building & tanks. They also added bark mulch at the office location.

- i. The Berlin Water Works has been nominated by the NHDES for the EPA's 2019 AQUARIUS Recognition Program. There is only one municipality selected for each state to participate and the State chose BWW for the program. "The Drinking Water State Revolving Fund is a \$38 billion federal-state partnership dedicated to protecting America's public health. The program finances the construction and rehabilitation of critical drinking water infrastructure, along with public health-focused programs and activities across our nation. The DWSRF-funded projects for exceptional focus on sustainability and protection of public health. These projects are examples of the high level of innovation possible with the DWSRF." Commissioner Ingersoll suggested that we inform the news media but the Superintendent suggested that we wait until further notice from the State.
3. Water Meter Replacements & Backflow Preventers Project Status: Four backflows were tested for the month of June. We have installed 218 new meters, 125 backflows and 185 MXU's so far, this fiscal year with our goal of replacing 200 meters per year.
4. Office System, Building Upgrades & Personnel Training Status: We upgraded one of the old office computers for \$1,361.
5. Cost Reduction, New Income/Improvements & New Customer Status:
 - a. The FY20 first quarter meter reading started on July 1st and ended on July 8th, taking approximately four days to complete.
 - b. The June monthly water billing usage for the 48 accounts was \$116,205. Of this amount Burgess Bio was \$67,456 and FBOP was \$19,272.
6. Safety/Personnel/Other Status:
 - a. BWW has not had a Lost Time Accident (LTA) in the last 1,735 days.
 - b. One of our temporary employees had a minor vehicle accident while pulling our pipe trailer. The staff submitted the information to Primex.
 - c. Office member Debbie Baillargeon retired on July 12th, 2019 after 27 years of service with the Berlin Water Works. She will be greatly missed.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file the Berlin Water Works Monthly Status Report dated July 12th, 2019.

It was moved by Commissioner Brungot, seconded by Mayor Grenier, with all in favor to accept and place on file the Cashier's Report for the month of June 2019.

Under Old Business:

- a. Project Status:
 1. Brown Farm Well - Second Generator: The switch panel has been ordered and are waiting for delivery.
 2. Running Water Services: The last running water service has been completed. We also eliminated 150 feet of 2-inch galvanized pipe in the process. This is a huge accomplishment for the Berlin Water Works and the program is now closed. The Superintendent also mentioned that we came across some diary paperwork from Ernest Tankard which shows how far BWW has come since his tenure and that we will give a copy to the Board for background information from the 1950's & 1960's.

- 3. High Street: Crews finished the line yesterday and pressure testing today. We had a line blow out last week under the railroad tracks at the intersection of High & Pleasant Street near the bowling alley and the foreman contacted the St. Lawrence & Atlantic Railroad regarding the situation. The butterfly valve did not close properly resulting in digging under the tracks to make the repair with water flowing. The crew ended up working overtime to complete.
- b. BWW Office Building Settling Issue Status: The Superintendent met with Attorney Oliver, Arthur Couture & Jay Poulin to continue to work out a solution for payment. The Superintendent explained the process that the Engineered Foundation Technologies (EFT) will be doing and that they will be here next week to start lifting the building. Chair Caron suggested that we put a type of sealant on the bricks prior to their work. The Superintendent agreed and will have that taken care of.
- c. Solar System RFP – Status: The Superintendent had a meeting with the City Manager and the City is no longer pursuing the development of a solar field on the closed landfills but may still be interested in the Brown Farm site in the future. The City currently has rates that make it difficult for solar power to complete. BWW requested information from Revision Energy to determine if it would be to BWW’s advantage to pursue. The Superintendent and Board reviewed the Revision Energy summary sheets to show the cost and savings. The Superintendent also said that he and Donny will work on calculating the cost per gallon of water to be produced at the Ammonoosuc and from the Well. Chair Caron asked if there were any grants available to purchase the solar system outright. The Superintendent will look into that suggestion.
- d. Contract Negotiations Status: Topic to be discussed in the closed session.
- e. Water Conservation Plan Approved Status: The Superintendent said that this has been a long process but we have been granted waivers. On June 17th, 2019 the Superintendent received a letter from Kelsey Vaughn, NH Water Conservation Program/Drinking Water & Groundwater Bureau stating that DES approved the exemption request. One condition is that we need to remain under 15% of unaccounted water which was one of the biggest criteria. Also, NHDES approved the meter maintenance schedule proposed by BWW. The calibration of the Venturi meter will need to be done electronically each year and the cleaning of the meter will need to be inspected in 20 years.

There was no other old business to come before the Board at this time.

Under New Business:

- a. SRL #06: It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor to approve the NHSRL #06 payment in the amount of \$82,046.25 due September 01, 2019.
- b. Northway Bank: It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll, with all in favor, to include Cindy Valliere to our updated signature card listing at the Northway Bank. The current list includes Michael Caron, Paul Ingersoll, Paul Poulin, Sean Brungot, Craig Carrigan & Lynne Lessard and now Cindy.
- c. Primex: We received a letter from Primex to inform BWW that based on their final results from 2018 the Holiday Premium a total of \$5,107.49 5 will be applied to our next billing. Of that amount, \$3,390.75 is from the Workers’ Compensation Program and \$1,716.74 from the Property & Liability Program. The Holiday Premium is based on each member’s, as well as the pool’s, overall performance.

d. Approve Other & Communications:

1. The Superintendent received a follow-up letter dated July 12, 2019 from Donald Fleck Claim Examiner from York Risk Services Group, Inc. on behalf of the Harvest Church. Mr. Fleck is requesting payment in the amount of \$3,441.75 as offered by the Board letter dated March 21, 2019. His letter states that the insured has made the necessary repairs. The Superintendent informed Mr. Fleck that the check will not be issued until BWV approves the repairs made by the Church and as of this date, repairs have not been made to BWV specifications to restrain the 4" end cap on their water line coming into the building. Mr. Fleck will follow-up with the Church.
2. The Superintendent met with the School officials and HEB to discuss the plans for a road to go around Jasper Street and to continue the access road near the High School gym. They asked if BWV would do the project and BWV accepted and will start August 1st. The school has the funding and BWV will keep track of cost and bill the school accordingly.
3. As our last SRL Loan #12 will be coming to a close, BWV will explore options to downsize our equipment.

The Board agreed to hold their next regularly scheduled meeting on August 21, 2019 at noon at their 55 Willow Street location.

There was neither Public nor Board Comments.

At this time, it was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to enter into a Non-Public Session under RSA 91-A:21 (b-c) - Collective Bargaining and consultation with legal counsel. By roll call vote, with all members in favor, the Board entered the non-public session at 12:50. At this time the general foreman & office manager left the meeting.

At 1:15 pm, it was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor, by roll call vote, to end the non-public session and enter back into the public session.

During the closed session, it was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor to seal the documentation provided for 30 days.

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

The meeting did so adjourn at 1:15 pm.

A True Record:

Attest: 
 Paul W. Poulin, Clerk of the Board