

November 18, 2015

A regular meeting of the Board of Water Commissioner's was called to order by Chairperson Michael Caron at 12:00 noon. Commissioners present were Lucien Langlois, Paul Poulin and Paul Ingersoll. Also present for this meeting was ex-officio member Mayor Grenier. Others present were Superintendent Craig Carrigan, Foreman Steve Lefebvre, former Superintendent Viens and Lynne C. Lessard.

There was neither Public nor Board Comments.

It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor, to accept and place on file the Minutes of October 20<sup>th</sup>, 2015.

Under the Berlin Water Works Monthly Status Report dated November 13, 2015, Superintendent Carrigan reviewed and discussed the following with the Board:

1. Staff collected samples for the quarterly testing which included: Lead and Copper for the distribution system and TOC, TTHM & HA5, Nitrates, SOC & VOC's and IOC's for the Ammonoosuc Treatment Plant. The Brown Farm well will be tested next quarter.
2. We had a delivery of 1,980 g of chorine and transported 170g of chlorine to the Brown Farm Well.
3. The staff has turned the heat on at the pump stations for the winter. The heaters at the Ammonoosuc Plant are not working and the furnace technician has been contacted for repairs.
4. The staff has conducted the Best Management Practiced inspection for the Brown Farm Well head protection area. We have still not been able to get a waiver because of the Scanwood building's underground fuel tank. A potential buyer for the building called and asked if he got the building would BWV be able to assist in removing the tank. Commissioner Langlois suggested to contact our Insurance Company, Primex or to get a waiver from the buyer that BWV would not be held responsible if we were to remove the tank. The NHDES has expanded the well head protection to double its original size. Our mailing list to the effected property owners has gone from 12 to 36. The State requires that this be done every three (3) years with paperwork to be filed. Commissioner Ingersoll suggested that if we could do this every year to help prevent a possible potential problem. Superintendent Carrigan said that we could have Treatment Plant Operator Donny Labrecque to survey each site when he tests the backflows.
5. The Staff will apply this month for the Risk Assessment Grant which can only be used at the Ammonoosuc Treatment Plant; we will apply for fencing, security cameras and outside LED lighting. The Grant is for \$16,666. Richard Skarinka from NHDES suggested that we apply for an Asset Management Grant which matches funds up to \$15,000 per year. The goal of the project is to initiate a program for those water systems that don't currently have a program to identify old and failing equipment for replacement.
6. The Hydro has been started and we are working on tuning the system.

7. We had one main line break last month. One was located at Brookside Park again. It was at the intersection of Maynesboro and Rheims Street. The eight-inch (8") CI main was split around and a full circle was used for the repair. From a former contract between Berlin Water Works and Brookside, we do have documentation that BWW is responsible for repairs and the Park is responsible for loaming and paving. The group discussed various ways for future repairs/replacement. The Superintendent will continue to look for a solution.
8. There were no service line breaks for the month of October.
9. We added "Curb Stop Repairs" to the list for reporting. Past month we repaired 2 curb stops for a total of nine this year.
10. We removed six (6) customers from our Running Water Program last month.
11. Water supplied into the distribution system for October averaged 1.41MGD. Ammo Plant = 1.27 MGD and Brown Farm Well = .14 MGD (10 days). The September daily wasted sludge flow to the City Pollution Control Facility was 163,443 GPD.
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13. Superintendent Carrigan discussed the progress of spending to date and remaining funds for the State Revolving Loans and various stages of the projects. SRL #08 loan has been expended and will be closed; the remaining uncompleted scope of work will be transferred to SRL #10 and or SRL #11. We are in the process of getting an extension for SRL #10. With SRL #09, "Green Energy", the total solar generation for September was 1.90 MWh; BWW used 1,050KWH of electrical energy via the PSNH. Work has been completed on Main St and Riverside Drive from Peavey Lane to Eighth St using SRL #11 funding. With the Office & Garage project, our flag pole has been installed, final paving at the office was completed and we are getting quotes on line painting in the parking area we have ordered parking signs. The staff solicited and received two proposals for new fencing and an entrance gate to the maintenance garage. Bancroft Fencing was the low bidder and was awarded to do the project for \$10,500.
14. Two (2) backflow devices were tested for October and the staff is continuing the scheduling of appointments for stopped meters.
15. Staff is continuing to work with the transition to the GIS System. We sent six BWW employees to meet with PeopleGIS at City Hall for training. It was very helpful in setting up the BWW system. We have built a data base for all the services and hydrants in the system. The staff has started to track and create work orders through the system.
16. The second quarter of FY16 water bills were issued November 1<sup>st</sup>. The Total six (6) monthly accounts totaled \$105,764.
17. We currently have four full time temporary employees and the tentative lay off date is November 20<sup>th</sup>.
18. Matt Carter took the Water Treatment 3 and Water Distribution 3 exams at Concord in October. He passed the Distribution but failed at the Water Treatment by two (2) points so he will re-test again in April.

19. BWW held a Joint Loss Prevention meeting (JLPC) on October 28, with Matt Carter, Donny Labrecque and Debbie Baillargeon attending. The NH Department of labor requires we hold four per year.
20. BWW has not had Lost Time Accident (LTA) in the last 420 days.
21. We received the 2015 Water Rate Survey. The Berlin Water Works has the 17<sup>th</sup> highest water rate (\$615.84) out of the 103 water systems in the survey. We are 30% higher than average. We were the highest in 2001 (\$714.00) and 9<sup>th</sup> in 2006 (\$722.68). The BWW has not raised its water rates since 1997 (18 Years). The highest water rate in N.H. is New Hampton Village Precinct at \$1,439.92.

It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file the Berlin Water Works Status Report dated November 13, 2015.

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 October, 2015.

Under Old Business:

- a. Project Status: We have installed 3188' of main line and 1402' of service line to date. A progress meeting was held on October 29th with Andy Sharp from Provan and Lorber and Rick Skarinka (the head of the NHDES Drinking & Ground Water Bureau) and we discussed the ongoing projects and our loan extensions and the closing of loans #8 and #9 which will be tentatively closed out in December. He toured the Brown farm well, hydro and other main line pipe projects. He was pleased to hear that we were able to install the last phase of the HP line 2,140' for the price of \$105 per foot and the total HP line from River St to the PRV vault for a total of 7,380' was installed for \$119 per foot.
1. Hydro – Project Status: SOAR has been working on correcting the CPU programming and the new one has worked and the hydro is running properly. There is an outstanding issue KWH showing negative on the Scada system, this will not affect the running of the unit. Michael Maloney from SOAR Technologies will need to come for an onsite visit to fix this issue.
2. Riverside Drive City Project Status: We finished the five (5) running water services that are located above 12<sup>th</sup> Street on Riverside Drive and have paved them. We shimmed the trenches where there was settlement. We did not have time to work on Main Street, Birch Street and the 6" cross lot next to Cambridge Street this work will be done next summer.
3. Route 110 – NHDOT Realignment Status: The project is expected to be completed this fall with final paving done next year. Andy Sharpe from Provan & Lorber has been in communication with NHDOT regarding Coleman's refusal of payment to Berlin Water Works from the damages that incurred during the summer.

- b. AFSCME Local #1444 Contract Status: Superintendent Carrigan spoke with City Manager Wheeler and he said that he had talked to the new Union Representative James Cassidy about the Draft Modification Petition issue and said he will look into this. The City started negotiating with Local 1444 for the PWD contract on 10/28/15. He asked if BWW wanted to sit in on meetings and Superintendent Carrigan said that they really don't pertain to the BWW at this time. City Manager Wheeler said he would keep the Superintendent informed on the progress.
- c. Other Old Business: During last month's meeting, the Board inquired about Berlin Water Works property & coverage. Superintendent Carrigan provided the Schedule of Exposures on file with Primex for vehicles, buildings and contents, and mobile equipment we are covered for \$19,349,641. Also, thirty (30) samples for Lead & Copper were sent to the State for testing with only one lead failure and all copper passed.

Under new business:

- a. Approve Heavy Equipment Payment for Magnum Hammer \$22,146.73 (3 of 3): - It was moved by ex-officio member Mayor Grenier, seconded by Commissioner Poulin, with all in favor to make the payment.
- b. Approve Payment for Godfrey Dam Rural Development Loan in the amount of \$10,811. (5 of 30): - It was moved by ex-officio member Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to make the payment.
- c. Approve Chemical Bid Results – November 17<sup>th</sup>, 2015: - After review of the bids, it was moved by ex-officio member Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to select Harcross Chemical for Bid #01 – Sodium Hydroxide 25% and for Bid #02 – Sodium Hypochlorite 15%.
- d. Filter Cleaning – Blue Earth: - Superintendent Carrigan reviewed the Blue Earth Labs' summary from the media samples that were tested. The samples were coated with mixed mineral deposits which have accumulated over the past twenty or so years. Their treatment could result in the removal of approximately 633lbs of deposit from Filter #01. The cost of this is approximately \$12k per filter. The Board asked if Blue Earth supplied a list of customers that have used their product and they had. Funds have been appropriated in the FY16 Budget therefore the Board did not need to make a motion to accept.
- e. Employee Retirement in April – Office employee Debra Page has informed us that her last official work day will be April 29<sup>th</sup>, 2016 after thirty (35) years of employment. At this time, we have no plans for replacement as she is willing to work fewer hours as required by NHRS at least until the end of

2016. Currently she is sharing her knowledge and duties with the other office staff.

- f. Christmas Party – Date December 18<sup>th</sup>, 2015. The Board agreed with that date.
- g. Approve Other & Communications: Superintendent Carrigan is waiting for the Water Division Dam Bureau's Report for the Godfrey Dam. Annual registration fee is \$750.00. The Board was informed that Catherine (Kitty) Pederson passed away on November 02, 2015 at the age of 95. She retired twenty eight years ago after 20 years of service as Comptroller for the Berlin Water Works.

The Board agreed to hold their next regularly scheduled meeting on December 16<sup>th</sup>, 2015 at their 55 Willow Street location at noon.

There were no Public Comments.

Under Board Comments, ex-officio member Mayor questioned why the City's vac-all truck and the street sweeper are required to go to the fire station for water fills. Foreman Lefebvre responded by saying that the fire station has a backflow preventor where our hydrants do not. It was suggested that if the City were to purchase their own backflow preventor they could connect to any of the hydrants. BWW would require notification and location from the City if they were to use a hydrant.

The Board did not enter into a non-public session.

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

The meeting did so adjourn at 1:10 pm.

A True Record:

Attest: \_\_\_\_\_  
Paul W. Poulin, Clerk of the Board