

June 17, 2015

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:03pm. Commissioners present were Lucien Langlois, Paul Ingersoll and Paul Poulin. Also present for this meeting was ex-officio member Mayor Grenier. Also in attendance were Superintendent Carrigan, 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 May 20th, 2015.

Under the Berlin Water Works Monthly Status Report dated June 12th, 2015, Superintendent Carrigan reviewed the following with the Board:

1. The trial run with the polymer did not work as well as we hoped. The flock formed was larger than what is needed in our process. We will try again in the fall when the water temperature is lower. Also Primex's Dave Witham did a plant inspection and reviewed the Vacuum Lifting System and was very pleased. He also commented on how clean the plant is and that there were no safety issues seen.
2. Under the Distribution System, we had two main line breaks and three service line breaks. The 6" main line break on Cascade Street had a four foot lengthwise split in the pipe and appeared that the line may have frozen and split. The service lines were one on Corbin and two on Forbush Avenue. Also the area of the Bridge Street break was paved. We did a project with the Public Works Department where they needed to use our hammer for their use and as a trade, BWW purchased the materials and PWD paved the base coat. PWD did this by hand work. Superintendent Carrigan informed the Board that Charles Krautmann, PE from the NH DES Dam Bureau was here this morning to inspect the Godfrey Dam, as part of their yearly inspection. Craig met with Dr. Glenney last week at the Godfrey Dam regarding his concerns for flooding on Spruceville Road in West Milan and showed how the dam works with the bladder system.
3. For the NHSRL Loan expenditures: SRL #08, we have expended 88%, SRL #09 (Green Energy) is at 89%, SRL #10 is at 76% and SRL #11 is at 90% of the loan.
4. Craig contacted Tri State Curbing for a quote to complete the granite curbing installation for the BWW office building. This is the same company working with the Route 110 Bypass Project. He also spoke with City Manager Wheeler and asked him if BWW can use some of their granite curbing at the PWD Department to use on the sidewalk in front of our Willow Street office he said that is possible because it will help the appearance of the street.
5. We have expended 84% of the BWW estimate of the NHDOT Route 110 Phase 2 project. The revised contract from July 2014 is \$583,499 and \$95,606. Remains for funding.

6. The office is saving \$10.00 per month by going “paperless billing” for Met-tel Communications. Staff continues to work with the GIS System. We are also going to hire a temporary employee for force account work and has gone to school for surveying to help with the input for the GIS.
7. The fourth quarter water bills were issued for May 1st with due date of June 1st. Monthly billings have also been mailed.
8. The staff has started to fabricate our own debris plugs for gate valve boxes. Our goal is to put one into every gate box into the City which is about 7,000. We started purchasing them for between \$5.00 and \$7.50 each. We purchased the materials and are making the plugs in-house for about \$2.20 each. The staff reduced the cost for the purchase of spring washers used for the installation of tapping sleeves on HDPE pipe. When we ordered the HDPE sleeves, spring washers were not included and we were told that HDPE washers are an extra \$1,000 dollars when ordered with the sleeves, and they will not sell them separate. We contacted a spring washer manufacturing company with the specifications of the washers and had them fabricated for .092 cents each.
9. The staff attended a hazard Mitigation meeting on June 3rd with the City Departments.
10. Training will be on Friday to use the new Sewer Camera that was delivered.
11. We have hired three full time temporary employees, four part-time employees and four summer students for this construction season.

It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file the Monthly Status Report dated June 12th, 2015.

It was moved by Commissioner Poulin, seconded by Commissioner Langlois, with all in favor, to accept and place on file the Cashier’s Report for May, 2015.

Under Old Business:

a. Project Status:

1. Hydro Hydro-Bidding & Project Status – Construction On-Going Purchase Orders – Status: The electrical and instrumentation has been tied into the MCC panel and the turbine has been connected to the plants main electrical panel. The electrical and instrumentation is 95% complete. SOAR is coordinating the testing of the electrical relays with Eversource; the relays are there to protect their system from being back fed during a power outage. Once the relays have been tested SOAR will be on hand for the turbine start up. It will be either the week of July 6th or July 20th. There is a progress meeting on June 19th to set the startup date.
2. Riverside Drive City Project – Tracing & Water Main Design Status: HEB wants to meet with BWW and the City to discuss the current expectations the City has on the project. The BWW staff has already started to install the service taps, tapping sleeves and valves that will be used to tie the houses services, hydrant and main onto the new 16” line. We waited for school to adjourn for the summer before we

started opening up the road because of the traffic. We will be concentrating on this job first to get it done before school starts back up. The City plans are that the Hutchins St. Project will be starting sometime in September and may close the road diverting all the traffic to Main Street.

3. Route 110 High Pressure Line Status: Provan & Lorber has produced a set of drawings for the NHDOT with a new alignment. This puts the line on the east side of the highway adjacent to the 16" low pressure line. The lines come close to the RR right of way at one point but we think there will be room to get by. If not we can cross the road back to the west side or try to get an easement from the RR. We have a progress meeting set for June 19th and have invited Jim McMahon III of NHDOT to attend. The work is planned for this summer.
 4. Route 110 – NHDOT Realignment Status: The water, sewer and drain have been completed between 5th and 6th Ave. The work is now located above 6th Ave so the traffic is no longer detoured and is down to one way. We have had several small conflicts. On May 27th, Coleman broke our water line on Wight Street near Boulay Street. A progress meeting was held at our office put on by NHDOT, PWD Director Michael Perreault, also Mr. Deblois, the owner of Rudy's Market, Mr. Gosselin, the owner of Gosselin Hot Tubs and Spas as well as BWW Staff. Mr. Deblois and Mr. Gosselin come for the traffic control update. During this meeting, Bill Weatherbee from Coleman said that they were not going to pay the invoice BWW sent in the amount of \$3,150.52 as they don't acknowledge it was their fault. He is saying that the tracing lines were not correct. Craig said the break occurred because when they are close to our water pipes that they don't hand dig the area. Craig showed the Board a section of the broken pipe that was ripped thru by the tooth on their equipment. On June 10th, they broke our 6" fire to 128 Wight Street and we submitted a bill for \$257.50, again because the lack of hand digging when they are close to the pipe. On June 15th the line was broke again they said it was not their fault; however they were using a compactor next to the line. After this discussion, it was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor, to re-submit the billing to Coleman, along with the section of the Contract for what they are responsible for and with copy to NHDOT and City Manager Wheeler.
 5. Summer Street – Elm Street to Cedar Street Status: As of today, we will have completed Summer Street from Spruce to Cedar Street by replacing the 6" unlined cast with approximately 500' of 8" HDPE. We were aware that there had been a leak in the area for some time but were unsure of its location. The leak was discovered when we shut the line down for the Summer Street project.
- b. AFSCME Local #1444 Contract –Letter sent to Union Status: We have contacted the Local #1444 office for an update and were informed that this was still with their legal counsel. They also contacted by email for how many employees we had in the

union and why non-union members were paying dues. We faxed down part of the Union Contract section that allows temporary employees the ability to work overtime as they are paying dues.

- c. 103 Cedar Street Issue – Primex Additional Payment Status: Craig spoke with City Manager Wheeler and Jim said the project is complete and he was going to consult with Primex on the avenue of payment. The Bill has been submitted to Primex for payment. This item will be removed from the Agenda.
- d. Barry Kelley Easement – Status: There is still on-going issue as to who owns the land. The City Attorney will have a title search done on this property.
- e. Audit – Status: After speaking with City Manager Wheeler, Berlin Water Works re-signed our Engagement Letter dated May 28, 2015 with Melanson-Heath Accounts & Auditors Firm for services from FY15 – FY17. BWB and the City will work conjunction with each other when the City goes out for Auditor bids for FY-18. This item will be removed from the Agenda.
- f. Approve FY-16 Budget as presented at the Budget Hearing May 27, 2015 at 6:00 pm at the City Hall – Status: It was moved by ex-officio member Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor, to accept the Berlin Water Works FY-16 Budget as presented to the public. This item will be removed from the Agenda.
- g. Albert Guay Tool Purchase – Status: Albert has not yet provided us with a list of tools but is letting BWB use them at no cost.
- h. Other Old Business:
 - 1. Craig was contacted by Bud Chapman, Milan’s Selectman. Mr. Chapman wants to set up a meeting with Berlin Water Works and the residents of Spruceville Road because of the water issues in the winter from water overflowing its banks. Craig briefly spoke about this during the Monthly Status Report. This is an ongoing issue because of a couple of residents that feel it is BWB’s fault that the brook is overflowing its banks because the bladder system is used at Godfrey Dam. BWB has had meetings at the site with the selectmen, USFS, US Army Cold Regions Research out of Hanover NH in the past, and all have agreed that the problem is not caused by the bladder system at the dam. Back in 2005, former Superintendent Viens had sent a letter to the residents and Selectmen about this issue. Commissioner Ingersoll asked if we had a letter from either the USFC or Cold Regions that exonerated our dam. Craig said that we will do some research through our files and also suggested sending the Selectman a copy of the 2005 Letter.
 - 2. Superintendent Carrigan informed the Board that Attorney Michalik has moved out of state but said that Attorney Vincent Wenners will continue to represent Berlin Water Works regarding union matters. It was recommended that we have a local Attorney on hand for other issues such as easement filings, etc. Superintendent Carrigan will write up a Request for Proposals.

There was no Other Old Business at this time.

Under New Business:

- a. GIS Sewer Camera: It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor, to use \$100.00 as a daily rate and be added to our Other Equipment & Services Charge Out Rates.
- b. August 1995 Water Bond Payment: It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor to make the final 1995 August Water Bond Payment to the City in the amount of \$312,148.
- c. Health Trust: It was moved by Commissioner Langlois, seconded by ex-officio member Mayor Grenier, with all in favor to have the Chair sign the Certificate of Authorizing Resolution as provided by Health Trust and having Superintendent Carrigan act on behalf of Berlin Water Works. This is a yearly Application & Membership Agreement to participate as a Member.
- d. Shaw Communications Tower: It has been taken off the tax deed list, they have found a buyer. We will contact the new owner to see if they will let us put our repeater on their tower and at what cost. This item will be moved to Old Business for next month's Agenda.
- e. Assessment: Superintendent Carrigan informed the Board that a customer has been asking about the assessment and believes that this was supposed to be on the water bills for ten years. The Superintendent has spoken directly to the customer, saying that the Assessment was established April 1981 to cover past and current and future debt for infrastructure; he was still not satisfied and wants the assessment removed. It was agreed by the Board to keep the wording and continue assessment as a line item on bills for debt.
- f. Approve Other & Communications: Superintendent Carrigan informed the Board that we have a rate of \$1.471 for propane with Irving Energy. Mayor Grenier inquired as to why BWW did not combine with the City. Craig answered explaining that it is not as easy to change propane suppliers as it is heating oil suppliers because each supplier has to put their own tanks in at each facility as with oil they can fill any tank.

The Board agreed to hold their next regularly scheduled meeting on July 15th, 2015 at noon at their 55 Willow Street Location.

There were no Public Comments. Under Board Comments, Commissioner Ingersoll asked about Pastor Hoyt on Jericho Road. BWW did not charge a water bill for water used during the May 2015 Quarter to help cover Pastor Hoyt's electric charges for using the BWW water trailer for water supply while the main line was frozen. BWW sent a letter to Pastor Hoyt on March 31, 2015 explaining the water main issue and plans to prevent it from freezing in the future, the letter was included in the Board Package for the April 2015 meeting.

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

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

The meeting did so adjourn at 1:16pm.

A True Record:

Attest:

Paul W. Poulin, Clerk of the Board