

July 15, 2015

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:00 pm. Commissioners present were Lucien Langlois, Paul Ingersoll and Paul Poulin. Members absent from this meeting were ex-officio member Mayor Grenier. Also in attendance were Superintendent Carrigan, Steve Lefebvre, Joseph Springer and Debbie Baillargeon.

The agenda was amended, so the Board could speak with Mr. Joseph Springer who was in attendance at the meeting. Steve Lefebvre went over the history of the property at 50 Pleasant Street owned by Mr. Joseph Springer. BWW replaced the water main on Pleasant Street in 1998 at that time Mr. Springer was put on trial program, that meant that he was told not to run the water but if his water would freeze there would be no charge for thawing so we could determine where it was freezing. The BWW at one time had over 1000 customers running the water during the winter to prevent freeze-ups, but have since started a procedure to thaw at no cost the first time if no history of RW or if customer is on trial program to determine where the line is freezing so that action to prevent future freeze-ups can be taken by BWW if the freeze up is the main line, or action by the customer if it is freezing between the curb stop and the house. The water did freeze in 2004 and it was determined that it was frozen between the curb stop and the house. He was allowed to run the water for the winter but sent a letter to fix the service line so he does not freeze in the future. In June of 2014 Mr. Springer was sent a letter to repair his service line because it was determined that there was a leak on his service line. Mr. Springer hired a contractor to repair the leak; the contractor repaired the leak and insulated the service line where he had it exposed. February 9, 2015 the water froze and it was determined that it was between the curb and the house, as Mr. Springer was previously notified in 2004 that he needed to lower and insulate his service line he was told that he was not on the Running water program and he would have to pay for the water he runs to prevent another freeze-up, he was also billed for thawing \$150.00. The water froze again on February 10, 2015, Mr. Springer was billed \$300.00 for thawing as it was the second time we went to the property to thaw the line. February 20, 2015 Mr. Springer froze and BWW charged for the third thawing in the amount of \$300.00. At that time he was told that if he froze again we would not be able to thaw the line; he would have to get someone else to thaw the line. The BWW later abated the second charge of \$300.00 due to the BWW water main break on February 17, 2015. Mr. Springer addressed the Board he said he heard different information from employees at the BWW and could not understand why it was not more organized. He stated that he had his service line repaired in 2014 and mentioned that his neighbor had also frozen, and he felt it was an act of God that the line froze this year and he should not have to pay for the extra water he had to run. The group discussed with Mr. Springer his concerns and asked him what he plans to do to prevent the freeze-up problem from happening again. Superintendent Carrigan stated that if Mr. Springer had fixed his service line in 2004 when he received the first letter, he would have avoided the freeze-ups this past winter. Mr. Springer stated that he plans to install a heat probe in his service line. Chairperson Caron asked Mr. Springer what he was asking of the

Board; Mr. Springer stated that he wanted the extra water amount he needed to use for running the water to be abated from his account. At this time 12:30 pm Mr. Springer left the meeting and the Board told him they would discuss his concerns and would let him know their decision. The Board then returned to the Agenda.

There was neither Public nor Board Comments.

It was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, with all in favor to accept and place on file the Minutes of June 17, 2015.

Under the Berlin Water Works Monthly Status Report dated July 10, 2015, Superintendent Carrigan reviewed the following with the Board:

1. The staff has cleaned the clarifiers at the Ammonoosuc Treatment Plant facility; we now clean them twice a year due to the increased demand for water in the city. High Water caused problems with water treatment so we started the Brown Farm well to help with water supply to the city and to lighten the load on the Treatment Plant Facility.
2. Superintendent Carrigan reported on the two service line leaks we had in June.
3. The Solar System at the office produced 30.04 Mwh; the Eversource bill for the same period was only about \$80.00 for the service charges and 2 kWh of electricity.
4. The new State revolving loan #0231010-11 is the last loan and will be used to complete the work started under the previous NHSRL loans it also includes the work on Main Street from Peavey Lane to Eighth Street.
5. NHDOT has a remaining balance \$90,933 for Berlin Water Works that will be used in the next week when we have to complete two offsets for the project.
6. Meter program is on hold during the summer when we are doing "Force Account" work.
7. Office Manager, Lynne Lessard attended a Primex seminar on Understanding and Implementing Internal Controls. It was suggested to have several employees involved in the day to day payments and payroll activity, to provide for a checks and balances control of office accounts.
8. BWW is still working with the GIS program, Superintendent Carrigan stated that he had spoken to Burke York of York Land Services and he has a GPS locator that we may be able to use to locate all of our valves and curb stops. Also, Gorham borrowed the GPS locator from the Forest Service that is another option. Commissioner Ingersoll stated that he knows the director at the Forest Service and he will speak to him about BWW borrowing the GPS locator. Commissioner Langlois asked the cost of a GPS Locator, Superintendent Carrigan stated that it is approximately \$30,000.
9. Monthly billing totaled \$111,693.56, Burgess Biopower was down for eleven days but it still totaled approximately the same as last month.
10. Steve Lefebvre's computer had to be updated; he was unable to open some of the files he needed on a daily basis. Commissioner Ingersoll asked if we stayed local with the purchase, and Superintendent Carrigan stated that we hired Rich Mattos of Tech Pros for

the computer and that Rich also transferred all the information from the old computer to the new updated computer for Steve.

11. The staff sent out shut off notices on June 4, 2015 and did shut offs between June 15 and 30, 2015. BWW collected approximately \$20,000 during this process.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file the Monthly Status Report dated July 10, 2015.

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

Under Old Business:

a. Project Status:

1. Hydro Hydro-Bidding & Project Status – Construction On-Going Purchase Orders – Status: Soar is going to be onsite the week of July 20th, 2015 for startup, the Relay test will be done on July 21, 2015 by Seth Harvey of AC Electric, Auburn, Me. They are the independent tester required by Eversource in their Interconnection Agreement. Our Attorney is reviewing the Generator Interconnection Agreement and he is going to review his concerns with Eversource mostly small changes suggested by Primex, Provan & Lorber and our Attorney. It should be resolved by scheduled start-up.
2. Riverside Drive City Project – Tracing & Water Main Design Status: The BWW work is 70% complete, there are only 15 services and two intersections to tie into the new water main. We have been uncovering drain and sewer lines that were not documented. BWW has been using the new Sewer camera on the project. Jay Poulin of HEB Engineers has been to the site and is noting the items BWW is finding as well as the location of any concrete under the surface of the road. Traffic control is working well. BWW is looking to complete the work at the beginning of August.
3. Route 110 High Pressure Line Status: BWW had a progress meeting on June 19 with Jim McMahon III of NHDOT present as well as Andy Sharpe of Provan & Lorber. The meeting went well, we covered some of the project details that needed clarification and we should have the permit in hand by the third week of July from NHDOT. BWW crews will move to the high pressure line project on Route 110 once Main Street has been completed.
4. Route 110 – NHDOT Realignment Status: The water, sewers and drains have been completed from Fifth Avenue to Rocky Lane. BWW sent a letter to Coleman as suggested at the last Board meeting requesting payment for the three breaks that occurred on Wight Street. Coleman responded stating that they do not want to pay for two of the breaks and they want to lower the price of the repair on the third break. Superintendent Carrigan suggested that we submit the letter and information to our Attorney for his response. The Board agreed with the Superintendent.

- b. AFSCME Local #1444 Contract –Letter sent to Union Status: Nothing new to report.
- c. Barry Kelley Easement – Status: Nothing new to report.
- d. Albert Guay Tool Purchase – Status: Nothing new to report.
- e. Shaw Communications Tower-Status: CVC paging from Rutland, Vermont bought the tower before it was lost to the City for back taxes. They have room for our repeater at a rental fee of \$300.00 per month. The hospital wanted to charge us \$3,200 per year to move to their tower, the Police Department is presently using this tower. We are still exploring options. Some of the options include BWW purchasing their own tower, extending the height of the tower on the Cates Hill pump Station and approaching the owner of the top of Jericho Mountain for permission to have a tower installed or use an existing tower on the mountain.
- f. New Attorney: Jim Michalik recommended Roland Olivier as a new attorney for the Berlin Water Works; he has a background in water utility as he was the attorney for Pennichuck Water when they were being joined with Nashua. Attorney Olivier has a local office on Hillside Avenue and will charge \$150.00 per hour, we previously paid \$180.00 per hour for an attorney.
- g. NDS Upgrade for Computers: The present system we have with NDS will no longer be supported by Windows. Superintendent Carrigan and Office Manager Lynne Lessard are reviewing options for the upgrade; we can either purchase a new server for the office or work from the NDS server over the internet
- h. Primex Holiday Payment: Primex reimbursed BWW \$18,694.54 from surplus funds, it will be applied to our July 1, 2015 to June 30, 2015 invoice which reduces the payment from \$44,749.00 to \$26,054.46.
- i. Other Old Business: no other old business at this time.

Under New Business:

- a. Mr. Springer- 50 Pleasant Street: The Board reviewed the billing history of Mr. Springer and discussed his concerns about the extra amount for his water bill due to Running Water. It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor to waive the extra amount paid for Running Water for the May 2015 and August 2015 Quarters, once Mr. Springer has either installed a heat probe in his service line, or has lowered and insulated his service line and Berlin Water Works receives written documentation that the service line has been protected from future freeze-up. The Board also stated that we should have a second letter for customers who are not on the Running Water Program when we go to thaw their water, as we adopted for customers on the Running Water Program this past winter.

- b. Approve Payment of NHSRL #6 in the amount of \$82,046.25 (11 of 20): It was moved by Commissioner Poulin, seconded by Commissioner Langlois, with all in favor to authorize payment of NHSRL #6 in the amount of \$82,046.25.
- c. Approve Other and Communications:
 - 1. David Brooks contacted Superintendent Carrigan yesterday by phone; he would like to meet with the Board with a proposal to sell Electricity to the Berlin Water Works. He has an interconnection agreement with Eversource and would like to install a solar system to produce 1 MHz of electricity. He would have the ability to sell the excess electricity to BWB at 10% lower than the cost of electricity from Eversource. Mr. Brooks would also be interested in completing the easement that was drafted in 2006 and pay for the expenses that BWB incurred for the draft easement, gate and repairs to the access road. The Board would like to extend an invitation to Mr. Brooks to attend the next Board meeting.
 - 2. Change of Scope #6 for contract with Provan and Lorber, Inc., Superintendent Carrigan stated that the Change of Scope covers the new State Revolving Loan #0231010-11 Project BWB 15-1 and also is an increase for BWB 11-2 to cover additional costs associated with the Route 110 high pressure line design with NHDOT requirements. It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor to authorize Change of Scope #6 to Provan and Lorber, Inc. in the amount of \$10,000.

The Board agreed to hold their next regularly scheduled meeting on August 19, 2015 at noon at their 55 Willow Street Location.

There were no Public or Board Comments.

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 Langlois, seconded by Commissioner Poulin, with all in favor to adjourn this meeting.

The meeting did so adjourn at 1:15pm.

A True Record:

Attest:

Paul W. Poulin, Clerk of the Board