

September 10, 2015

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:05 pm. Commissioners present were Lucien Langlois, Paul Ingersoll and Paul Poulin. Absent from this meeting was ex-officio member Mayor Paul Grenier. Also in attendance were Superintendent Craig Carrigan, former Superintendent Roland Viens & Lynne C. Lessard.

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 August 19, 2015.

Under the Berlin Water Works Monthly Status Report dated September 4, 2015, Superintendent Carrigan reviewed the following with the Board:

1. From last month's meeting, a letter was sent to Mr. Bryant on August 25, 2015 to inform him of the Board's decision that no further adjustment could be made on his water bill.
2. A note of appreciation was sent to Berlin Water Works from the Chamber of Commerce regarding the Jericho ATV Festival for Berlin Water Works assistance.
3. Two customers came in and complimented on our employees professionalism and the handling their complaints & answering questions.
4. Water service has been restored to twenty three (23) properties that were off for more than one year. The list included both residential & business properties.
5. Water flow was down for the month of August. Also the Bio-Mass was shut down for six days for repairs.
6. We received a delivery of Bi-Carb. During filter flow tests, it was found that the Venturi Meter was not giving accurate flow readings. The staff cleaned the meter in place with caustic but did not fully correct the problem so it will need to be taken out and manually cleaned. The staff is looking into purchasing a portable Doppler Flow Meter to aid in verifying our fixed meters. We also compared rental cost and Charlie Fritz of EII said that purchasing is less expensive. Meanwhile, we borrowed one from the Pollution Control Department.
7. Eversource had a power issue with our service pole outside the plant. During this time one filter shut down in fail safe mode. It was found that the UPS that supports the process Panel Mate had failed and a new UPS has been ordered. We will have EII do the installation.
8. The Hydro has been started and we are working on fine tuning the system.
9. Water supplied into the distribution system for August averaged 1.75 MGD. Henry Noel at the Pollution Control Plant said that plant is handling the sludge flow.
10. We have been monitoring the water levels at Godfrey Dam due to the lack of rain. Very little water is going over the spillway and we ran the well for twenty-five days to help reduce the demand on Godfrey.
11. There were no main line breaks in August but we did have three service line repairs.
12. Bio-mass shut down for six days in August.
13. Hydrant flushing finished today.

14. Superintendent Carrigan reviewed the financial & project status of the State Revolving Loans #08, #09, #10 & #11. SRL #09 produced 2.83 MWh in solar generation.
15. The Office driveway upgrade was discussed. Bids were reviewed and awarded. Tri State Curb was awarded the bid for the curbing. This is the company that is also doing the curbing for the NHDOT Rte. 110 project. Morency Paving will pave the parking lot and sidewalks. We are still receiving quotes for the fencing.
16. The BWV/NHDOT project is basically finished on Route 110.
17. We are still working on the GIS System.
18. The Office Manager attended the Essentials of Primex Coverage workshop in Concord. It was designed to give us a more detailed understanding of our coverage with them which includes Unemployment, Workers Compensation and Property & Liability coverage.
19. The Superintendent attended the Staff Development Day in Jackson on September 8th held by the City of Berlin for City Department Heads.
20. The monthly water billing accounts for August totaled \$117,915.54.
21. We have four full-time temporary employees remaining from the original six hired at the beginning of the construction season. Three of the four summer students have left town to attend college. The fourth summer student will continue his education at the White Mountains Community College in Berlin and will be available for two days a week if needed. At this time Commissioner Ingersoll said that he observed one of our part time employees on a job site and was impressed by his work ethic. Superintendent Carrigan will convey that message.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file, the Berlin Water Works Status Report dated September 04, 2015.

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

Under Old Business:

- a. Project Status: Superintendent Carrigan spoke with Rick Skarinka at NHDES and was informed that Bob Daniels, who currently receives our pay requisitions, would be on extended leave until after December and future requests to be mailed to Mr. Skarinka. Mr. Skarinka will contact Craig at a later date to discuss the spending and closing a few of the loans. Craig also informed the Board that we are in the process to get an extension on SRL #11. Crews will be starting at 7:00 am rather than 6:00 am as the mornings are have been getting lighter later. We have installed 1749 feet of main line and 1386 feet of service line to date. Also a progress meeting was held on August 20th with Andy Sharp from Provan and Lorber and the involved parties to review the current projects status.
 1. Hydro- Project – Status: The revised Interconnection Agreement was agreed on by all parties signed on August 21st. We are now able to put the turbine online. It is running for about 19 hours per day. We are working on a plan to be able to run the turbine twenty four hours a day, seven days a week.
 2. Riverside Drive – City Project Status: We have hydro seeded the area and are going to look at the cross-trenching. Jay Poulin from HEB Engineering stopped in to

- review the project. We have five services north of 12th Street. Time permitting; we will do these services this year so that the City can continue their section.
3. Rte 110 High Pressure Line Status: We have installed 1,000 feet and have placed temporary lines for water service for the customers in that area. The job is progressing better than anticipated.
 4. Route 110 – NHDOT Realignment Status: We moved the last of the curbs on Wight Street this past week. We are still trying to get NHDOT to back us up for the outstanding invoice to Coleman. Superintendent Carrigan has contacted our Attorney Oliver regarding this matter. Attorney Oliver forward Berlin Water Works concerns to Steven Glines, District Construction Engineer/NHDOT, to intervene on our behalf. Mr. Glines has opened a claim file in this matter and has requested that AJ Coleman take prompt action for resolution.
- b. AFSCME Local 1444 Contract – Letter sent to Union Status: There was nothing to report during this meeting.
 - c. Barry Kelley Easement – Status: This issue is finally moving along. The City Attorney has concerns regarding the value of the land vs. the value of the Easement. Pam Laflamme, City Planner has dealt with prior issues before. She will be in contact with their Attorney to discuss making the values equal.
 - d. Shaw Communications Tower – Status: SCV Paging took over the Shaw tower located on Cates Hill. To use their tower, it would be at least \$300/month or \$3,600 /per year. We have researched and obtain costs regarding the purchase of obtaining our own tower. After discussing, it was agreed that this option is not financially feasible for a quote of \$30k. At this time, it was moved by Commissioner Langlois, seconded by Commissioner Ingersoll, to authorize the Superintendent to proceed negotiating a long term contract with the Androscoggin Valley Hospital for rental to use their tower at a cost of \$2,100 per year. Staff will contact the Police Department to review their contract, as they also are using the AVH tower.
 - e. GIS Mapping – Data Collector Status: Maine Technical Source was onsite to demonstrate Leica Zeno 20 Data Collector and a Trimble Geo 7X Data Collector. We liked the Leica because it is a Droid based unit and so are the tablets we purchased for People GIS Program. Very easy to use and it eliminates the need to download information and eliminates the posting process (to known Data Sheets). This would eliminate the need for a person in the office spending an hour or two a day processing data and downloading onto People GIS. It is real-time which means the information can be from the collector to the GIS maps directly. Our local surveyor said that this device is best suited for Berlin Water Works. Commissioner Ingersoll suggested the Superintendent try to negotiate a lower cost if possible. The Superintendent will contact the Board by telephone regarding the negotiation result. It was also noted that this was built into the Budget.
 - f. Boom Mower – Status: Also part of the FY16 Budget, the Superintendent has received several quotes regarding lease/purchase costs. Superintendent Carrigan said that he will take one of our employees to inspect and compare the various models. It was also suggested to contact Kim Lambert as he does boom mowing for Berlin Water Works.
 - g. Under other Old Business – As reported last month, lightning hit our PLC at the Lancaster Tank. Cost for materials & labor is \$5,598, which will be submitted to our

insurance company. Also our Auditor from Melanson-Heath visited our office for three days in preparation for Financial Statements ending June 30, 2015.

Under new business:

- a. Lead & Copper Testing: We are in the process of collecting water samples. We used to have to do 60 samples twice a year. We were reduced to monitoring 30 because of improved lead and copper readings when we started using the Bi-Carb to adjust the alkalinity. Because we continued passing the lead and copper limits, we now have to do 30 samples once every three years.
- b. It was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor, to approve payment for the Rural Development Loan #03 in the amount of \$47,355.00 to be paid October 27, 2015.
- c. It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor, to approve payment for SRL #03 in the amount of \$107,800.20 due November 01, 2015.
- d. After review, it was moved by Commissioner Langlois, seconded by Commissioner Poulin, with all in favor, to submit the Berlin Water Works Annual Report for FY15 to the City for publication.
- e. There was nothing other to approve or to communicate.

The Board agreed to hold their next regularly scheduled meeting on October 21, 2015 at their 55 Willow Street location at noon.

There was 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 Ingersoll, seconded by Commissioner Poulin, with all in favor to adjourn this meeting.

The meeting did so adjourn at 1:20pm.

A True Record:

Attest: _____
Paul W. Poulin, Clerk of the Board