

December 16, 2020

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:06 pm. The meeting was held in our Willow Street garage. Commissioners present for this meeting were Paul Ingersoll, Sean Brungot, Paul Ingersoll and ex-officio member Mayor Grenier. Also in attendance were Superintendent Carrigan, General Foreman and Lynne C. Lessard.

There were no Board or Public comments.

It was moved by Commissioner Brungot, seconded by Commissioner Poulin, with all in favor to accept the Minutes of October 21, 2020. The Board did not hold their regularly scheduled meeting November 18<sup>th</sup>, 2020 due to scheduling conflicts.

Under the Berlin Water Works Monthly Status Report dated December 16, 2020, Superintendent Carrigan reviewed and discussed the following with the Board regarding October & November's activity:

1. Treatment Systems – Ammonoosuc Treatment Facility & Brown Farm Well:
  - a. Both wells needed to be tested which included Nitrates/Nitrites, Uranium's, IOC's Radium 226 & 228 for Well #01 and just Nitrates for Well #02. We also had to test for PFA's again for all sources (both wells and the Ammonoosuc Plant).
  - b. We installed a new DP cell flow meter in the PRV vault for our city flow readings. Lavolette Controls were here to calibrate the meter. The head loss DP cell for Filter #02 failed. A new one was purchased and will be calibrated before sending to us.
  - c. There was a chemical delivery of 41,250 lbs. of Bi-Carb, 5000 gal of PC605, 2,500 gal. of NAOH. and 2,250 of CL2. This is to top off the tanks before the winter months.
  - d. Filter # 1 valve actuator failed. We called in representatives from Chalmers & Kubeck from Westfield Mass... We had to recalibrate the limit switches and change out the Mod board and adjust the dip switches. The valve is now operating correctly.
  - e. The Hydro blew a fuse on the motor side of the MC Panel. Bat Electric out of California who designed the panel, shipped an assortment of fuses overnight to insure we had the correct one.
  - f. We changed out the tubing to CL2 monitor at Lancaster St tank, it was plugged and was giving us false readings.
  - g. EII came in to work on a punch list of SCADA issues that we were having and some new programming we wanted to install to help us in the process control.
  - h. We have started doing the FBOP bacteria testing; they will need two sites tested each month.
  - i. The new screens for the clarifiers have been ordered.
  - j. We had two 480 Volt motors that needed to be re-wound, we brought them to AAA Pump and Repair out of Manchester. They did a great job and were ready in a couple of days.
  - k. It was discovered that the high rate backwash valve was stuck open. It was causing inefficient backwashes. It was found that there were corroded wires inside the valve controller, the Mod board and the connecting wires were changed, the cams and limit switches were adjusted. We are now saving approximately 24,000 gal. of finished water per backwash.
  - l. We had AR Control Services come up and look at our effluent valve and get another quote on an actuator replacement.
2. Distribution System & Compliance:
  - a. Water supplied into the distribution system for October averaged 1.19 MGD and November 1.56 MGD.
  - b. October Ammo Plant = 1.00 MGD November Ammo Plant = 1.52 MGD. October Brown Farm Well = .19 MGD. November Brown Farm Well = .04 MGD The October daily wasted sludge flow to the City Pollution Control Facility = 100,802 GPD, November = 112,474 GPD.

- c. Brown farm Well ran for 12 days in October and 1 day in November.
  - d. Burgess Bio-Mass October daily average water usage was .51 MGD, November = .81 MGD.
  - e. Burgess Bio-Mass was offline for 9 days in the month of October , November= 2 days.
  - f. There were no service lines, main line repairs in October and one main line repair in November it was on Lancaster St. the 6" C.I. main had split around it was leaking out approximately 300 GPM.
  - g. There were two curb stop repairs in October and two in November.
  - h. During the Burgess – Bio shut down, we dropped the pond level at Godfrey Dam and performed our annual maintenance. We back flushed the intake header, torqued the bladder bolts and cleaned the screens and maintenance on the PV system.
  - i. The telemetry was lost at the Derrah St. Tank and we had to replace the UPS.
  - j. The crew worked on the road to the old filter plant, the accesses road from the TP was washed out and the road coming from RTE. 110 was caving in from the old wooden stave pipe collapsing.
  - k. Excavated and replaced a hydrant on the corner of Champlain St. and Stratford St.
  - l. We are working on the hydrants that needed repair. The issues were found during the flushing program.
  - m. Cut brush at the tanks, cross lot lines, Godfrey Dam and the filter plant hill.
  - n. Brushed hogged the raw water transmission line and at the Treatment Plant.
  - o. We rented a mini excavator to do the drainage work at the Treatment Plant. The water was backing up last winter and was seeping into the plant through the back wall.
  - p. Repaired the washouts on the pipeline and removed the debris in the culvert at Marque Brook That the beavers had plugged.
  - q. Started to do the yearly inventory.
  - r. Cleaned up the gravel pit, sifted material and hauled rocks.
3. Water Meter Replacements & Backflow Preventers Project:
- a. Donny has completed the testing of 19 backflow devices in the months of October & November.
4. Office System & Building Upgrades & Personnel Training:
- a. The new employee has taken and passed his CDL-B license.
5. Cost reduction/New Income/Improvements/New Customers:
- a. Ray's Electric hired us to pressure test and chlorinate their water main project at the trailer park in Milan.
  - b. The October water usage for the 52 monthly accounts was \$104,208. Of this amount, Burgess was \$58,681 and FBOP was \$15,026.00
  - c. The November water usage for the 52 monthly accounts was \$111,247. Of this amount, Burgess was \$64,735 and FBOP was \$16,657.
6. Safety/Personnel/Other:
- a. BWB has not had a Lost Time Accident (LTA) in the last 406 days.
  - b. We have been continuing to do disconnect for non-payments. No customer was turned off for this round as payments and or arrangements were made to prevent turn off. BWB received about \$9k.
  - c. There is a section in the office garage that did not get insulated during the upgrade. We will be getting quotes to have these sections completed using foam insulation.

It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor, to accept the Berlin Water Works Monthly Status Report dated December 16, 2020.

It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll with all in favor to accept and place on file the Cashier's Report for the months of October & November 2020.

Under Old Business:

- a. Project Status:
  1. Goebel Street Status: Goebel Street has been completed and base paved. Next year we will do the permanent paving. From our Capital Improvements account, expended to date is \$125,533.13 and funds remain at \$274,466.88. The Superintendent said that they are looking to work on Lancaster Street next year.
- b. BWW Office Building Settling Issues Status: Superintendent Carrigan signed the agreement and we should receive payment within the next 90 days.
- c. Small Claims Status: A mandatory telephonic pre-trial mediation was held on November 20th, with Commissioner Ingersoll and CJ representing BWW for our claim against Gerald Winn. As there was no agreement reached, a telephonic hearing has been scheduled for February 17<sup>th</sup>, 2021 to resolve this issue.
- d. Consolidate Debt Payments Status: We are working with the State and Northway bank for refinancing our 5 remaining State Loans. The Bank provided us with amortization schedules for 10 years and 15 years. The Board found that the 10-year option was appealing. The Chair also suggested that since we have budgeted for our two yearly remaining SRL payments due in April & May, that these funds be applied to the loan. We are waiting on individual amortization schedules to have a more informed opinion if we should consolidate all or select a few loans for refinance. It was moved by Commissioner Brungot, seconded by Commissioner Poulin to allow the Superintendent to move forward with research and to make judgment and recommendations to the Board. The Superintendent said that as soon as information is received and reviewed, we will send off to the Board. We requested final payoff amounts from the State with a date of January 31, 2021.
- e. The Superintendent reminded the Board that Lynne will be retiring her full-time position on January 1<sup>st</sup>, 2021 after 40 years of service to the Berlin Water Works and return in February as a part-time employee. Congratulations & well wishes came from the Board.
- f. Old Business:
  1. Commissioner Ingersoll wanted to show appreciation to the full-time employees with a luncheon as has been done in the past years. Due to the Covid Virus, it was recommended to use gift cards instead.
  2. Commissioner Ingersoll said that a local restaurant had two of our safety cones inside their establishment. Steve said that they had permission to borrow 2 cones to use when they had outside sidewalk dining due to the Covid Virus restrictions. Steve said that they will pick up the cones.
  3. Commissioner Ingersoll said that he saw two people wearing the safety Water Works vests who are not employees. Steve said that we were asked to borrow vests and gave permission to use wear outside at the food pantry while distributing food to those in need as a safety precaution. Steve said that the food pantry will continue for the next few weeks then the vests will be returned.

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

Under new Business:

- a. Approve Chemical Bid Results: It was by Commissioner Brungot, seconded by Commissioner Ingersoll to award GAC Chemicals of Searsport Maine for Bid #01 (Sodium Hydroxide 25%) and Harcros Chemicals in Nashua for Bid #02 (Sodium Hypochlorite 15%). The Chemical Bid results for 2021 were opened on November 13, 2020.
- b. Health Trust Rate Exhibit: The Schedule indicates that the health insurance could go as high as a 9% increase. This is not their final number, it is their not to exceed rates.
- c. Health Trust Return of Surplus: We receive a surplus check dated November 19, 2020 in the amount of \$10,611.96 representing our group share of Health Trust FY2020.

- d. Knollwood Energy Credits: We received \$444.00 from the energy company dated November 16, 2020 for our solar recs.
- e. Insulate 55 Willow Street Garage: The Board discussed this topic during the monthly status report.
- f. Leak on Burgess Biomass Service: On Monday December 14<sup>th</sup>, 2020, we were losing about 4k gallons per minutes. We started the isolating procedures and because of the pressures we had an indicator where water break was some ware low in the system. We started with the East Mason River Crossing. We found that it was the Burgess Bio service line. Water was lifting in the ball field. We contacted them and find their pipe was blow out with about in gap down the center of an 8 foot section. Arnold Drouin has fixed the pipe but they will need to replace their line. The representative at Burgess said that it will be put into their Budget. BWW will send off a letter stating that if this happens again they will be liable for the cost of water usage. It was estimated that a million gallons of water was lost with this break. We will recommend HDPE for repairs. In the event this happens prior to their fix, we would turn the water off until fully repaired.
- g. CJ Valliere: CJ will be transitioning from our part-time employee to our full-time employee as Lynne is stepping away from the full time position. The Superintendent also said that the office is going to change to winter hours which will be from 8:30-4:00pm (instead of opening at 8:00 am) Monday thru Friday and keep our regular Friday schedule as 8:am – 4pm.
- h. Approve Other & Communications: The Superintendent informed the Board that we have an aging PLC which is the “brains” that runs our plant. We need to replace the PLC it is obsolete and 26 years old which is the original equipment. If this were to break down, we would lose the plant and need to have Burgess cut back on the water usage. We received a quote from EII dated December 04, 2020 for the PLC Replacement & Upgrade in the amount of \$128,786.50. It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to proceed with the upgrade.

There was no other new business to discuss with the Board.

The Board agreed to hold their next regularly scheduled meeting on January 20, 2021 at noon. The location is to be determined.

There were no Public or Board comments.

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

There being no further business to come before the board 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 12:52 pm.

A True Record:

Attest:

  
Paul Poulin, Clerk of the Board.