

January 20, 2021

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:00pm. The meeting was held in our Willow Street garage. Commissioners present for this meeting were Paul Ingersoll, Sean Brungot, and Paul Ingersoll. Also in attendance were Superintendent Carrigan, General Foreman Lefebvre and Cindy Valliere. Absent from the meeting was ex-officio member Mayor Grenier.

There were no Board or Public comments.

It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll, with all in favor to accept the Minutes of December 16, 2020.

It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll, with all in favor to accept the Minutes of December 28, 2020.

Under the Berlin Water Works Monthly Status Report dated January 20, 2021, Superintendent Carrigan reviewed and discussed the following with the Board regarding December's activity:

1. Treatment Systems – Ammonoosuc Treatment Facility & Brown Farm Well:
  - a. We cleaned the sludge basins and did a chemical clean to filter #2, torqued the bolts and checked the media depths. There was 200 gallons of NAOH and 100 gallons of Chlorine was used in the process.
  - b. There was an issue with the effluent valve #1 and we ended up changing out the open /close contactors which corrected the issue.
  - c. The new employee (Doug Pilcher) has started training at the treatment plant and will be taking his first call time in January.
  - d. We were having issues with the filter #2 turbidity meter. It was giving very erratic readings. The meter manufacturer was contacted and it was determined that it had a faulty photo cell. We put in an order for a replacement cell.
  - e. The new screens for the clarifiers were delivered. When we went to install the first set on clarifier #2 it was found they were too long. We contacted the machine shop that built them and they cut them to fit. We then installed them and they are now performing well.
  - f. Charlie Fritz of EII came up to with his son Jim to go over the computer/ PLC upgrade, he informed us that he will be retiring in March and Jim will be taking over his services to us from now on.
  - g. The Hydro was shutting down due to low suction pressure. It was found that the raw water intake strainer was getting dirty, we cleaned it and the hydro is working fine, the strainer is usually cleaned when there is a 2lb. pressure differential between the chambers. 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. 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.
  - i. 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 December averaged 1.54 MGD.
  - b. December Ammo Plant = 1.42 MGD. December Brown Farm Well = .12 MGD. The December daily wasted sludge flow to the City Pollution Control Facility = 97,057 GPD.
  - c. Brown farm Well ran for 7 days in December.
  - d. Burgess Bio-Mass December daily average water usage was .86 MGD.
  - e. Burgess Bio-Mass was offline for 0 days in the month of December .
  - f. There were no Berlin Water Works service lines, main line repairs in December.
  - g. There was one curb stop repair in December.

- h. When we were setting up temporary water for the contractor to wet down rubble for the dismantling of Princess Theater, it was found that the service line was leaking at the Catholic Charities and that it was on their property. Cross Excavation, the contractor that was doing the demolition, fixed it for them at no charge.
  - i. There was a leak on a 2' service line at the Berlin Housing on Church St., it was found to be on their property and it repaired by a local contractor.
  - j. There was water leaking inside a residence at 18 Peavey Lane, we shut the water off in the house and then had to dig and repair the broken curb stop rod to shut the house off at the street.
  - k. We contacted a local trapper to relocate the beavers that are a damming up the culverts on the access road for the raw water transmission line.
  - l. Irving has picked up their propane tanks at the pump stations and treatment plant, they have issued a credit for the unused product.
  - m. 67 Guilmette St. had water leaking from house, it was found that the hot water tank had ruptured. We isolated the tank valve to stop the leak and the owner was notified.
  - n. We cleaned the screens at Godfrey Dam before they froze in for the winter.
3. Water Meter Replacements & Backflow Preventers Project:
- a. Donny has completed the testing of 2 backflow devices in the month of December.
5. Cost reduction/New Income/Improvements/New Customers:
- a. Started third quarter meter reading on 1/4/21 and finished on 1/9/21. We had some programming issues with the new readers and worked with EJP and Sensus to rectify the problems.
6. Safety/Personnel/Other:
- a. BWV has not had a Lost Time Accident (LTA) in the last 441 days.
  - b. We have been continuing to do disconnect for non-payments.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor, to accept the Berlin Water Works Monthly Status Report dated January 20, 2021.

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

#### Under Old Business:

- a. Ammonoosuc PLU Upgrade: The Ammonoosuc Treatment plant is undergoing a PLC and Computer Upgrade. The plant will be able to stay online for the majority of the upgrade. It will need to be shutdown while they work on the panel, which could be about a day. During that time, we will run the well.
- b. Consolidate Debt Payments Status: We are working with the State and Northway bank for refinancing our 5 remaining State Loans. The loan process is moving along well. We are only waiting on a few items at this point. We had originally requested final payoff amounts from the State with a date of January 31, 2021. Since January 31st falls on a Sunday, we have decided to push the signing date until Monday, February 1, 2021. Attorney Olivier has reviewed all of the documents presented to him. In his opinion, for several reasons, he does not feel as though BWV needs to get prior approval to proceed from the council. Per this Board's request; after the last meeting, we reached out to Johnna McKenna from the NHDES and confirmed that there would be no additional fees, pre-payment penalties, or any additional unforeseen costs associated with this process. Attorney Olivier would like to schedule a conference call with Superintendent Carrigan and Chairman Caron to discuss a few more details.
- c. Burgess BioPower Service Line Leak: Superintendent Carrigan has drafted a letter to Burgess regarding the leak on their Community Street Service Line on November 30, 2020. The letter strongly recommends that they have that service line replaced. It states that if another leak were to occur after October 1, 2021, then they would be responsible for all water lost due to the break, and that water would be shut off to the property and will not be re-instated until the new service

is installed. BWW has offered to assist them in any capacity throughout the duration of this repair. We have also already made suggestions regarding replacing with HDPE and possibly slip-lining the line.

It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin with all in favor to accept and send the letter to Burgess BioPower.

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

Under new Business:

- a. Ammonoosuc Treatment Plant: On January 4, 2021, while doing routine cleaning of clarifier and filter #1, the filter effluent valve was not closed by depressing the valve clutch and shutting tightly, causing caustic to leak into the clear wells and the onsite tank. Fortunately, the caustic failed to enter the distribution system because the PRV was shut down. The treatment plant had to be shut down, the flow into the city from the PRV was closed, and the well flow to the city had to be increased. The clearwells and the tank had to be drained of the caustic water due to higher-than-normal pH levels. Approximately one million gallons of treated water had to be flushed from the clearwells and tank to remedy this issue. The SOP for the treatment plant will be updated to reflect the correct procedure on how to tweak the valve closed properly.
- b. Loan Re-financing Announcement: Commissioner Brungot drafted a public announcement regarding the restructuring and consolidation of our remaining debt. All present believed this was a great starting point for the letter and Superintendent Carrigan suggested that we add in additional information regarding the previous early debt payments over the last 4-5 years. Superintendent Carrigan stated that Lynne will be working on these numbers when she returns in February. Once that information is ready, and the loan documents are finalized, we can update the announcement to show the total amount that we have saved due to the restructuring and early debt payoffs.
- c. Approve Other & Communications:

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

The Board agreed to hold their next regularly scheduled meeting on February 17, 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 Commissioner Ingersoll, seconded by Commissioner Poulin with all in favor to adjourn this meeting.

The meeting did so adjourn at 12:24 pm.

A True Record:

Attest:

  
Paul Poulin, Clerk of the Board.

