

March 17, 2021

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:20pm. The meeting was held in the Berlin Water Works Garage on Willow Street. Commissioners present for this meeting were Paul Ingersoll, Sean Brungot, and Paul Ingersoll and ex-officio member Mayor Grenier. Also in attendance were Superintendent Craig Carrigan, General Steve Foreman Lefebvre and Cindy Valliere.

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 January 20, 2020. For the record, the Board of Water Commissioners did not hold their scheduled meeting on February 17, 2021 due to extenuating circumstances surrounding COVID-19. However, staff continued to supply the Board with their monthly information packet.

Under the Berlin Water Works Monthly Status Report dated February 17, 2021, Superintendent Carrigan reviewed and discussed the following with the Board regarding January's activity:

1. Treatment Systems – Ammonoosuc Treatment Facility & Brown Farm Well:
 - a. We did a chemical clean to filter #1, torqued the bolts and checked the media depths. There was 200 gallons of NAOH and 100 gallons of Chlorine was used in the process. We also shoveled the media in the filter so we could re-torque the air header bolts.
 - b. We had to change one of our bacteria sampling sites due to COVID-19 it was at St Vincent's Nursing Home. We contacted the NHDES and have switched to the Cates Hill Pumping Station.
 - c. The NHDES had us testing for PFA's again for all four quarters of 2021. We had received a waiver last December for having submitted two tests with no detection. We contacted NHDES to see why the waiver was lifted and they informed us that it was an error on their part and that the waiver is still in effect.
 - d. The staff completed the CCR report for the NHDES.
 - e. The staff participated in a webinar on the new manganese MCL's (maximum contaminate levels) and requirements that are planned to take effect July 2022. The rules may affect how we operate the Brown Farm Wells.
 - f. We installed magnesium rods to the new screens that were installed in clarifier #2. These will act as a sacrificial anode to help protect the screens from galvanic corrosion.
2. Distribution System & Compliance:
 - a. Water supplied into the distribution system for January averaged 1.52 MGD.
 - b. January Ammo Plant = 1.42 MGD. January Brown Farm Well = .13 MGD. The January daily wasted sludge flow to the City Pollution Control Facility = 82,785 GPD.
 - c. Brown farm Well ran for 5 days in January.
 - d. Burgess Bio-Mass January daily average water usage was .86 MGD.
 - e. Burgess Bio-Mass was offline for 0 days in the month of January.
 - f. There were no main line repairs or curb stop repairs in January.
 - g. The propane heater at Guilmette Pump station failed and had to be replaced with a new unit. We ran the backup electric heat while it was down.
 - h. We lost the heat at Grandview Booster Station the propane heater and the backup electric heater both failed. An electric heater was bought and put in place, both units have since been repaired.
 - i. A house on 448 Forbush Ave. froze and split the plumbing inside the house we were called in to turn it off, 48,000 gallons registered going through the meter.
 - j. The staff made a cart to put a meter and backflow setup on that is used for temporary water hook up from a hydrant. It will make the setting up much faster and safer.
 - k. We took advantage of the lack of snow so far this winter to cut the brush around the perimeter of Godfrey Reservoir. We were able to drive in for the week it took to complete the job.
 - l. With the recent snow we've been out clearing hydrants.

- m. We have been getting caught up on the small equipment maintenance.
 - n. HEB Engineering contacted to go over some water issues on the Riverwalk Project. We went over the walkway location in reference to our water lines. They indicated that the City of Berlin will be contracting the project out.
 - o. Stuart Arnett of Arnett Development Group called was hired by BIDPA to look at extending water and sewer on Rte. 110. We were able to give him estimates of what the water part of the project might be.
3. Water Meter Replacements & Backflow Preventers Project:
- a. Donny has completed the testing of 8 backflow devices in the month of January.
4. Safety/Personnel/Other:
- a. BWW has not had a Lost Time Accident (LTA) in the last 470 days.

It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor, to accept the Berlin Water Works Monthly Status Report dated February 17, 2021.

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 month of January 2021.

Under Old Business:

- a. Refinancing Announcement: In 2014 NHSRL's #01-07 were refinanced through the state for a savings of \$590,751.16. Prior to October 30, 2020, BWW has managed to pay off three Water Bonds, three Rural Development Loans, and seven State Revolving Loans for a savings of \$1,028,534.77. In December 2020, the Board made the decision to restructure and consolidate our remaining debt in SRL's #07, #08, #10, #11 & #12 with Northway Bank for a savings of \$534,197.10. With this debt restructuring we have reduced our overall debt by almost \$35 million since 1993. By taking these steps we have helped to ensure our long-term goal of providing our customers with a quality, reliable service at a reasonable rate for many years to come. Commissioner Brungot has drafted an announcement that we will send to the newspaper to inform the public of these savings.
- c. Burgess Biopower Service Line Leak: Superintendent Carrigan stated that Burgess Biopower has recently contracted AD Construction to get a estimate for the service line repair. BWW has previously offered to assist them in any capacity throughout the duration of this repair.

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

Under new Business:

- a. Office Furnace Malfunction: In mid-January, 2021, we lost our propane furnace. We had to contract Trane out of Bedford, NH to diagnose the issue, as our current propane supplier does not provide service. It was found to need a Heat Exchanger, and the part needed to be manufactured. The new unit is being installed today. Superintendent Carrigan suggested that when considering propane bids in the future, we should select a company that provides service to its customers.
- b. CAD Program Upgrade: We are looking to upgrade our AutoCAD program. We use this system as part of our Asset Management to continue laying out our infrastructure. Derek Patry worked for a surveyor, so he is very familiar with the program, and the hope is that he will be able to train CJ on the program as well. He said he is interested in working on drawings, but a new program and computer are needed. The total cost would be \$3,299.00 for initial setup, as well as an additional \$195.00 per year for upgrades.
- c. Water Balance Report: Staff completed and submitted the NHDES Annual Water Balance Report that is required per our approved Water Conservation Plan. For calendar year 2020, we reported only 7.21% of unmetered, non-revenue water.
- d. Approve Other & Communications: Superintendent Carrigan stated that the NH Retirement System is currently performing an audit on BWW.

Under the Berlin Water Works Monthly Status Report dated March 12, 2021, Superintendent Carrigan reviewed and discussed the following with the Board regarding February's activity:

1. Treatment Systems – Ammonoosuc Treatment Facility & Brown Farm Well:

- a. Ammo routine clean-up and maintenance performed. Daily rounds and routine analyses monthly bacteria's, alkalinities.
- b. Testing for TTHM's, HA5's and TOC's were done this month.
- c. The fork truck is not running so we brought the one from the maintenance garage to the plant and will send the one at the plant to Concord for repair. It was found to be cheaper to bring it down rather paying a tech to travel to Berlin for diagnostics.
- d. Randy Suozzo from NHDES called and indicated that they would like us to move our TOC testing to be more consistent with our other samples. We worked out a new sampling schedule so we do the TOC's at the same time as the TTHM's and the HA5 samples.
- e. The sump pumps at the Androscoggin TP tripped the breaker causing a flood alarm to go off. tied them into another outlet that took care of the issue for now.
- f. Had a chemical delivery of 20 bags of polymer and 2,500 gallons of NAOH.

2. Distribution System & Compliance:

- a. Water supplied into the distribution system for February averaged 1.54 MGD
- b. February Ammo Plant = 1.54 MGD. February Brown Farm Well = 0 MGD. The February daily wasted sludge flow to the City Pollution Control Facility = 68,827 GPD.
- c. Brown farm Well ran for 0 days in February.
- d. Burgess Bio-Mass February daily average water usage was .83 MGD.
- e. Burgess Bio-Mass was offline for 0 days in the month of February.
- f. There was no main line, curb stop or service line repairs in February.
- g. Houses on 448 Burgess St. and 247 Pleasant St. froze and split the plumbing inside the house we were called in to turn it off and sent a letter to the home owners.
- h. The staff has finished counting inventory.
- i. We picked up a 100 gallons of waste oil from the bus garage to burn in our waste oil furnace in the maintenance garage.
- j. We are refurbishing valves that were removed during construction but are still in good shape for reuse.

3. Water Meter Replacements & Backflow Preventers Project:

- a. Donny has completed the testing of 13 backflow devices in the month of February.
- b. We have been contacted about testing AVH's backflow devices moving forward. They have approximately 9 devices which would need to be tested twice per year. They normally have theirs tested by an outside agency, but are looking to switch over to us. Donny will be going there in April to get the information of those devices.
- c. BWB Staff have received their first doses of Covid-19 vaccines. The plan is that once the staff are 3 weeks beyond their second dose, we can resume meter replacements, as we have not replaced any since the Covid restrictions in March 2020.

4. Office System & Building Upgrades & Personnel Training:

- a. We set up our tablet and TV to take courses online to obtained our CEU's. We took a class on Ultrasonic Metering and Intelligent Hydrants; it was a 2 CEU class. We have two more classes scheduled in March.
- b. Our new employee has completed the Distribution Grade 1 and Water Treatment Grade 1 certification testing.

Safety/Personnel/Other:

- a. BWB has not had a Lost Time Accident (LTA) in the last 498 days.

It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot, with all in favor, to accept the Berlin Water Works Monthly Status Report dated March 12, 2021.

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 month of February 2021.

Under Old Business:

- a. Ammonoosuc PLC Upgrade: E II has finished the programming that could be done from their office and have moved into the plant to continue programming. They are planning on an April 2020 plant shutdown to switch the plant over to the new system. This will coincide with the Burgess Biopower April shutdown as well.
- b. Office Settlement: We received payment in one large installment, and one smaller installment. The bill has now been paid in full.
- c. Small Claims Update: On February 17, 2021 Administrative Assistant Cindy Valliere attended a telephonic small claim hearing along with Foreman Steve Lefebvre and Commissioner Ingersoll in a case v. Gerald Winn. Mr. Winn owns 2 properties which are both delinquent in their water accounts. One property is a substantial amount. The court has issued a judgement in our favor for the total amount of \$8,379.41. As of today, nothing has been received. After 30 days post hearing, if no payment has been received, BWW will file a Motion for Periodic Payments through the court system. 30 days post hearing is tomorrow, March 18, 2021.
- d. Other old business: Superintendent Carrigan mentioned to the Board that the office received a phone call from an attorney representing a potential buyer of the property located at 215 Glen Avenue. This property is another small claim account, and owes a substantial amount to the Water Works. There are 2 buildings with water service on that property and both accounts are off for non-payment.

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

Under new Business:

1. Knollwood Energy Credit: We received a check for \$222.00 for the 3rd quarter of 2020 in Energy Credits.
2. Review & Approve Water Quality Report: Staff have completed the Water Quality Report for calendar year 2020. It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll with all in favor to accept the Water Quality Report for calendar year. This report will be included with our May quarterly & monthly water bills.
3. Water Balance Report: Staff completed and submitted the NHDES Annual Water Balance Report that is required per our approved Water Conservation Plan. For calendar year 2020, we reported only 7.21% of unmetered, non-revenue water.
4. Reappointment of Commissioner Caron: Commissioner Caron has stated that he would like to continue serving on the Board of Water Commissioners. A letter will be sent to the City Clerk for approval at the next City Council session.
5. Debt Payments: Superintendent Carrigan informed the Board that the \$200k that was originally slated for NHSRL #11 & #12 was applied to the Northway loan at the time of closing. Moving forward, the next payment will be due on April 30, 2021. Today, office staff completed the paperwork to have the payments taken out automatically.
6. Approve Construction Charge Out Rates: The only changes to the rates were the labor charges. It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor to accept and place on file the FY21-FY22 Berlin Water Works Hourly Charges & Special Services effective April 01, 2021.
7. Riverwalk Easement: Superintendent Carrigan spoke with Eric Grenier of HEB. NHDOT is requiring a letter from BWW to allow the City to construct the Riverwalk within the easement area retained by BWW. BWW has drafted a letter stating that it does not object to the project and grants permission to the City of Berlin to construct the Riverwalk within the BWW Easement and

make improvements where necessary. Superintendent Carrigan will sign the letter and send it to Eric Grenier of HEB.

8. 2022 Budget: Superintendent Carrigan stated that staff are currently working on the FY2022 Budget. He would like to hold a budget meeting after next months board meeting. All seemed to be in favor of the idea.

There was no other business or communications to come before the Board.

The Board agreed to hold their next regularly scheduled meeting on April 21, 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 Poulin, seconded by Commissioner Ingersoll with all in favor to adjourn this meeting.

The meeting did so adjourn at 12:59 pm.

A True Record:

Attest:

Paul Poulin, Clerk of the Board.