

April 21, 2021

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:04pm. The meeting was held in the Berlin Water Works Garage on Willow Street. Commissioners present for this meeting were Paul Ingersoll, Paul Ingersoll and ex-officio member Mayor Grenier. Absent for this meeting was Commissioner Paul Poulin and Sean Brungot. Also in attendance were Superintendent Craig Carrigan, General Steve Foreman Lefebvre and Cindy Valliere, and Lynne Lessard.

There were no Board or Public comments.

It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to accept the Minutes of March 17, 2021.

Under the Berlin Water Works Monthly Status Report dated April 16, 2021, Superintendent Carrigan reviewed and discussed the following with the Board regarding March's activity:

1. Treatment Systems – Ammonoosuc Treatment Facility & Brown Farm Well:
  - a. We were having issues the turbidity levels in one of the filters. After some process changes and turbidity meter adjustments the readings the process is running much better.
  - b. While trouble shooting the turbidity meter, we drained the filter to make sure there was no issues with the media. Once the filter was drained, we dug the down into the media and found the anthracite was 16" deep and should be 18". This is typically caused by backwashing. We will add 2" of anthracite when we clean the filter this month.
  - c. St. Vincent Nursing Home has had a backflow that has failed for three years. We spoke to them and they told us they have been going through a lot of personnel changes. Our staff showed the new maintenance person how to repair the RPZ that was leaking. It was repaired and tested and is now passing.
  - d. We were approached by the City and the NHDES to see if we could test the well water at 159 Jericho Rd. for PFOA'S contamination. We did the testing and it was found that they were over the MCL'S for some of the PFOA compounds. It is likely that this property will need to get back onto city water. There is already a service there.
2. Distribution System & Compliance:
  - a. Water supplied into the distribution system for March averaged 1.52 MGD.
  - b. March Ammo Plant - 1.52 MGD. Brown Farm Well - 0 MGD. The daily wasted sludge flow to the City Pollution Control Facility - 91,591 GPD.
  - c. Brown farm Well ran for 0 days.
  - d. Burgess Bio-Mass daily average water usage was .85 MGD.
  - e. Burgess Bio-Mass was offline for 2 days in the month of March.
  - f. There was no main line, curb stop or service line repairs in March.
  - g. Staff has been sanding, priming and painting the pumps, valves and metal doors at the treatment plant.
  - h. The Trane HVAC system at the office has been repaired. The service tech informed us that the propane water column valve is not reading correctly and should be changed at some point. We will replace it in the fall when we service the unit.
  - i. We did not have to have anyone on running water this winter. Last year we lowered the remaining services that were on our running water list. Our efforts over the years of eliminating running water are paying off (we had over 1000 running water accounts).
  - j. We have 24 streets that are designed and shovel ready (18,490' of main line replacement). This will be good if there is any money available through the Government Infrastructure plans.
  - k. There was a fire on the end of Pinecrest Ave this past winter it was found that the closest hydrant to hook to was at the intersection of Walsh St. and Haven Ave. Which leaves a distance of over 800'

from the dead end of Pinecrest Ave. to the hydrant. We will be installing a hydrant near the end of Pinecrest this summer to increase the fire protection to the area.

3. Water Meter Replacements & Backflow Preventers Project:
  - a. Donny has completed the testing of 24 backflow devices in the month of March.
  - b. During the month of March, 2 Backflows, 2 Radio Reads and 8 Iperl meters were installed.
4. Cost Reduction / New Income / Improvements / New Customers
  - a. We are working with our GPS unit and upgrading our mapping on the People GIS system. We have purchased a new laptop and will be upgrading our Cad program for mapping our infrastructure.
  - b. The Berlin Public School Dept. rented our backhoe and bucket loader.
5. Safety/Personnel/Other:
  - a. BWV has not had a Lost Time Accident (LTA) in the last 533 days.
  - b. We have been doing turn offs for non-payments. We've collected over \$30,000 dollars in unpaid water bills in the month of March alone. Mayor Grenier was questioning the outstanding amount due at this time. The amount is listed as a whole on the Cashiers Report. Chair Caron asked for a report of residential accounts for the next meeting.
  - c. We have got the insurance rates for this year and there was an increase of 6.2%. The GMR had forecasted an increase of 9%.

It was moved by Commissioner Ingersoll, seconded by Mayor Grenier, with all in favor, to accept the Berlin Water Works Monthly Status Report dated April 16, 2021.

It was moved by Commissioner Ingersoll, seconded by Mayor Grenier, with all in favor to accept and place on file the Cashier's Report for the month of March 2021.

#### Under Old Business:

- a. Ammonoosuc PLC Upgrade: E II has finished 98% of the non-treatment plant outside sites (pump stations, towers, repeaters, tanks, etc) They will be finishing the treatment plant in the near future.
- b. Project Planning 2021: We will be starting on Denmark Street from Eighth Street to Johnson Lane this year to help get more pressure to the end of Denmark. We also have to do the final paving on last year's projects. There is another possibility of working on River Street from Madison to High Streets. There is a hydrant at the Annex Field which sometimes gets used by the Fire Dept for training. When they closed it last time, that line popped.
- c. Small Claims Update: Our office has reached an agreement with Gerald Winn from 105 Pine Street. On March 19, 2021, we received a payment for \$4000.00 which represents almost half of the balance due on his account. He signed an agreement to send \$1000.00 per month moving forward until the balance is paid in full. Also, another small claim account for 215 Glen Ave has sold, so BWV was paid the entire amount due on the property, which was \$3068.92. That small claim case was closed.
- d. NH Retirement System Audit: The NHRS has contacted our office several times as they are having issues defining the on-call pay. The last time they audited us in 2012, they questioned this same on-call pay. At that time, they gave us guidance so we have been doing it as they suggested ever since. Now they are saying there have been changes to the RSA's. They will work with us on how to title it, instead of On-Call. They also have questions regarding pre-paid vacations. We will re-visit when we get the official findings from the audit.
- e. Re-appointments for Chairperson and Clerk: Commissioner Caron was reappointed by Mayor and Council on April 6, 2021. It was moved by Commissioner Ingersoll, seconded by Mayor Grenier, with all in favor to re-appoint Michael Caron as the Berlin Water Works Chair. It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to re-appoint Paul Poulin as the Clerk for the Board of Water Commissioners.

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

Under New Business:

- a. FY2022 Draft Budget Review: The Board was sent the budget via email last week for review. The proposed budget reflects a 3.08% decreased compared to the FY2021 Budget. After all have had time to review the documents, there seemed to be no issues to present today. The board has agreed not to hold a work session as they have no further questions or comments to discuss regarding the Draft FY22 Budget. It was moved by Commissioner Ingersoll, seconded by Mayor Grenier, with all in favor to approve the forecasted FY2022 Budget and to present this draft at the public hearing. The Public Hearing will be scheduled on May 26, 2021. It has not yet been determined whether the meeting will take place at City Hall or if it will take place via Zoom.
- b. Review Governance Letter from the Auditors: It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to accept the Governance letter from Vachon Clukay & Company PC dated April 13, 2021 and financial statements ending June 30, 2020.
- c. Lot Line Adjustment for Cates Hill Tank: This tank was built in 1995 and at the time, BWW did not have the money. It was built using a CDBG Grant and then turned over to BWW, therefore we do not have any records from the build. The land sold and we were able to have the lot line adjusted before the land sale went through.
- d. BWW Mission Statement: It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to approve the revised March 2021 Berlin Water Works Mission Statement and post it to the city's website.
- e. BWW received a letter from Independent Archaeological Consulting, LLC dated April 7, 2021. They conducted archaeological investigations on our property. We were unaware of where or when this took place as we were not notified. They found ten artifacts on our property, which they claim do not possess high monetary value. Those items include: 1 Hammerstone, 1 Nail, 1 Cream Ceramic, 2 Pearl Ceramic, 1 Fire Cracked Rock, 3 pieces of Green Bottle Glass, and 1 piece of Window Glass. They sent a form for BWW to complete as to whether we would allow them to keep and preserve these artifacts for their museum or if we wished to keep them. It was decided by this board to allow this company to keep them for their museum. However, it was mentioned by both Commissioner Ingersoll and Mayor Grenier to suggest to them that next time that they should be required to contact us and notify us of exactly where they are digging.
- f. Route 110 Project: Superintendent Carrigan handed out a Scope of Services for the Design Phase of the NH Route 110 project put together by Andy Sharpe, P.E. of Underwood Engineers. This would be an extension to approx. 100 yards beyond Jericho Lake Road. The summary of fees includes they Survey, Preliminary Design, Subsurface, Final Design, and Bidding for a total amount of \$58,100. Mayor Grenier mentioned that HEB has already also created a preliminary design for Sewer. He suggested that we get the same layout as water and sewer should go hand in hand. Superintendent Carrigan mentioned looking into funding options available such as Grants to help with costs. The Mayor believes there may be two or three different sources of funding that we may be able to look into.

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

The Board agreed to hold their next regularly scheduled meeting on May 19, 2021 at noon. The location is to be determined.

There were no Public or Board comments.

At this time, it was moved by Mayor Grenier, seconded by Ingersoll, with all in favor to enter into a Non-Public Session RSA 91A:3II(a) – Personnel – Wages-Grievance. By roll call vote, with all members voting in favor, the Board entered into the non-public session at 12:43pm.

At 1:15pm, it was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor, by roll call vote, to end the non-public session and enter back into the public session.

During the closed session based upon the Superintendent's recommendation, the Board discussed and agreed upon wages of non-union employees. They also discussed bonuses of non-union employees, however an agreement was not reached.

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 1:16pm.

A True Record:

Attest:   
Paul Poulin, Clerk of the Board.