

May 19, 2021

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

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 April 21, 2021.

Under the Berlin Water Works Monthly Status Report dated May 14, 2021, Superintendent Carrigan reviewed and discussed the following with the Board regarding April's activity:

1. Treatment Systems – Ammonoosuc Treatment Facility & Brown Farm Well:
 - a. The fork truck was brought to Concord for repairs and is now fixed and back at the plant.
 - b. We added the 2" (2300 lbs.) of Anthracite media to filter #2 to bring it back to the correct level it took.
 - c. There was a small caustic leak near the injection point at the Brown Farm Well that we repaired.
 - d. We repaired another caustic leak at the plant, it was on the valve above the LMI pumps. We cut the line and installed a new fitting and valve to fix the issue.
 - e. There was a chemical delivery of 41,250 lbs. of bicarb.
2. Distribution System & Compliance:
 - a. Water supplied into the distribution system for April averaged 1.55 MGD.
 - b. April Ammo Plant = 1.55 MGD. Brown Farm Well = 0 MGD. The daily wasted sludge flow to the City Pollution Control Facility = 101,936 GPD.
 - c. Brown farm Well ran for 0 days.
 - d. Burgess Bio-Mass daily average water usage was .87 MGD.
 - e. Burgess Bio-Mass was offline for 5 days in the month of April.
 - f. There was no main line, or service line repairs in April.
 - g. There was one curb stop repair last month.
 - h. We back flushed the Johnson Screen intake header at Godfrey Reservoir we also cleaned the screens for the main gate intake. The main intake gate was shut down so we will now only draw water through the intake header for the summer months. By doing this the water is pulled from middle depths of the reservoir and not from the bottom, giving us much less sediment that we have to remove from the water at the plant.
 - i. 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 have been in contact with owner of the property that we would like to place the hydrant in front of and he gave us the ok.
 - j. We inspected the roof on the concrete control building at Godfrey dam and it has substantial deterioration and will need to be addressed this summer.
3. Water Meter Replacements & Backflow Preventers Project:
 - a. Donny has completed the testing of 14 backflow devices in the month of April.
 - b. During the month of April, 11 Backflows, 13 Radio Reads and 20 Iperl meters were installed. Staff have been repairing damaged and stopped meters. As of 5/14/21, there are only 9 stopped meters left to be repaired.

4. Office System & Building Upgrades & Personnel Training

- a. We set up our tablet and TV to take courses online to obtain our CEU's. We took a couple of classes one on Package Plant Maintenance and Rehabs. And another on Periodically Monitored Systems, there was 2 CEU's awarded for each class
5. Cost Reduction / New Income / Improvements / New Customers
 - a. Third Quarter Billing Info:
of customers Billed: 3419, Usage billed: 4,089,796 cf., Total Dollar Amount billed: \$316,723.
6. Safety/Personnel/Other:
 - a. BWW has not had a Lost Time Accident (LTA) in the last 561 days.

It was moved by Commissioner Poulin, seconded by Commissioner Brungot, with all in favor, to accept the Berlin Water Works Monthly Status Report dated May 14, 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 April 2021.

Under Old Business:

- a. Ammonoosuc PLC Upgrade: E II has found some glitches that need to be repaired before they can install at the treatment plant. It was originally scheduled to begin today, but will start as soon as it is ready. It may take a possible 4 days to complete at the plant.
- b. Project Planning 2021: We will be starting on Denmark Street from Eighth Street to Johnson Lane during the first week of June to help get more pressure to the end of Denmark. We do not have any returning summer help this year. We have hired 1 temp and have 2 other prospects. We have also hired 3 collage help for the summer.
- c. FY2022 Budget: The Public Hearing is scheduled for May 26, 2021 at 5:54pm. It will take place at City Hall Auditorium. The proposed budget reflects a 3.08% decrease compared to the FY2021 Budget, as well as no rate increase for 24 consecutive years. Superintendent Carrigan also stated that in future years, he would like to see the Berlin Water Works apply any surplus FY unallocated budget funds toward the principal at Northway bank.
- d. NH Retirement System Audit: The NHRS has completed and sent their Employer Compliance Audit Report. Based on the materials reviewed, other than audit observations noted in the Compliance Report it appears that the Berlin Water Works is in compliance with NHRS requirements for enrollment, deduction, remittance procedures and post-retirements medical subsidy payments for the period audited.

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

Under New Business:

- a. City's I and I Reduction Project: The City has hired Cross Excavation to separate the sewer from the drain system. They will be working at several different locations to complete this project. The first service they were working on, they ripped out one of our water lines with the backhoe, even though we had traced it, etc. We told them that it needs to be repaired from the Main to the property line, and they did. The very next day, they ripped out the very same water line again, and a portion of the drain work that they had completed the day before. Since then, they have been shovel digging and it seems to be going smoothly, but we check on them often. They are supposed to call us every time they expose our lines. We want photos, etc. We have also been supplying them with insulation and other materials to make sure we do not end up with frozen water lines in the future.

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

The Board agreed to hold their next regularly scheduled meeting on June 16, 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 12:40pm.

At 1:00pm, 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 performance bonuses for non-union employee's.

It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to approve the Superintendents recommended performance bonuses for non-union employees.

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 1:00pm.

A True Record:

Attest:


Paul Poulin, Clerk of the Board.

