

June 16, 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 the Berlin Water Works Office on Willow Street. Commissioners present for this meeting were Paul Ingersoll, Paul Poulin, Sean Brungot and Paul Ingersoll. Also in attendance were General Foreman Steven Lefebvre and Cindy Valliere. Absent from this 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 May 19, 2021.

Under the Berlin Water Works Monthly Status Report dated June 11, 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. A leak formed on the bottom of the Chlorine Day tank. It was taken out of service and the CL2 was transferred to a 250-gallon carboy. It was found that it was cracked at the bulkhead fitting. We are in the process of trying to repair it rather than purchasing a new tank.
 - b. The crew leveled and loamed on the old transmission line along the fence line. This was done so we maintain that section with a lawn mower and keep it free from debris, shrub and tree growth. We also replaced a culvert and ledge packed the access road from the plant to the gate on the pipeline.
 - c. There were issues with the hydro tripping offline. It was found that the valve feeding the raw water flow to the DP Cell # 2 was closed causing the issue. It was closed during calibrations and never opened back up.
2. Distribution System & Compliance:
 - a. Water supplied into the distribution system for May averaged 1.88 MGD.
 - b. May Ammo Plant = 1.69 MGD. Brown Farm Well = 0.19 MGD. The daily wasted sludge flow to the City Pollution Control Facility = 131,567 GPD.
 - c. Brown farm Well ran for 5 days.
 - d. Burgess Bio-Mass daily average water usage was .98 MGD.
 - e. Burgess Bio-Mass was offline for 0 days in the month of May.
 - f. There were no main line, curb stops or service line repairs in May.
 - g. The town of Colebrook is doing a water project and had mis-sized the water lines to be replaced so they borrowed what they needed and they also rented our 6" tapping machine.
 - h. We were approached by the veterans' groups to see if we could hammer out the concrete base of the Spanish American monument at Community Field. We told them we wanted to help out and set up a date to hammer the base.
 - i. The new hydrant that was needed at 25 Pinecrest Ave. has been installed.
 - j. While doing the Treatment Plant PLC upgrade we were running the Brown Farm Well on the backup generator. During that time the generator had a bearing fail on the cooling fan and shut down the unit. We went on Eversource power and have since repaired the generator fan.
 - k. The packing on the hydraulic cylinders for the boom on the Cat 315 excavator were leaking by. We removed the cylinders and brought them to a local machine shop to have them repacked. They are completed and back on the machine.
3. Water Meter Replacements & Backflow Preventers Project:
 - a. Donny has completed the testing of 11 backflow devices in the month of May. 9 of them were for the new contract for the devices at AVH.
 - b. During the month of May, 11 Backflows, 12 Radio Reads and 19 Iperl meters were installed. Staff have been repairing damaged and stopped meters. As of 6/7/21, there are only 9 stopped meters left to be

repaired. So far, for FY2020 and FY2021 combined, we have installed 232 new meters, 143 backflows and 143 MXU's.

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 new classes, one on Diesel Fuel Intervention and another on Basic Safety for Water and Wastewater Operators. There were a total 5 CEU's awarded for the classes.
5. Cost Reduction / New Income / Improvements / New Customers
 - a. The Burkes are looking into extending development on Victoria Lane. For the water service it would require them to tie into the Cates Hill tank line on Cates Hill Road.
6. Safety/Personnel/Other:
 - a. BWV has not had a Lost Time Accident (LTA) in the last 590 days.
 - b. We sold thirty-eight concrete blocks that we had acquired when the mill had shut down. We had used some for projects and these were not being used. We sold them for \$1,140.00

It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor, to accept the Berlin Water Works Monthly Status Report dated June 11, 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 May 2021.

Under Old Business:

- a. Ammonoosuc PLC Upgrade: The upgrade seems to be moving along well. The Ammo Plant was shut down for 4 days. We are now working on an extensive punch list to get everything back up and running, as was to be expected with a project of this size. We got the Hydro back running this past Monday.
- b. Project Planning 2021: We have started work on Denmark Street from Eighth Street to Johnson Lane to help get more pressure to the end of Denmark. The project is moving along well. We have not run into any ledge and the line seems to be buried in coal ash. We have set up temp water supplies, cut pavement and done tie-ins today.
- c. 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. We have been busy tracing our water lines for them. We have got a little ahead of them and are cleaning and installing debris plugs in the valves in the construction areas.
- d. FY2022 Budget: It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll, with all in favor, to accept and place on file the Berlin Water Works Fiscal Year Budget (FY22) in the amount of \$2,771,563.00 as presented to the public during the Public Hearing that was held on May 26, 2021 at 5:45pm at the City Hall Auditorium.

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

Under New Business:

- a. Knollwood Energy Credit: We have received credit for our 4th Quarter 2020 SREC's. When we first started, we were receiving \$25.00/SREC. We are now up to \$40.00/SREC.
- b. Restitution from Hit & Run: Our pickup truck was sideswiped in a Hit & Run on Hillside Ave this winter while parked in front of a customer's residence while we were working inside. Berlin PD was able to obtain surveillance footage from a local business owner and were able to track down the vehicle and obtained restitution from that person in the amount of \$187.92.
- c. Pre-Application for 2021 DWSRF Rt. 110 and Raw Water Transmission Line: Andy Sharpe, PE of Underwood Engineers has completed and submitted the loan pre-applications with the DWSRF. Route 110 Water Main Extension was submitted for \$1M, and the Raw Water Transmission Line

was submitted for \$8.5M. This is just the pre-application. If the terms do not look good when we get the information back, we would not be bound to accept.

- d. Jericho Rd Engineering costs: Superintendent Carrigan informed the board that he spoke with Mayor Grenier this morning. He stated that the County Commissioners have pre-approved the first step in receiving a \$250,000.00 grant to cover the engineering and design costs of adding the water and sewer extension on Jericho Road to the top of the hill before the town line. Superintendent Carrigan stated that once the money is secured, he will speak with City Manager Jim Wheeler about options for potential engineering firms.
- e. Northway Bank Signature Card: With Superintendent Carrigan's upcoming retirement, we would like to add Foreman Steve Lefebvre to the Northway Bank Signature Card to sign both payroll and expense checks. It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor, to add Steve Lefebvre to the Northway Bank signature card.

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

The Board agreed to hold their next regularly scheduled meeting on July 21, 2021 at noon in the Berlin Water Works Office Board Room.

There were no Public or Board comments.

There being no further business to come before the board at this time, it was moved by Commissioner Ingersoll, seconded by Commissioner Brungot with all in favor to adjourn this meeting.

The meeting did so adjourn at 12:22pm.

A True Record:

Attest: 
Paul Poulin, Clerk of the Board.

