

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:10pm. 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 Ingersoll, seconded by Commissioner Brungot, with all in favor to accept the Minutes of June 16, 2021.

Under the Berlin Water Works Monthly Status Report dated July 16, 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. There was a tank at the Andro. plant that we were able to retro fit to work and has been installed. We are in the process of trying to repair the old tank and will keep it as a spare.
 - b. One of the treatment operators will be out on medical leave for 4 to 6 months, in the interim we are training another employee to do more treatment plant operations to cover for vacations until he returns.
 - c. There were four chemical deliveries in the month of June. We received 2,500 gallons of caustic, 3,500 gallons of CL2, 5,000 gallons of 605 and 41,250 lbs. of bi-carb.
 - d. The two filters and clarifiers were cleaned. We used 400 gallons of NaOH and 250 gallons of CL2 in the process.
 - e. There were issues with the hydro tripping offline. It is part of the PLC upgrade programming and EII has been working on correcting the problem.
2. Distribution System & Compliance:
 - a. Water supplied into the distribution system for June averaged 1.85 MGD.
 - b. June Ammo Plant = 1.50 MGD. Brown Farm Well = 0.35 MGD. The daily wasted sludge flow to the City Pollution Control Facility = 243,492 GPD.
 - c. Brown farm Well ran for 13 days in June.
 - d. Burgess Bio-Mass daily average water usage was 1.06 MGD.
 - e. Burgess Bio-Mass was offline for 0 days in the month of June.
 - f. There was no main line or service line repairs in June.
 - g. There was one curb stop repair at 97 Sweden St.
 - h. The mechanic worked on the 12,000 lb. hydraulic hammer. He retorqued the bolts and added nitrogen to the hammer.
 - i. While doing the Treatment Plant PLC upgrade we were running the Brown farm Well on the backup generator. During that time the generator had bearing fail on the cooling fan and shut down the unit. We went on Eversource power and have since repaired the generator fan. There was oil leaking out of the turbo and it was found it needs to be replaced. One is on order.
3. Water Meter Replacements & Backflow Preventers Project:
 - a. Donny completed the testing of 18 backflow devices in the month of June. 13 of them were for the new contract at the Federal Prison.
 - b. During the month of June; 2 Backflows, 4 Radio Reads and 3 Iperl meters were installed. Staff have been repairing damaged and stopped meters. As of 7/8/21, there are only 8 stopped meters left to be repaired. So far, for FY2020 and FY2021 combined, we have installed 235 new meters, 145 backflows and 147 MXU's.

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- 4. Cost Reduction / New Income / Improvements / New Customers
 - a. The second quarter meter reading start on July 1st and staff are currently working on getting the bills ready to mail.
 - 5. Safety/Personnel/Other:
 - a. BWWW has not had a Lost Time Accident (LTA) in the last 625 days.
 - b. The office did turn offs for non-payments, and collected \$14,185 in past due payments.
 - c. I received a call from an engineering firm in Montana. looking for information on the C-PAR project BWWW did in the mid 1990's. This is a project we partnered with the Army Corp. of Engineers Cold Region Research out of Lebanon NH.to insulate water lines rather than bury them to a depth of 6'.

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

Under Old Business:

- a. Ammonoosuc PLC Upgrade: The project is about 98% complete and now is paid for. As mentioned earlier, there were issues with the hydro tripping offline. There are a few small issues, but EII has been working on correcting the problems.
- b. Project Planning 2021: Denmark St – We have installed about 350' of 8" line, some valves, tees, and a hydrant. We have pressure tested, disinfected, and tied in 4 services so far.
- c. Route 110 Engineering: It will likely be another couple weeks before we are expected to hear anything. Superintendent Carrigan will speak to City Manager Wheeler regarding recommendations for hiring an engineering firm that is familiar with our previous forced account work.
- d. Pre-Application for 2021 DWSRF: Nothing new to report at this time.

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

Under New Business:

- a. FY21 Year End Budget Review: There are \$122,772.77 remaining funds. Superintendent Carrigan has recommended to the Board to put \$62,772.77 into an accrual account for new meters as the meter replacement program was halted last winter due to Covid. We will be purchasing those at a later date. He also recommended to take the remaining \$60,000.00 and apply that to Early Debt Payoff. It was moved by Commissioner Brungot, seconded by Commissioner Poulin, with all in favor to approve the Superintendents recommendation for the remaining FY21 funds.
- b. Propane Bid Results: Irving won the bid this year. We also made a change to the bid form to include questions regarding other associated costs and services provided; like whether or not the company provides service technicians, or additional costs associated with tank inspections. We have also reached out to CN Brown regarding possibly purchasing 5 of the tanks currently at some of our locations. We have also reached out to Irving to get a purchase price from them for the same size tanks.
- c. Eversource Energy Surplus Credit: We received a credit of \$2,927.27. Unfortunately, with the Hydro kicking on and off, a good majority of this credit has already been used up. Superintendent Carrigan stated that he will leave the remaining funds in the pool to be added to next year's credit.
- d. Commitment Letters for Downtown Project: Superintendent Carrigan informed the board that he has signed two letters in support of the city's RAISE grant because we are also able to get some of our infrastructure replaced with the grant. One letter explained how we would contribute in-kind services using Berlin Water Works force account labor to make related water infrastructure upgrades in the project area, as well as install the main distribution and collection lines of the

snowmelt system. This project is still 4-5 years out, but would be quite a bit of work for the Berlin Water Works.

- e. Tax Deeded Properties: The city has listed six tax deeded properties up for bid. All owe money to Water Works, and that is supposed to be mentioned in the bid packet.
- f. Primex Premiums: Due to Covid, Primex has issued us a Premium Holiday for the Workers Compensation Program in the amount of \$7,300.25, and for the Property & Liability Program in the amount of \$11,227.51. The total amount of the savings/credit amounts to \$18,527.76. This credit will be applied to the July 1, 2022-June 30, 2023 contribution.

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

The Board agreed to not have a meeting in August due to Superintendent Carrigan's Retirement.

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 12:36pm.

A True Record:

Attest:

Paul Poulin, Clerk of the Board.

