

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

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 July 21, 2021.

Under the Berlin Water Works Monthly Status Report dated September 10, 2021, Superintendent Carrigan reviewed and discussed the following with the Board regarding July and August's activity:

1. Treatment Systems – Ammonoosuc Treatment Facility & Brown Farm Well:
  - a. We began our weekly CL2 checks at Coulombe Pond, Cates Hill and Forbush Ave tanks to make sure they do not drop below the desired levels.
  - b. There were some issues with our influent and effluent valves not functioning properly, the backwash sequences, a new stream and current program and Hydro programming due to the PLC upgrade. EII has since corrected the problems.
  - c. One of the treatment operators will be out on medical issues 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.
  - d. We went to Concord to pick up all of our sample bottles for Q3 and Q4 chemical testing we need to do this year. We also picked up lead and copper bottles as well. Because of the acid in the sample bottles, they cannot be shipped through the mail.
2. Distribution System & Compliance:
  - a. Water supplied into the distribution system for July averaged 1.83 MGD, August = 1.92 MGD.
  - b. July Ammo Plant = 1.61 MGD, August = 1.84 MGD. Brown Farm Well July = 0.22 MGD, August = .08 MGD. The daily wasted sludge flow to the City Pollution Control Facility July = 368,235 GPD, August = 332,492 GPD.
  - c. Brown farm Well ran for 6 days in July and 4 days in August.
  - d. Burgess Bio-Mass daily average water usage July = 1.07 MGD, August = 1.09 MGD.
  - e. Burgess Bio-Mass was offline for 0 days in July and in August 0 days.
  - f. There was no main line or service line repairs in July or August.
  - g. There were two curb stop repairs at 570 Goebel St. and 15 Demers St.
  - h. We are cutting the grass and brush at the Pump Stations, Brown Farm Well, Ammo TP, Water Tanks, River Crossings, Cross Lot Lines and the Filter Plant Hill Access Road.
  - i. We used the boom mower to cut the Raw Water Transmission Line, Godfrey Dam, and Forbush Tank.
  - j. The Brown Farm Well backup generator turbo failed, a new one has been received and will be installed.
3. Water Meter Replacements & Backflow Preventers Project:
  - a. Donny completed the testing of 1 backflow device in the month of July and 14 in August.
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 have two virtual classes set up for September we will receive 2.5 CEU's each.

5. Cost Reduction / New Income / Improvements / New Customers

- a. The second quarter meter reading start on August 1st and collections are ongoing.

6. Safety/Personnel/Other:

- a. BWW has not had a Lost Time Accident (LTA) in the last 683 days.
- b. The propane tanks have been changed out from CN Brown to Irving, the transfer went very well.

It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot, with all in favor, to accept the Berlin Water Works Monthly Status Report dated September 10, 2021.

It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot, with all in favor to accept and place on file the Cashier's Report for the months of July and August 2021.

Under Old Business:

a. Project Planning 2021:

1. Denmark St - We have finished the project and paved for the winter. If there is any settling next year, another coat may be necessary. We have not extended the high-pressure zone yet, and may still need to install some Pressure Reducing Valves into some houses. We purchase the valves and pay a plumber to install them. They then become the property of the homeowners.
  2. River St - We are planning to replace 200' of 8" HDPE with new 12" HDPE. There is also a low pressure 6" Cast Iron main that we will replace with 8" HDPE. The lines were found to be buried in coal ash and were in poor condition.
- b. City I&I reduction Project: Superintendent Carrigan and City Manager Wheeler have been in contact regarding the High Street project from School to Pleasant. BWW will split the cost with the city for the School St line offset. BWW also relocated a hydrant on Pleasant St for the project. BWW will pay the city \$9,073.00 for the additional work done on High St.
  - c. Route 110 Project: The City was approved to receive \$250,000 from the County Commissioners to help with the cost of engineering the water and sewer lines for the 110 Project. Superintendent Carrigan has been in touch with City Manager Wheeler about the BWW anticipated design costs. The engineering firm has not been decided on yet but Superintendent Carrigan stated he would prefer an engineering firm with more familiarization with Forced Account Work so that BWW can install the line themselves. Superintendent Carrigan would like to get this project designed so that should infrastructure monies come available, this project would be considered "Shovel Ready."
  - d. NH SRL Applications: No official news yet. Our Engineer, Andy Sharpe does think we may have a good chance to obtain some monies for the Raw Water Transmission Line. He stated the Route 110 application does not look as though it will come through, as it is for a new project, not repair/replacement work, and they do not fund water line expansions for future development.
  - e. Small Claims Status: We have collected a total of \$12,496.14 and have closed out three of the seven cases. We are unable to locate one individual, and the others are waiting on payment plans through the court system.

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

Under New Business:

- a. Summons for Civil Action: On Wednesday August 25<sup>th</sup>, City Clerk Shelli Fortin was served a Summons in A Civil Action for Berlin Water Works. It is related to the damage inside the Harvest Christian Church on August 20, 2018, which was caused while BWW was flushing a hydrant at the corner of Willow Street and Memorial Lane. The hydrant slammed shut at full flow, and blew off the end cap inside the building. There was a claim started with Primex, who found that after careful examination of the circumstances, that they had sufficient information to decline to make any payment to the Church. They had then concluded that Water Works was not responsible for the water damage caused to the Church. Superintendent Carrigan has been in touch with our Primex

representative who denied the claim back in 2018 to confirm that they will provide us a defense in the suit. She confirmed that they will defend this case.

- b. Knollwood Energy Credit: We received a check for the first quarter RECs in the amount of \$99.00.
- c. Riverside Heights Water Service Extension: General Foreman Lefebvre was contacted regarding an expansion at Riverside Heights, so they need another source to get the water as they are as far as they can go on the current line and because of the cost they do not want to run a line through their land to Cates Hill Road where there is adquit water pressure They would like to build a pumpstation on the hill and then turn it over to us to take over the maintenance/upkeep of it. It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll, with all in favor to reject the proposal for a privately built, public owned pump station at Riverside Heights.
- d. FY21 Audit Findings: Vachon & Clukay has completed their audit of FY21. There were a few questions regarding weekend overtime for the union employees, which Superintendent Carrigan reviewed with the auditors. He did suggest that we add some wording to the next contract to help track some of these negotiated agreements. He also suggested adding a letter to each Commissioners file, as well as just to keep an eye on the interest rates for investing.
- e. Brown Farm Well Head Protection: Community Development Director Pam Laflamme reached out to Superintendent Carrigan after she spoke with Dana Brouillette regarding his property in the Industrial Park. He is very interested in/willing to work with the City and/or BWW to get some drains installed in exchange for giving up some of his property to the City/BWW. He is currently in the process of purchasing the parcel in the corner between the Mtn Tire and Presby properties to hopefully store some things over there to make his footprint smaller on the current property. She was unsure if there were any grants that the city/BWW could apply for to help pay for the drainage on the property. Superintendent Carrigan mentioned that there are Source Water Protection grants out there for similar scenarios. He will look into whether there is one available to either install drainage or purchase the property.

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

The Board agreed to hold their next regularly scheduled meeting on October 20, 2021 at noon. The location will be the Berlin Water Works office at 55 Willow Street.

There were no Public or Board comments.

At this time, it was moved by Commissioner Ingersoll, seconded by Commissioner Brungot, 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 1:12pm.

At 1:19pm, it was moved by Commissioner Ingersoll, seconded by Commissioner Brungot, 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, the Board discussed a personnel matter.

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 1:20pm.

A True Record:

Attest:   
Paul Ingersoll, Acting Clerk of the Board