

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:04 pm. Commissioners present were Paul Ingersoll, Sean Brungot, and Paul Poulin. Absent from this meeting was ex-officio member Mayor Paul Grenier. Also in attendance were Superintendent Craig Carrigan, General Foreman Steve Lefebvre and Lynne C. Lessard.

There were no Public or Board comments.

It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot, with all in favor to accept and place on file, the Minutes of October 20, 2021. For the record, the Board of Water Commissioners did not hold their scheduled meeting on November 17<sup>th</sup>, 2021 due to scheduling conflicts. The staff continued to supply the Board with their monthly information packet.

Under the Berlin Water Works Monthly Status Report dated December 10, 2021, Superintendent Carrigan reviewed and discussed the following with the Board. This report covered both October & November activity:

1. Treatment Systems - Ammonoosuc Treatment Facility & Brown Farm Well:
  - a. We did the yearly maintenance to the Godfrey dam while the Burgess Bio was down for maintenance. The pond was drained we inspected and back flushed the Johnson header screen, the bladder bolts were re-torqued. The pond was refilled and we flushed the transmission line from the dam to the plant. Once back online we cleaned the strainers at the plant for the raw water intake.
  - b. The onsite two-million-gallon storage tank was taken offline and cleaned. When it was refilled and was ready to put back in service it was found that a chlorine tablet holder had been drawn down into the line and got stuck in the PRV preventing water from entering into the system. We called Hydrus Control Systems to come and remove it from the PRV. While he was here, we had him do a cleaning and rebuild of the PRV which should be done every 5 years and we were on our sixth year.
  - c. We drained and cleaned Cates Hill Tank, both vaults, Forbush Tank, both vaults, Coulombe Pond Tank, both vaults and Ramsey Hill Tank. We replaced one sacrificial anode out of ten that are in the Ramsey Hill Tank. The PWD helped with their jet and a spray nozzle with cleaning the walls and floors of the tanks.
  - d. We calculated that 2,132,000 gallons of water will be unmetered from tank cleanings
  - e. The treatment operator that was out on medical issues has returned to work.
  - f. Both waste basins have been cleaned.
  - g. There was a filter alarm fail on both filters and could not put them back online. We called EII and it was found to be programming issue not allowing us to reset them.
  - h. Lavolette Controls did our yearly calibrations of our DP cells.
  - i. We did the clarifier # 1 rebuild. The beads were floated out and we checked the piping and replaced all stainless air nozzles with PVC. We replaced the screens that we had fabricated this past year. The job went very well and was completed in a couple of days.
2. Distribution System and Compliance:
  - a. Water supplied into the distribution system for October averaged 1.31 MGD, November 1.60 MGD.
  - b. October Ammo Plant = 1.11 MGD, November 1.40 MGD. Brown Farm Well October = .20 MGD, November .25 MGD. The daily wasted sludge flow to the City Pollution Control Facility October = 346,824 GPD, November = 229,257 GPD.
  - c. Brown farm Well ran for 9 days in October and 9 days in November.
  - d. Burgess Bio-Mass daily average water usage October= .52 MGD, November= .85 MGD.
  - e. Burgess Bio-Mass was offline for 11 days in October and 0 days in November.
  - f. There was no main line or service line repairs in October or November.
  - g. We ran a new service line for 664 Trudel St., When the new main line was installed in 1995 a service was never run for the building.
  - h. There were two curb stop repairs at 107 Mannering St. and 70 Labossiere St.

- i. We did the heat and intrusion alarms at the pump stations before the cold weather sets in.
- j. The sander and thawing machine have been placed on the trucks.
- k. A call was received from NHDES with a possible lead issue on Church St., so NH Health and Human Services took a sample and found it was a bit elevated. NHDES went over our corrosion control numbers and our recent lead and copper results and decided no action is required, but future testing may be required. This property will be on our next list for lead and copper testing.

### 3. BWV- CAPITAL IMPROVEMENT PROJECTS: \$600,000.00

- a. Total expended to date: \$207,892.79 (34.65%)
- b. Funds remaining: \$392,107.21 (65.35%)

### 4. Water Meter Replacements and Backflow Preventers Project:

- a. One backflow preventor, one radio read and one IPerl meter was installed.
- b. Donny L. has completed the testing of 12 backflow devices in the month of October and 14 in November. 6 In November were internal backflows for Burgess Bio and the remaining 8 were at AVH. Both have subcontracted Berlin Water Works to do internal the testing.
- c. We have been making meter appointments since the order has been lifted for repairing the stopped meters and to change out the 20+ year old meters. Our goal is to replace a total of 600 old and oversized meters for FY2020, FY2021 and FY2022 combined. We are scheduling meter installations for the winter months. Starting with the stopped meters first.
- d. There are ongoing issues with the State Prison meter. We were getting lower than normal readings in the beginning of the month, so we took the meter apart and found some debris in the screen. When put it back together it was still off, so a new chamber was ordered and will be installed when it is received. We will average there reading until the repair is completed.

### 5. Office System & Building Upgrades & Personnel Training

- a. We went to a class hosted by EJP in Lincoln, NH to finish up our CEU's required by the NHDES for the two-year period. The CEU requirements have been met and employees certified.

### 6. Cost Reduction / New Income / Improvements / New Customers

- a. The 53 monthly accounts water usage for October was \$106,171. Of this amount, Burgess was \$57,898. And FBOP was \$20,809. In November the total was \$116,158. with Burgess at \$65,616. and FBOP \$21,741.

### 7. Safety/ Personnel/Other

- a. BWV has not had a Lost Time Accident (LTA) in the last 803 days.
- b. We are requiring bids for a new service truck and flat bed truck. Our vehicles are requiring more work to pass inspection. We should have an update for the Board next month.

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

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

### Under Old Business:

- a. Project Status:
  - 1. Paving Update: Paving on Western Avenue has been completed by Berlin Water Works except where the City did their I&I project. The City only did the trench patch for approximately 100 feet.
- b. Extra Debt Payment: We applied \$26,894.06 to principal on our Northway Loan. These funds were received November 17, 2021 from Health Trust. This check represents our Member Group Share of FY2021 Return of Surplus.

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- c. NHSRL Applications: We received a letter dated December 7<sup>th</sup>, 2021 from the NHDES informing us that the pre-applications for the Raw Water Rehab and Route 110 extension were both turned down as they are on the non-funded portion of the FY2021 Project Priority List. The applications were submitted on our behalf by Andy Sharpe at Underwood Engineering.
  - d. Summons for Civil Action: The only updated is that the Judge that is overseeing the case had once gone to a sermon at the Harvest Church and wanted to inform us that he would reclude himself if we wanted him to. Our Attorney said that it was not an issue so the Superintendent signed and returned the form.
  - e. Small Claims Update: Two accounts will be going to court in January. One is in the amount of \$305.06 and the other is for \$1,796.60.
  - f. Church Street Pump Station: We had the area surveyed and shows that the abutting owner had come over the property line a bit to build an access road and downed some of our trees. We will want him to seed the area to prevent possible erosion near our pump station.
  - g. Other Old Business: There was nothing to report.

New Business:

- a. Jericho Road – City Land: We received an e-mail from Pam Laflamme to inform us that they have a lot on their surplus property list and the mayor asked that she offer to Berlin Water Works first. She assumed the City would just turn the property right over to BWW. It is a 6.8 acre and is adjacent to our easement for the pipeline down to Route 110. She said that the Mayor thought it might be useful for an upcoming project if needed. The Superintendent informed the Board that our PRV Vault is actually on that piece of property and thought that we had that property already. We will need to have that switched over. The Board asked the Superintendent to contact Pam to say that we are interested in part of the land and we do not need all of it and suggest subdivide the land. The Superintendent reminded the Board that we do not own any land, we just manage the properties and it is the City owns all of the land that we use.
- b. Wellhead Protection: August 13, 2021, we received an e-mail from Pam Laflamme on behalf of the person who owns property near our well head. She said that he is very interested in working with the City an or BWW to get some drains installed in exchange for giving up some of his property to the City/BWW. He is in the process of purchasing another parcel is going to store containers in that field. She wanted to know if there were any grants for the City of BWW to apply for that would pay for the drainage on his property or even for him to apply on his own. Steve contacted Donny to see if he could find out if this falls into our well head protection and if any money from the State if available. It was found that there is no money available for the drainage that they wish to do. The DES has been in touch with Pete Donovan. Mr. Donovan has contacted the owner and as long as they have his permits in place, he should be fine, however should there be leakage of spillage of anything, and he would be liable for the clean-up work as this is still in the well head protection area. Steve and Donny have also been in contact with the owner to explain the situation to him.
- c. Primex Renewal: On October 15, 2021, Berlin Water Works received the Primex Annual Renewal Packets for the Calendar Year 2022 & Not to Exceed FY 2023 Renewals. unemployment Compensation – decreased by \$4,258, Worker's Compensation decreased by \$1,155 and the Property & Liability increased by \$5,615 for an overall total increase of \$202.
- d. Knollwood Energy Credit: November 08, 2021 we received our energy credit for \$306.00 for the second quarter.
- e. Approve Other & Communications:
  - 1. Commissioner Ingersoll wanted to show appreciation to the full-time employees with a luncheon as has been done in the past years. As a Covid-19 precaution, it was recommended to use Chamber of Commerce gift certificates.
  - 2. The passing of our former Superintendent, Roland Viens, on November 12, 2021 was unexpected. BWW represented and sent flowers with sympathy and condolences for his memorial service in Florida and his formal service in Vermont to Roland's wife & family. He will be missed.

There was no other business to discuss with the Board

The Board will hold their next regularly scheduled meeting on January 19, 2022 at noon at their 55 Willow Street location.

There was neither Public nor Board comments.

The Board did not enter into a non-public session.

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

The meeting did so adjourn at 12:30 PM.

A True Record:

Attest:



Paul W. Poulin, Clerk of the Board