

October 20, 2021

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:04pm. 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 and ex-officio member, Mayor Paul Grenier. Also in attendance were General Foreman Steven Lefebvre and Cindy Valliere.

There were no Board or Public comments.

It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor to accept the Minutes of September 15, 2021.

Under the Berlin Water Works Monthly Status Report dated October 15, 2021, Superintendent Carrigan reviewed and discussed the following with the Board regarding Septembers activity:

1. Treatment Systems – Ammonoosuc Treatment Facility & Brown Farm Well:
 - a. Ammo routine clean-up and maintenance performed. Daily rounds and routine analyses monthly bacteria's, alkalinities.
 - b. Tested for IOC'S, SOC'S, VOC'S, Nitrates and Nitrites.
 - c. Did the yearly Lead and Copper sampling.
 - d. One of the treatment operators that was out due medical issues is now back to work.
 - e. There were a couple chemical deliveries, we received 2,500 gallons of CL2 and 4,900 gallons of 605.
 - f. We added chlorine tablets to the tanks where the chlorine residual levels were lower than our desired levels.
 - g. A solenoid valve was changed out on one of the bi-carb tanks, it had failed in the closed position.
 - h. We had to clean and unplug the site glass on the 605-bulk tank. A white paste had formed at the bottom of the site glass at a 90-degree elbow preventing us from seeing how much product was in the tank.
2. Distribution System & Compliance:
 - a. Water supplied into the distribution system for September averaged 1.81 MGD. Ammo Plant = 1.81 MGD. Brown Farm Well = 0 MGD. The daily wasted sludge flow to the City Pollution Control Facility = 337,602.
 - b. Brown farm Well ran for 0 days in September.
 - c. Burgess Bio-Mass daily average water usage was 1.05 MGD.
 - d. Burgess Bio-Mass was offline for 0 days in September.
 - e. There was no main line or service line repairs in September.
 - f. There was one curb stop repair at 680 Lancaster St.
 - g. The yearly hydrant flushing program has been completed.
 - h. We finished mowing the raw water transmission line.
 - i. The Brown Farm Well backup generator turbo failed, a new one has been received and has been installed.
 - j. The yearly vehicular inspections have been completed.
 - k. There was a phase loss at Guilmette St. pump station. It was found to be that a beaker had failed and melted in the panel. A new panel and breaker were installed and the pump station was put back in service.
 - l. We re-plumbed the water fountain meter at Bickford Lane for easier access.
 - m. We have completed winterizing the hydrants that require it.
 - n. The gate at Forbush Tank Road was broken so we replaced it with a post and chain and it is now secured.
3. Water Meter Replacements & Backflow Preventers Project:
 - a. Donny completed the testing of 19 backflow devices in the month of September.

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 had two virtual classes set up for September we will receive 2.5 CEU's each., and there is another in Lincoln tomorrow for which we will receive 6 CEU's.
5. Cost Reduction / New Income / Improvements / New Customers
 - a. We have completed the third quarter meter reading which started on Oct. 1st.
6. Safety/Personnel/Other:
 - a. BWB has not had a Lost Time Accident (LTA) in the last 718 days.
 - b. We did turn offs for non-payments, we collected approximately \$16,000.

It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll, with all in favor, to accept the Berlin Water Works Monthly Status Report dated October 15, 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 month of September 2021.

Under Old Business:

- a. Project Planning 2021:
 1. River St – We replaced 200' of 8" Cast Iron with new 12" HDPE. There is also a low pressure 6" Cast Iron main that we replaced with 8" HDPE. The lines were found to be buried in coal ash and were in poor condition. The lines have been installed and pressure tested. They have successfully passed bacteria testing and have been placed in service.
 2. Paving: River Street has been base and the pavement was removed curb to curb. Denmark Street has been base paved. Western Ave and High Street are completed up to where the city is in the process of their I&I Project.
- b. City I&I reduction Project: We sent the city a check for \$9,073.00 for the road re-build and paving on High Street.
- c. Early Debt Payment: We paid \$60,000 of the principal at Northway Bank. Office Manager Lynne set it up so that we can make extra payments at any time without penalty.
- d. Summons for Civil Action – Response: We have been in contact with Attorney Kevin Collimore of CullenCollimore, PLLC. He is representing BWB and Primex in this case. He has sent the Answer of Defendant to the Superior Court.
- e. Route 110 Engineering: 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 BWB anticipated design costs. City Manager Wheeler stated they are doing a first read of a Resolution for the funds tonight. This is the first step to select a design consultant through the QBS process. Superintendent Carrigan has previously told City Manager Wheeler that BWB would like to go with Andy Sharpe of Underwood Engineering because of his familiarization with Forced Account Work so that BWB can install the line ourselves. City Manager Wheeler stated that if Underwood is not the consultant selected, perhaps they could be added as a sub-consultant to address the Force Account piece. Mayor Grenier and Superintendent Carrigan would like to get this project designed by early spring so that should infrastructure monies come available, this project would be considered "Shovel Ready."

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

Under New Business:

- a. Approve BWB Annual Report for FY2021: It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to accept BWB's Annual Report dated September, 2021 to be submitted to the city to be included in their Report.

- b. Lead & Copper Results: 15 out of 24 samples had no detection of Lead which is one of our best samplings to date. Our 20 compliant samples all passed.
- c. HealthTrust Return of Surplus & GMR: The GMR rates for next year will not exceed 5.4%. Also, we will be receiving a Return of Surplus in the amount of \$26,984.06. In previous years, we had elected to a contribution holiday, meaning we would apply our Return of Surplus to the next invoice. This year we opted for our Return of Surplus to be sent via check. Since this money is already budgeted for, Superintendent Carrigan proposed that we apply the funds toward the principal on the loan at Northway Bank. It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll, with all in favor to apply the \$26,894.06 from the HealthTrust Return of Surplus to the principal on the loan at Northway Bank. The 2/3 majority threshold has been met.
- d. Coulombe Pond Road: Last year the road washed out, and it happened again this year. We re-ditched it, added a 24" culvert, installed 6 rubber water diverters, added crushed gravel, and crowned the road again.
- e. Church Street Pump Station: The land owner abutting the BWW property is developing a lot. He has dropped some trees and created an access road. The trees were dropped onto our property and close proximity to our pumpstation. We will be contacting Burke York to establish the lines to make sure he has not crossed. If this is in fact on our property, we will then contact the land owner for tree removal and speak to him about making sure the road is properly maintained as to avoid any washout to our pump station.

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

The Board agreed not to hold a November 2021 meeting due to scheduling conflicts and will hold their next regularly scheduled meeting on December 15, 2021 at noon unless an emergency meeting is deemed necessary. The location will be the Berlin Water Works office at 55 Willow Street.

Commissioner Ingersoll questioned whether the traffic cones had been picked up from the local restaurant where they were found to be inside last year. He also questioned whether we had received our BWW safety vests back from when they were lent out for use during a recent food drive. Foreman Lefebvre will look into this and confirm that all items have been returned to us.

There were no other 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 Poulin with all in favor to adjourn this meeting.

The meeting did so adjourn at 12:32pm.

A True Record:

Attest:

Paul Poulin, Clerk of the Board



