

January 19, 2022

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:00 pm. Commissioners present were Paul Ingersoll, Sean Brungot, and ex-officio member Mayor Paul Grenier. Absent from this meeting was Paul Poulin. Also in attendance were Superintendent Craig Carrigan, General Foreman Steve Lefebvre and Cindy Valliere.

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 December 15, 2022.

Under the Berlin Water Works Monthly Status Report dated January 14, 2022, Superintendent Carrigan reviewed and discussed the following with the Board regarding December activity:

1. Treatment Systems - Ammonoosuc Treatment Facility & Brown Farm Well:
 - a. There were chemical deliveries of 3000 gallons of 605 and 2,500 gallons NAOH.
 - b. Both waste basins have been cleaned.
 - c. Did plant housekeeping to get areas organized and better use of our space.
 - d. Repaired a small chlorine leak at the injection point.
 - e. A gasket failed on a valve during a weekend and leaked out approximately 10 gallons of caustic out into the containment area.
2. Distribution System and Compliance:
 - a. Water supplied into the distribution system for December averaged 1.61 MGD.
 - b. December Ammo Plant = 1.57 MGD. Brown Farm Well December = .04 MGD. The daily wasted sludge flow to the City Pollution Control Facility December = 210,416 GPD.
 - c. Brown farm Well ran for 2 days.
 - d. Burgess Bio-Mass daily average water usage was .85 MGD.
 - e. Burgess Bio-Mass was offline for 0 days.
 - f. There was no main line or service line repairs in December. There was also not a main line break in the calendar year 2021. We used to have them daily. Our work seems to be paying off.
 - g. We installed a new meter head that had failed at the NH State Prison.
 - h. There was one curb stop repairs at 12 Sherry St.
 - i. The meter at AVH failed and was indicating a battery had failed. One was ordered and has been installed.
 - j. Had an issue with one of the plow trucks and had to have the broken manifold bolts extracted. We then replaced bad exhaust manifold and muffler.
3. BWW- 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. Eight backflow preventors, ten radio reads and nine Iperl meters were installed in December.
 - b. Donny L. has completed the testing of three backflow devices in the month of December.
 - 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.
5. Office System & Building Upgrades & Personnel Training

- a. We will be starting to attend classes for training to obtain our required CEU's for the NHDES operators' certifications for the years 2022-2023.

6. Safety/ Personnel/Other

- a. BWV has not had a Lost Time Accident (LTA) in the last 838 days.
- b. We held the quarterly JLPC meeting.
- c. We have tallied the list of donated services for Jan.- Sept. 2021 and the amount was \$434.93.

It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll, with all in favor to accept and place on file the Berlin Water Works Monthly Status Report dated January 14, 2022.

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 December. 2022.

Under Old Business:

- a. Project Status: Nothing new to Report
- b. Summons for Civil Action: Nothing new to Report.
- c. Small Claims Update: Of the two accounts, one was unable to be served paperwork because they have moved and left no address. The other will be going to court on January 26 for the amount of \$1,796.60.
- d. Jericho Road City Land: Superintendent Carrigan stated that he has contacted Interim City Manager, Pam Laflamme regarding the possibility of sub-dividing the land. We would keep the portion that houses the PRV, but once we acquire it, we can revisit whether we would like to possibly sub-divide and offer to the abutting property owners.
- e. Other Old Business: Superintendent Carrigan talked about the Route 110 RFQ. He has spoken with our Engineer, Andy Sharpe with Underwood, and they are not planning to bid on the project. The Superintendent spoke with one of the engineers with CMA today about the project and about our type of Forced Account work. He seemed to think it would be a great idea for us to do the work and stated they would entertain the idea if they should win the bid.

New Business:

- a. Approve 2022 Chemical Bids: It was moved by Commissioner Brungot, seconded by Mayor Grenier, with all in favor to accept 2022 Chemical Bids as presented. GAC Chemical Corp for the Sodium Hydroxide 25%, and Harcros Chemicals for Sodium Hypochlorite 15%.
- b. SimpliCITY Water – PeopleGIS & Leica GPS Proposal: On January 4, 2022, Superintendent Carrigan, Steve Lefebvre and Derek Patry sat through an online presentation for a new water asset management software that would tie directly into the current PeopleGIS software that we currently use which is paid for by the city. This system is entirely cloud based and built specifically for water users in the field to have direct access to the water system with a smartphone or field tablet. It will also work with our Leica mapping system, but we are looking into purchasing an antenna that would plug directly into the tablet that would allow our field crews to GPS locate assets in the field with cm accuracy. Superintendent Carrigan submitted a proposal from the PeopleGIS and it was moved by Commissioner Ingersoll, seconded by Commissioner Brungot, with all in favor to move forward with the purchase and implementation of this software.
- c. Truck Bids: We have solicited bids for the purchase of new Ford F250 and F350 gas and diesel trucks. We only received bids from Grappone Ford, and they are matching the state of NH pricing. Berlin City Ford did not want to place a municipal bid. Our current meter vans are likely not going to pass inspection in the coming years. Superintendent Carrigan stated that we are leaning toward the F350 Diesel for the sander, plow, and hauling the pipe trailer. It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot, with all in favor to move forward with the purchase of two new vehicles.
- d. Approve Other & Communications: Nothing to Report.

There was no other business to discuss with the Board

The Board will hold their next regularly scheduled meeting on February 16, 2022 at noon in the 55 Willow Street conference room.

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 Brungot, with all in favor to adjourn this meeting.

The meeting did so adjourn at 12:40 PM.

A True Record:

Attest:


Paul Ingersoll, Acting Clerk of the Board

