

February 16, 2022

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:01 pm. Commissioners present were Paul Ingersoll, Sean Brungot, Paul Poulin, and ex-officio member Mayor Paul Grenier. 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 Poulin, with all in favor to accept and place on file, the minutes of January 19, 2022.

Under the Berlin Water Works Monthly Status Report dated February 11, 2022, Superintendent Carrigan reviewed and discussed the following with the Board regarding January 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. There were chemical deliveries of 3000 gallons of 605 and 2,500 gallons NAOH.
  - d. Two of our polymer pumps needed to be rebuilt. We had two used LMI pumps from the Androscoggin Plant that we were able to rebuild and use.
  - e. We did an inventory on all the spare LMI pumps, all parts were checked for any damage, we then cleaned and rebuilt them. Now we have a spare pump for all the chemicals and they have been tested and ready to go when needed.
  - f. The 605-day tank was cleaned, there was about 2" of settled out floc on the bottom. It was cleaned so the floc would not get into the PVC lines and tubing plugging them up.
  - g. QC services came up and did our yearly calibrations on our inline instruments.
  - h. The CCR report and the Unaccounted Water report was completed and sent to the NHDES.
  - i. Impact Fire Services changed the fire extinguishers at the Ammonoosuc and Androscoggin Plants.
2. Distribution System and Compliance:
  - a. Water supplied into the distribution system for January averaged 1.48 MGD.
  - b. January Ammo Plant = 1.48 MGD. Brown Farm Well January = 0 MGD. The daily wasted sludge flow to the City Pollution Control Facility January = 156,773 GPD.
  - c. Brown farm Well ran for 0 days.
  - d. Burgess Bio-Mass daily average water usage was .70 MGD.
  - e. Burgess Bio-Mass was offline for 0 days.
  - f. There was no main line or service line repairs in January.
  - g. There was one curb stop repairs at 125 Granite St.
  - h. We have been welding and doing maintenance on the equipment.
  - i. We have starting doing the yearly inventory.
  - j. We have been plowing our facilities and clearing hydrants.
  - k. There was water leaking out of a residence at 414 Champlain St. so we turned the water off at the curb stop. The owner called and wanted it turned back on, we explained to them that the pipes inside needed to be repaired. Once they were fixed, we did turn the water back on.
  - l. We've had 13 frozen water calls in January. All but one was freezing on the customers side, some had frozen split meters and others were froze just outside the foundations. One was freezing out in the street and it will be lowered and insulated during next summer's construction season.
  - m. There was a service line leak at 125 Granite St. When we went to turn the water service off it was found that the curb stop was not working. We dug and repaired the curb stop box and rod, we shut the service off and it was found that the leak was on the owner's side. They had it repaired and water service has been restored.
  - n. The FBOP borrowed some discharge hoses for some emergency sewer work at their facility.

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- o. We lost telemetry signal from Hill St. pump station. We did some trouble shooting and we may need to replace the co-ax cable from the building to the antenna.
  - p. Cates Hill Pump propane heater failed. We replaced the pilot and thermocouple and it is back working again.
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. 8 backflow preventors, 27 radio reads and 41 Iperl meters were installed in January.
  - b. Donny L. has completed the testing of 8 backflow devices in the month of January.
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.
  - b. Donny's backflow testing license was renewed for another two years. He was able to the class online and do a three-part written exam also online.
6. Cost Reduction / New Income / Improvements / New Customers
- a. We read the third quarter meters, started on January 3<sup>rd</sup> and took about a week to complete.
  - b. This quarters bills went out February 1<sup>st</sup>.
  - c. February Quarter Billing Info:
    - Customers Billed: 3,426
    - Usage Billed: 4,259,123 c.f.
    - Amount Billed: \$ 326,062
  - d. We are working with our GPS unit and upgrading our mapping on the People GIS system. We have purchased a new laptop and we have upgraded our CAD program for mapping our infrastructure. Our temporary employee has started to upgrade our GIS mapping. We are in the processes of purchasing a program from PeopleGIS to go over the different layers that can be added for the water portion of the program and record keeping through the platform.
7. Safety/ Personnel/Other
- a. BWW has not had a Lost Time Accident (LTA) in the last 866 days.
  - b. We sent out 42 shut off notices for non-payment for approximately \$19,000. We had to shut off only 2 of the 42, and collected just over \$15,000.

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 February 11, 2022.

It was moved by Commissioner Poulin, seconded by Commissioner Brungot, with all in favor to accept and place on file the Cashier's Report for the month of January 2022.

Under Old Business:

- a. Project Status: We are starting to get streets lined up and equipment in order for the upcoming construction season.
- b. Summons for Civil Action: Nothing new to Report.
- c. Small Claims Update: We went to court on January 26, 2022 for the amount of \$1,796.60 and the defendant did not show up. We requested he be arrested and bail set at the amount owed. He has since been in contact with our office and stated he has not received anything from us. He has signed for multiple Certified mailings. His secretary attempted to make a payment arrangement, but we do not find it suitable and offered a different arrangement. He has not been in touch since. Nothing has been filed with the court regarding a payment arrangement, so until there is a signed agreement, there is still a warrant out for his arrest.

- c. Route 110 Engineering Selection: Superintendent Carrigan sat on the selection committee for the Route 110 Engineering project. The firm CMA was selected. There will be a teleconference tomorrow with CMA and multiple city departments.
- d. Other Old Business:

New Business:

- a. Northway Bank Signature Authorization: Northway Bank no longer requires the submission of our annual financial information for our loan through them. The requirement for financial information is within the loan documentation, and this form is a Loan Modification Agreement which will amend and remove this requirement from the loan. The paperwork was signed by each Commissioner and Notarized by Cindy Valliere and the original copy was mailed to Northway Bank as requested.
- b. Edifice Miscellaneous AR Billing Module: The office would like to purchase a Miscellaneous AR Billing Module that would provide us a platform to bill out non-metered type charges such as parts and labor. This module will fully integrate with our water billing software. It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll, with all in favor to move forward with the purchase and implementation of the EDIFICE Miscellaneous AR Billing Module.
- c. Water Balance Report: Staff completed and submitted the NHDES Annual Water Balance Report that is required per our approved Water Conservation Plan. For calendar year 2021, we reported only 10.44% of unmetered, non-revenue water. This amount is higher than the previous year due to tank cleanings and overflow which is not completed every year.
- d. City Owned Property Demolition List: The city has sent a list of 11 properties they are planning to demolish. Of the 11 properties, 10 of them have an outstanding water balance due. The total amount due to the Berlin Water Works in outstanding water related charges at these specific properties is \$12,883.38
- e. Reappointment of Commissioner Ingersoll: Commissioner Ingersoll has stated that he would like to continue serving on the Board of Water Commissioners. A letter will be sent to the City Clerk for approval at the next City Council session.
- f. 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 March 23, 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 Poulin, with all in favor to adjourn this meeting.

The meeting did so adjourn at 12:30 PM.

A True Record:

Attest:

  
Paul Poulin, Clerk of the Board

