

March 23, 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, 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 February 16, 2022.

Under the Berlin Water Works Monthly Status Report dated March 18, 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. We were busy keeping the access road clear and preparing for the snowmelt.
 - d. The two rainstorms and snowmelt caused the brook that crosses the access road to overflow its banks on the snowmobile trail and came down onto the road causing damage to the pavement. We used the backhoe to divert the water into the woods on the snowmobile trail stopping the flow onto the road.
 - e. We met with NHDES at the State Prison for their sanitary survey. Since we are the water supplier and do their bacteria testing and their backflow testing, they asked if we could meet with them as well. We supplied them with copies of the surrounding distribution system and connection points from the main to the pump house.
 - f. The TP lost power, it was found that a tree had come down on the power line on the old treatment plant access road and took out one phase so the plant went on backup power. We had to plow the old access road so that Eversource could do their repairs.
 - g. We transferred 125 gallons of chlorine and 150 gallons of caustic from the Treatment Plant to the Brown Farm Well.
2. Distribution System and Compliance:
 - a. Water supplied into the distribution system for February averaged 1.64 MGD.
 - b. February Ammo Plant = 1.60 MGD. Brown Farm Well February = .04 MGD. The daily wasted sludge flow to the City Pollution Control Facility February = 204,199 GPD.
 - c. Brown farm Well ran for 2.5 days.
 - d. Burgess Bio-Mass daily average water usage was .81 MGD.
 - e. Burgess Bio-Mass was offline for 0 days.
 - f. There were no service line repairs in February.
 - g. There was one main line repair, it was on the 6" main on Lancaster St. The line had split around where it was setting on a large rock. There has been 3 leaks on this section of Lancaster St.. This will be the next street on the list that a new water line will be installed.
 - h. We have been welding and doing maintenance on the equipment.
 - i. We have finished doing the yearly inventory.
 - j. We were busy plowing our facilities and clearing hydrants.
 - k. We've had 10 frozen water calls in February. All but two were freezing on the customers side, most were freezing just outside the foundations. Two were freezing out in the street and one will be lowered and insulated during next summer's construction season the other is at 1822 Hutchins St. This is where the city did a sewer project and road reconstruction. They lowered the road but did not lower the water services and we now have a couple of new running water customers under the new road.
 - l. The Public Works Department borrowed a dump truck for snow removal, one of theirs was down for repairs.

- m. We lost telemetry signal from Hill St. pump station. We did some trouble shooting and AE electric has fixed the problem, it was found to be loose fitting on the cable from the building to the antenna.
 - n. The School Department rented our loader for snow removal.
 - o. Romik spray foamed a section around the rafters at the office garage and the cinderblock wall around the basement door. The cost was \$1,530.
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. 23 Backflow Preventors, 23 Radio Reads and 42 Iperl meters were installed in February.
 - b. Donny L. has completed the testing of 16 backflow devices in the month of February.
5. Office System & Building Upgrades & Personnel Training
- We will be attending a class on Water Meters and Chemical Feed Pumps on April 5th in Gorham. We will be receiving 5 CEU'S.
6. Cost Reduction / New Income / Improvements / New Customers
- a. We read the third quarter meters, started on January 3rd and took about a week to complete.
 - b. This quarters bills went out February 1st.
 - 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. BWV has not had a Lost Time Accident (LTA) in the last 901 days.
 - b. We are preparing the FY2023 budget.
 - c. The Burgess Bio is planning to change its service line that runs through Community Field in March. We have been working with the contractor that is doing the project to sell them the HDPE pipe and we will be hired to do the pipe fusing.

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 March 18, 2022.

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

Under Old Business:

- a. Project Status: We are starting to get streets lined up and equipment in order for the upcoming construction season. We have started ordering the materials that we will need. Our inventory bids have come in and last years pricing is much lower than this year's bids, so we have been purchasing at last year's prices.
- b. Summons for Civil Action: We have been contacted by Primex's attorney, Kevin Collimore. We have sent him some information and photos that are relevant to properly restraining the water line. It will still move forward to court proceedings. Steve Lefebvre is going to be the one to meet with the attorney and give a deposition.

- 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 was arrested and paid the full balance as bail. We were contacted by the court and notified that he has requested to waive the payment hearing and wished to have the court send us the moneys to settle up the account, we agreed. On Monday March 21, 2022 we received payment in full from the court.
- d. Route 110 Engineering Selection: The firm CMA was selected for the Engineering project. We sat in on a virtual meeting with some of the Engineers and other city departments. We sent the engineers some of our system information for the surrounding area. We are supposed to meet with them for a walk-through of the area sometime in the coming weeks.
- e. FY 2021 Draft Financials: It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor to accept and place on file the Vachon Chukay & Company PC Draft financial statements ending June 30, 2021.
- f. Other Old Business:

New Business:

- a. Re-Appoint Commissioner Ingersoll: On March 7, 2022, the Council unanimously approved the re-appointment of Commissioner Ingersoll, with a term ending of May 1, 2026.
- b. Knollwood Energy Credit: We received a check for \$227.50 for energy credits in the 3rd quarter of 2021.
- c. Review & Approve Water Quality Report for Calendar Year 2021: Staff have completed the Water Quality Report for calendar year 2021. It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot with all in favor to accept the Water Quality Report for calendar year 2021. This report will be included with our May quarterly & monthly water bills.
- d. Review & Approve Charge-Out Rates: There were some changes made to the rate sheet this year. We updated the hourly Labor charge. We have also added charges for the following services; Bacteria Sampling, Fuel Surcharge, Paper Copies charge and the State Milage reimbursement rate. It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll, with all in favor to accept and place on file the FY22-FY23 Berlin Water Works Hourly Charges & Special Services effective April 01, 2022.
- e. Review & Approve Red Flag Policy: It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor to accept and place on file, the Red Flag Policy with revised date of March 23, 2022, signed by the Chair & Clerk.
- f. Cyber Infrastructure Survey: The Department of Homeland Security (DHS) offers both the Cyber Infrastructure Survey (CIS) and the Cyber Resilience Review (CRR) on a voluntary, no-cost basis for critical infrastructure organizations as well as state and local governments. Through this, our organization will develop a better understanding of our cybersecurity posture. We have scheduled this take place on April 7, 2022. Rick Rossi with the DHS will be here for a six-hour session. We were notified of this by the NHDES, as they are offering grant monies of up to \$50,000 to help improve cybersecurity controls.
- g. Online Payments: The City of Berlin is moving away from their current online bill payment site, InvoiceCloud, to a system that they believe is more user-friendly. Here at BWW, we also use InvoiceCloud and they city has asked us to consider making the changeover as well to eliminate issues on their website. BWW started using InvoiceCloud in 2011, 5 years before other city departments. We will look into the program that the city is recommending and get an estimate of associated costs involved, and make a decision based on that.
- h. FY23 Budget Review: Superintendent Carrigan stated that staff are currently working on the FY23 Budget. He would like to hold a budget meeting after next month's board meeting. All seemed to be in favor of the idea.
- i. Approve Other & Communications: Nothing to Report.

There was no other business to discuss with the Board

2485 The Board will hold their next regularly scheduled meeting on April 20, 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 12:24 PM.

A True Record:

Attest:


Paul Poulin, Clerk of the Board