

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, and Paul Poulin. Also in attendance were Superintendent Craig Carrigan, General Foreman Steve Lefebvre and Cindy Valliere. Absent from this meeting were Commissioner Sean Brungot and ex-officio member Mayor Paul Grenier.

There were no other 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 April 20, 2022.

Under the Berlin Water Works Monthly Status Report dated May 20, 2022, Superintendent Carrigan reviewed and discussed the following with the Board regarding April 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. A "PVC hot water line failed, flooding the entire filter plant room with 4" of water. The Rinnai hot water heater ran for an extended period of time trying to keep up and in doing so it burned out the heat exchanger inside the unit and could not be repaired. Another Rinnai was ordered and installed.
 - c. There was an issue with the slide gate on the raw strainer, it would not shut the water coming into the plant. This would not enable us to work on the PRV or the surge relief valve. We had to shut down the raw water transmission line so we could perform the maintenance on the valves.
 - d. We received chemical deliverer of 2,500 gal. of NaOH.
 - e. Hydro Control Systems was on site doing maintenance on our PRV and Surge Relief valve. The Surge Relief Valve had a split rubber line. It was found that the PRV had few brass fittings that were leaking, there was mud inside the casing and a strainer was plugged. It was found the PRV was in good shape, the parts were cleaned and a new bladder was installed, it was then put back in service.
2. Distribution System and Compliance:
 - a. Water supplied into the distribution system for April averaged 1.39 MGD.
 - b. April Ammo Plant = 1.39 MGD. Brown Farm Well April = 0 MGD. The daily wasted sludge flow to the City Pollution Control Facility April = 165,110 GPD.
 - c. Brown farm Well ran for 0 days.
 - d. Burgess Bio-Mass daily average water usage was .79 MGD.
 - e. Burgess Bio-Mass was offline for 5 days.
 - f. There was one service line and three cub stop repairs in April.
 - g. There were no main line breaks.
 - h. Winterized the sander and thawing machine and removed them from the trucks for the summer.
 - i. We repaired the hydrants that were flagged for not operating correctly from last fall's flushing program.
 - j. Shut off notices have been used on the houses that have not responded to our attempts make meter appointments. They have also been used for non-payments; we were able to collect up front \$7,400 out of \$7,900 owed.
 - k. We drove into Godfrey dam for the first time this spring, we had to clear many trees that had fallen over the road this past winter. We did the spring start up procedure to the control building.
 - l. The blow off used to keep the main line from freezing at Jericho brook was turned off, 1.5 MG of water had passed through the meter for the winter.
 - m. We stopped the running water for the three houses we allowed to run because they were freezing in the street. We will dig and lower those services this summer to avoid future freeze ups.
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. 26 Backflow Preventors, 10 Radio Reads and 45 Iperl meters were installed in April.
 - b. Donny L. has completed the testing of 16 backflow devices in the month of April.
 - c. We ordered 200 MXU'S radio reads, 200 Iperl meters and a hand-held reader. The hand-held has been received but the MXU's and meters may be out as far as one year for delivery.
5. Office System & Building Upgrades & Personnel Training
 - a. We attended a class on Water Meters and Chemical Feed Pumps on April 5th in Gorham. We received 5 CEU'S.
6. Cost Reduction / New Income / Improvements / New Customers
 - a. We read the fourth quarter meters, started on April 1st. and took about a week to complete.
 - b. The fourth quarter bills went out May 1st. and collections are ongoing.
 Customers Billed: 3,418
 Water Usage: 4,179,358 cf.
 Amount Billed: \$320,962
7. Safety/ Personnel/Other
 - a. BWV has not had a Lost Time Accident (LTA) in the last 964 days.
 - b. We have been working with the city on the Berlin Hazard Mitigation Plan

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor to accept and place on file the Berlin Water Works Monthly Status Report dated May 20, 2022.

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 month of April 2022.

Under Old Business:

- a. Project Status: River Street: We are starting to get things ready and setup to start River Street. Currently we are replacing some of the older 1960/70's 4" hydrants with newer, rebuilt hydrants.
- b. Summons for Civil Action: The deposition has been rescheduled. Steve Lefebvre is going to be meeting with the Primex's attorney, Kevin Collimore on May 31st to prepare him for the deposition on June 1st.
- c. Route 110 Project: Nothing new to report.
- d. Cyber Infrastructure Survey: Rick Rossi with the Dept of Homeland Security was here on May 4th to conduct the Cyber Infrastructure Survey (CIS) and the Cyber Resilience Review (CRR). This was a full 8-hour day and we were able to have our IT/OT providers answer some of their questions. This morning, we received the full draft report. The report is 135 pages. There will be another meeting scheduled in the next few weeks to help us better understand our cyber security needs.
- e. FY2023 Budget: The proposed budget reflects a 4.29% decreased compared to the FY2022 Budget. The forecasted FY2023 Draft Budget will be presented at the public hearing. The Public Hearing is scheduled for this evening, May 25, 2022 in the City Hall Auditorium.
- f. BWV Attorney: Attorney Olivier has officially retired. He has sent us an official letter and dropped off all of our paperwork.
- g. BWV Equipment Liquidation Bids: BWV has sold 27 of the 34 items that were listed for bid for a total of \$66,407.44. Of the seven left, some were not bid on, and others the bid was much lower than the item was worth. Most items have been picked up already. The rest should be gone by this Friday, May 27th.
- h. Other Old Business: Nothing to Report.

New Business:

- a. River Walk Project: We have started tracing the water lines in the areas they have staked out for us. There does not seem to be any conflicts within our infrastructure so far. The project is scheduled to begin on June 1st.
- b. Review and Approve Governance Letter and Audit Findings from Vachon Clukay & Co (FY2021 Financials): It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor

249143

to accept the Governance Letter and Audit Findings from Vachon Clukay & Company PC dated May 13, 2022 and financial statements ending June 30, 2021. Superintendent Carrigan also stated that we have created a new time sheet to address one of the payroll observations that were noted in the findings for the times when staff are called in after hours and going to the plant, not stopping at the office to punch the time clock.

- c. 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 June 15, 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 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 12:17 PM.

A True Record:

Attest:


Paul Poulin, Clerk of the Board

