

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.

Public and/or Board Comments – Mayor Grenier asked Superintendent Carrigan about his plans to fully retire and about whether the Water Works is prepared for him to step down. Last year at this time, Superintendent Carrigan had decided to retire in July but stay on part time afterward. Superintendent Carrigan stated that his plans are to fully retire from the Water Works this fall. Superintendent Carrigan responded that Water Works is in a good spot moving forward.

There were no other 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 March 23, 2022.

Under the Berlin Water Works Monthly Status Report dated April 15, 2022, Superintendent Carrigan reviewed and discussed the following with the Board regarding March 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. We were busy keeping the access road clear and preparing for the snowmelt.
  - c. We have painted the filter platforms, all the containment walls, bicarb platform, cement pedicels for the recycle, back wash, inhouse and sample pumps and the guardrails around the bi-carb loading area.
  - d. A jib was fabricated in the hydro room so we can remove and lower the PRV cover for maintenance to the valve. The new jib will make the maintenance job much easier and safer in the future.
  - e. Our chlorine transfer pump developed a crack in the housing. We have ordered replacement parts for the repair.
  - f. We received a couple of chemical deliveries. It was 41,250 lbs. of bi-carb and a 1000 lbs. of polymer.
  - g. Donny attended a UCMR (unregulated contaminant monitoring rule) webinar. It was on the logistics of how, where and when to test. They went over which lab was certified and how to contact the lab for reporting the test results. He was contacted by the person in charge of the UCMR testing for the country, our system dynamics were explained to him and he was unclear how the EPA would want to move forward. The EPA has informed him that we were classified as a small to medium system which is a system with a population >10,000 and they will cover the cost of all tests that will be required and will set up what lab is to be used.
2. Distribution System and Compliance:
  - a. Water supplied into the distribution system for March averaged 1.70 MGD.
  - b. March Ammo Plant = 1.70 MGD. Brown Farm Well March = 0 MGD. The daily wasted sludge flow to the City Pollution Control Facility March = 196,075 GPD.
  - c. Brown farm Well ran for 0 days.
  - d. Burgess Bio-Mass daily average water usage was .86 MGD.
  - e. Burgess Bio-Mass was offline for 0 days.
  - f. There were no service line or curb stop repairs in March.
  - g. There was a main line leak on the 6" cast iron main at 208 Madigan St. It was found to be split around and leaking approximately 50 GPM. We used a 6"x 6" full circle for the repair.
  - h. A hydrant was hit and damaged by a vehicle on Highland Park and Whittemore Ave intersection.
  - i. We have been welding and doing maintenance on the equipment.
  - j. The yearly materials bids were sent out and received. We submitted our material order based on the increase or decrease from last years.

- k. 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 \$16,100 out of \$18,100 owed, payment arrangements were made for the remaining \$2000.
  - l. The NHDES informed us of the new lead rule for 2024. By 2024 we will need to provide them with of a list of lead services and goosenecks, brass and galvanized service lines in our system. They want the lines to be replaced from the main to inside of the house. The DES said there will be 30 million dollars in loan/grants available at a first come basis. The structure of the new rule has not been completed yet and we receive an update from them.
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. 19 Backflow Preventors, 22 Radio Reads and 48 Iperl meters were installed in March.
  - b. Donny L. has completed the testing of 23 backflow devices in the month of March.
  - c. We ordered 200 MXU'S radio reads, 200 Ipearl 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 were able to cancel two devices off from our phone plan because they will no longer be needed in the new PeopleGIS upgrade, saving \$720 a year.
  - b. The school department rented our backhoe with the sweeper and fork attachments.
7. Safety/ Personnel/Other
- a. BWW has not had a Lost Time Accident (LTA) in the last 929 days.
  - b. We are preparing the FY2023 budget.
  - c. We held a JLPC meeting.
  - d. 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 April 15, 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 March 2022.

Under Old Business:

- a. Project Status: Burgess Bio Slip line: They slip lined their 12" Cast Iron Main with 360 feet of 8" HDPE pipe. Arnold Drouin was contracted to do the work and it went smoothly. We were hired to help with the lining and the fusing. We also sold them the materials for the project (HDEP, Ductile Iron, and Fittings.) They were able to complete the job without digging up the field very much. When they dug, they found the whole line to be buried in coal ash, and they also found that the existing line was actually leaking by the dugout.
- b. Summons for Civil Action: We have been contacted by Primex's attorney, Kevin Collimore. Steve Lefebvre is going to be meeting with the attorney May 9<sup>th</sup> to prepare him for the deposition on May 10<sup>th</sup>.
- c. Route 110 Project: We had a meeting with CMA and other city departments on April 13<sup>th</sup>. We discussed some information regarding the existing conditions and the city considering a 3-phase project.
- d. Cyber Infrastructure Survey: We had a pre-assessment call this morning with Rick from the Department of Homeland Security (DHS). He will be here at BWW on May 4<sup>th</sup> to conduct the Cyber Infrastructure Survey (CIS) and the Cyber Resilience Review (CRR). This should be a full 8-hour day and we will get a full report a few weeks later to help us better understand our cyber security needs.

- e. 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. We have spoken with Dan from NDS (our billing software) and he believes this will be a big undertaking, as they currently do not have an interface that works with Interware/EB2. He would need to look into whether his company would be willing to create an interface or not.
- f. Other Old Business:

New Business:

- a. Re-Appoint Commissioner Chairperson & Clerk: It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot, with all in favor to re-appoint Michael Caron as the Berlin Water Works Chair. It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot, with all in favor to re-appoint Paul Poulin as the Clerk for the Board of Water Commissioners.
- b. Union Negotiations: We opened up negotiations yesterday in a brief meeting. Commissioner Ingersoll stated that he would like to be informed of the upcoming meetings and negotiations as he would like to participate.
- c. FY23 Budget Review: Board was sent the budget via email last week for review. The proposed budget reflects a 4.29% decreased compared to the FY2022 Budget. After all have had time to review the documents, there seemed to be no issues to present today. The board has agreed not to hold a work session as they have no further questions or comments to discuss regarding the Draft FY22 Budget. The forecasted FY2023 Draft Budget will be presented at the public hearing. The Public Hearing will be scheduled on May, but as of today the date and time is TBD.
- d. BWW Attorney: The Berlin Water Works Attorney, Roland Olivier, is retiring in May. The Mayor suggested another attorney who may be able to fill in after Roland's departure. The board will revisit this at a later date.
- e. Equipment Surplus Bids: Superintendent Carrigan presented the Board with a list of vehicles and equipment that we will be putting out to bid in early May. Mayor Grenier suggested that we send a list over to Public Works ahead to see if they are interested in any of the items before we offer them to the public. Steve Lefebvre has sent the list to the Public Works Supervisor
- 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 May 25, 2022 at noon in the 55 Willow Street conference room.

There was neither Public nor Board comments.

At this time, it was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor to enter into a Non-Public Session RSA 91A:3II(a) – Personnel – Wages-Grievance. By roll call vote, with all members voting in favor, the Board entered into the non-public session at 12:49pm.

At 12:58pm, it was moved by Commissioner Brungot, seconded by Commissioner Poulin, with all in favor, by roll call vote, to end the non-public session and enter back into the public session.

During the closed session based upon the Superintendent's recommendation, the Board discussed and agreed upon wages and bonuses of non-union employees.

There being no further business to come before the Board at this time, it was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor to adjourn this meeting.

The meeting did so adjourn at 12:59 PM.

A True Record:

Attest:

  
Paul Poulin, Clerk of the Board

