

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

There were no other Public or Board comments.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor to accept and place on file, the minutes of June 15, 2022.

Under the Berlin Water Works Monthly Status Report dated July 15, 2022, Superintendent Carrigan reviewed and discussed the following with the Board regarding June activity:

1. Treatment Systems - Ammonoosuc Treatment Facility & Brown Farm Well:
 - a. NHDES has granted us testing waivers, 3 years for SOC'S and 6 years for VOC'S at our three water sources.
 - b. We have completed our first of four quarterly testings for manganese.
 - c. We received two chemical deliveries: 5,000 gallons of 605 and 2,100 gallons of chlorine.
 - d. We have started BMP (Best Management Practices) inspections for our Well Head Protection area.
 - e. A tubing line for a chlorine LMI pump split on a weekend and approximately 200 gallons of chlorine leaked into the containment area. It was repaired and the containment area was cleaned.
 - f. There is a faulty pressure switch on one of our jet-mixing pumps that needs to be replaced. It's on order and will be installed when we receive it.
 - g. There was an issue with the PRV actuator. It was not closing the PRV completely, causing the Lancaster St. tank to overflow. We ran it manually until Hydrus Controls could be onsite for an inspection and repair of the actuator. We will calculate how much water was overflowed and record it for our unaccounted water.
2. Distribution System and Compliance:
 - a. Water supplied into the distribution system for May averaged 1.85 MGD.
 - b. May Ammo Plant = 1.84 MGD. Brown Farm Well May = 0.01 MGD. The daily wasted sludge flow to the City Pollution Control Facility May = 258,750 GPD.
 - c. Brown farm Well ran for 1 days.
 - d. Burgess Bio-Mass daily average water usage was 1.05 MGD.
 - e. Burgess Bio-Mass was offline for 0 days.
 - f. There were no main line or service line repairs in June.
 - g. There was one curb stop repair in June.
 - h. We installed two 1-foot hydrant risers on our newly replaced hydrants, one at the intersection of Whittemore Ave. and Highland Park Ave., and the other at 130 Poplar St.
 - i. We have been mowing the lawns at the pump stations, storehouse and treatment plants.
3. BWB- CAPITAL IMPROVEMENT PROJECTS: \$600,000.00
 - a. Total expended to date: \$219,536.83 (36.59%)
 - b. Funds remaining: \$380,463.17 (63.41%)
4. Water Meter Replacements and Backflow Preventers Project:
 - a. 3 Backflow Preventors, 2 Radio Reads and 4 Iperl meters were installed in June.
 - b. Donny L. has completed the testing of 23 backflow devices in the month of June.
5. Office System & Building Upgrades & Personnel Training
 - b. Our next class for CEU's is scheduled for October
6. Cost Reduction/New Income/Improvements/New Customers
 - a. We read the first quarter meters, started on July 1st. and took about a week to complete.
 - b. The first quarter bills will go out August 1st.

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7. Safety/Personnel/Other

- a. BWW has not had a Lost Time Accident (LTA) in the last 1020 days.
- b. We did shutoffs for non-payments and collected \$17,000 of the \$24,000 owed.

It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor to accept and place on file the Berlin Water Works Monthly Status Report dated July 15, 2022.

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

Under Old Business:

- a. Project Status:
 1. River Street: We have completed 706 feet of 12" and 8" water main installation. The 12" high pressure line is completed and back in service. We are chlorinating and pressure testing the 8" line. We will base coat it this year and top it next year.
 2. Running Water Services: We have lowered and insulated 3 services that froze in the street this past winter.
3. Summons for Civil Action: We are still waiting on a new date for the deposition. The other party is changing their lawyer, so it may be a while before we hear anything.
4. Route 110 Project: Superintendent Carrigan has been in touch with Josh Bouchard from CMA. He stated that to date, they have completed the following: Field Check/Site Visit to review base existing information, Conducted Field Survey to update pertinent features, Processed Field Data, began drafting the base map, and continued development in the wastewater evaluation and the water model. He also stated that they are behind schedule from where they wanted to be due to staffing, but are hoping to get back on track in the coming weeks.
5. Cyber Infrastructure Survey: Rick Rossi with the Dept of Homeland Security and Cori Casey from Primex were here on July 6th for a debrief of the assessment findings. Donny and CJ met with them. This is the beginning of a multiple step process to ensure that we are doing everything in our power to deter a cyber security breach. They have multiple suggestions on where we should begin to focus- mainly on the Ammonoosuc Treatment Plant and the SCADA system. The next step is to conduct a remote penetration and vulnerability test with Rick. Rick also sent over the State of NH Grant application so we can start to work on that. Primex will also help us with creating a cyber emergency response plan as well as service level agreements with all of our IT/OT providers.

New Business:

- a. Propane Bids: Only one bid was submitted this year. It was from Irving and came in at \$1.853 per gallon.
- b. BMP Inspections: Donny has begun the process for BMP Inspections for our Source Water Protection Area. There are several sites within the protection area that require us to complete an on-site compliance inspection to identify potential contaminant sources and ensure that any regulated substances (greater than household quantities) are used, stored, and disposed of properly. Letters were sent out in early June to businesses and facilities within the SWPA explaining this information and asking them to contact our office to schedule an on-site inspection. Most inspections are completed, but today we reached out to the owner of Milan Container, who is just outside our Brown Farm Well field. In short, he refused to have us complete the on-site inspection and threatened to place a restraining order if we enter his property. He was notified on the phone that this inspection is required by the NHDES and there likely could be repercussions should he choose not to comply. Donny will reach out to the NHDES for guidance as to how we should proceed with this facility.
- 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 August 17, 2022 at noon. At this time, the location is TBD due to the auditors possibly being in the office that day.

There was neither Public nor Board comments.

At this time, it was moved by Commissioner Ingersoll, seconded by Commissioner Brungot, with all in favor to enter into a Non-Public Session RSA 91A:3II(a) – Personnel – Wages-Grievance and RSA 91-A:2I(b-c) – Collective bargaining and consultation with legal counsel. By roll call vote, with all members voting in favor, the Board entered into the non-public session at 12:31pm.

At 12:42pm, it was moved by Commissioner Ingersoll, seconded by Mayor Grenier, 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, the Board discussed the pending approval of the City of Berlin Water Works & #1444 labor contract. It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor, to ratify the Labor Contract as presented by Superintendent Carrigan.

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

The meeting did so adjourn at 12:43 PM.

A True Record:

Attest:



Paul Poulin, Clerk of the Board

