

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:00pm. Commissioners present were Sean Brungot, Paul Ingersoll, and Paul Poulin. Absent was 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 Ingersoll, seconded by Commissioner Brungot, with all in favor to accept and place on file, the minutes of July 20, 2022.

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

1. Treatment Systems - Ammonoosuc Treatment Facility & Brown Farm Well:
  - a. We have completed our second of four quarterly testings for manganese.
  - b. We a chemical delivery of 2500 gallons of Caustic.
  - c. We have completed all but one BMP inspections for Well Head Protection area.
  - d. A tubing line for a chlorine split and approximately 5 gallons of chlorine leaked into the containment area.
2. Distribution System and Compliance:
  - a. Water supplied into the distribution system for July averaged 1.95 MGD.
  - b. July Ammo Plant = 1.90 MGD. Brown Farm Well July = 0.05 MGD. The daily wasted sludge flow to the City Pollution Control Facility July = 230,750 GPD.
  - c. Brown farm Well ran for 2 days.
  - d. Burgess Bio-Mass daily average water usage was 1.10 MGD.
  - e. Burgess Bio-Mass was offline for 0 days.
  - f. There was no main line, service line or curb stop repairs in July.
  - g. We installed a new concrete side walk that we had to remove when we replaced the hydrant at 130 Poplar St.
  - h. North Country Growers contractor A&B Construction hired us to pressure test, chlorinate and do a bacteria test on the new 8" water service line they installed last year. It passed the tests and we flushed the lines and turned it off until further notice.
3. BWW- CAPITAL IMPROVEMENT PROJECTS: \$600,000.00
  - a. Total expended to date: \$219,536.83 (5.60%)
  - b. Funds remaining: \$397,129.17 (64.40%)
4. Water Meter Replacements and Backflow Preventers Project:
  - a. 0 Backflow Preventors, 0 Radio Reads and 0 Iperl meters were installed in July due to construction.
  - b. There were no backflow devices tested in the month of July.
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. The first quarter bills were mailed out on August 1<sup>st</sup>.
7. Safety/Personnel/Other
  - a. BWW has not had a Lost Time Accident (LTA) in the last 1048 days.

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 August 12, 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 July 2022.

## Under Old Business:

- a. Project Status:
  1. River Street: We have completed 706 feet of 12" and 8" water main installation. Both lines are in service and the area has been base paved. We will top it next year.
  2. Lancaster Street: We have begun cutting pavement on a 700" stretch on Lancaster Street from Coos Street to Forbush Avenue. We have started to fuse pipe and have set up temps.
- b. Summons for Civil Action: Steve was originally supposed to be giving the Deposition today, but we were notified by Primex that they would be making a counteroffer to settle. We are waiting to hear back as we have asked that there be language put in for a stipulation that should this ever happen again, BWW will not be liable for any damages as they have not properly restrained this line, and this could happen again.
- c. Route 110 Project: Nothing to report
- d. BWW Attorney Recommendations: BWW would like to have an attorney on retainer should something arise and we need one. We will be looking into local firms and get recommendations and rate sheets.
- e. Industrial Park: We reached out to the NHDES for guidance on how to proceed with the BMP inspection at the industrial park after the business threatened a restraining order and refused to let us on the property to complete the mandatory inspection. They suggested we start by working with the city's health and planning departments as this could potentially be a nuisance to public health. Berlin Water Works and the Board of Water Commissioners is very concerned about the possible contamination to our wellhead from this property. We would like to have this resolved and make sure this inspection could be completed as soon as possible.

## New Business:

- a. Review and Sign Union Contract: Today the Board signed the Working Agreement between the Berlin Water Works and Local Union #1444 of the American Federation of State, County & Municipal Employees, AFL-CIO for the period of August 1<sup>st</sup>, 2022 to July 31, 2025. For the record, the three-year agreement hourly wage increases are 3% the first year, 3% for year two and the third year is 2.25%.
- b. FY2022 Budget Expenditures: The Superintendent reviewed the FY22 Budget Year End Expenditures Report. 94% was expended from the Operations Schedule and Debt Schedule was at 100%. Total spending overall was 95%. It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll, with all in favor to accept and place on file the FY22 Budget Expenditures and apply the remaining \$54,521.88 towards the principal on the Northway Bank loan.
- c. Governance Letter: The Chairman has signed the Governance Letter for the audit company Vachon & Clukay.
- d. The Superintendent mentioned that Berlin was awarded the RAISE grant for the for the project to improve the downtown infrastructure and implement the snowmelt system using the waste heat from the Burgess BioPower plant.
- e. The Superintendent informed the Board that BWW will be losing tow of its workers by end of September. Seeing as we only have a five-man crew at this time, he would like to see both positions filled. The Board agreed and BWW will post the two positions immediately.
- 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 September 21, 2022 at noon in the BWW Office Board 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 Poulin, seconded by Commissioner Ingersoll, with all in favor to adjourn this meeting.

The meeting did so adjourn at 12:46pm.

A True Record:

Attest:

  
Paul Poulin, Clerk of the Board