

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:05pm. 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 Poulin, seconded by Commissioner Brungot, with all in favor to accept and place on file, the minutes of August 17, 2022.

Under the Berlin Water Works Monthly Status Report dated September 16, 2022, Superintendent Carrigan reviewed and discussed the following with the Board regarding August activity:

1. Treatment Systems - Ammonoosuc Treatment Facility & Brown Farm Well:
 - a. We have completed our quarterly testing for TTHM, HA5's and TOC's.
 - b. We had chemical delivery of 2500 gallons of Chlorine and 41,250 lbs. of sodium bi-carbonate.
 - c. A LMI pump used for 605 had complete failure and had to be replaced with a spare. A new pump is on order to keep as a spare. This pump can be used to pump both 605 or caustic.
 - d. A tubing line for a caustic split and approximately 10 gallons of caustic leaked to the containment area.
 - e. The 4-way function valve failed on a chlorine pump. We replaced it with a spare pump and rebuilt the failed pump and will use as the spare.
 - f. Telemetry signal was lost at the Second Ave. pump station. It was found that the lightning surge arrester failed and a new one was installed.
 - g. We received our Q3 (which is our second round of testing) manganese results for well #1. Again, it was 0.0212 mg/l which is normal for that source and well below the 0.30 MCL.
 - h. We transported 125 gallons of NaOH and Chlorine to the Brown farm Well to be added to the well water.
 - i. Cleaned our polymer day tanks, they were starting to get red algae build up on the side walls.
2. Distribution System and Compliance:
 - a. Water supplied into the distribution system for August averaged 1.91 MGD.
 - b. August Ammo Plant = 1.62 MGD. Brown Farm Well July = 0.29 MGD. The daily wasted sludge flow to the City Pollution Control Facility August = 306,040 GPD.
 - c. Brown farm Well ran for 12 days because we needed the extra water due to the hydrant flushing.
 - d. Burgess Bio-Mass daily average water usage was 1.03 MGD.
 - e. Burgess Bio-Mass was offline for 1.5 days.
 - f. There were no main line or curb stop repairs in August.
 - g. There was one service line leak, it was located at 315 High St. The homeowners were sent a letter letting them know they have 30 days to make the repair.
 - h. We cut brush at Lancaster Tank, Forbush Tank, cross lot line at Highland Park Ave and the Filter Plant Hill.
 - i. We are in the process of the hydrant flushing program.
 - j. The Berlin Public School rented one of our backhoes.
 - k. We received a call from the Northwoods Mobile Home Park's Manager referencing the hydrant fee for the park. It was explained to him that the Hydrant was installed by the park but maintained by BWW. He was very upset and we welcomed him to attend a commissioner meeting if he would like.
3. BWW- CAPITAL IMPROVEMENT PROJECTS: \$600,000.00
 - a. Total expended to date: \$219,536.83 (35.60%)
 - b. Funds remaining: \$397,129.17 (64.40%)
4. Water Meter Replacements and Backflow Preventers Project:
 - a. 3 Backflow Preventors, 1 Radio Reads and 4 Iperl meters were installed in August.
 - b. There are 21 meters to be repaired as of today, 9/21/22. We will start making those appointments after the construction season has ended.
 - c. There were 14 backflow devices tested in the month of August, 7 of them were for the State Prison.

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 1st.
 - b. First Quarter Billing: Number of customers Billed: 3,417
Usage Billed: 4,272,059 cubic feet

7. Safety/Personnel/Other

- a. BWV has not had a Lost Time Accident (LTA) in the last 1084 days.
- b. We received a solar REC for the first Qtr. 2022 for the amount of \$91.50.

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 September 16, 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 August 2022.

Under Old Business:

- a. Project Status:
 1. Lancaster Street: We have completed 359 feet of 8" main. It has been pressure tested, bacteria tested, and the services are completed so it is put online. We will complete the remaining 320 feet next year. While there, we found the line was completely buried in coal ash. It has broke two years in a row, so we are glad to be working on this line.
- b. Summons for Civil Action: Primex has notified us that they have reached a settlement. As the Board requested, a stipulation was put into the settlement agreement for if/when this should happen again in the future.
- c. Route 110 Project: Nothing to report
- d. BWV Attorney Recommendations: BWV would like to have an attorney on retainer should something arise and we need one. We have reached out to the local office of Waystack Frizzell. Attorney Frizzell has sent over their standard fee agreement and current fee schedule, as well as some information about his background and some of the towns he is the current legal counsel for if we would like to use any references. It was moved by Commissioner Brungot, seconded by Commissioner Poulin, with all in favor to hire the attorneys from Waystack Frizzell and send in the requested retainer fee of \$500. Superintendent Carrigan signed the contract on behalf of BWV.
- e. Industrial Park: We have attempted to schedule the BMP inspection with the property so this matter can be resolved. The appointment was originally supposed to be last week, but the individual had to cancel. He has since not returned any of Donny's phone calls or messages. Chairman Caron stated that if this is not resolved by next week, he suggests we look into other avenues to get this taken care of. The Board agreed.
- f. New Hires: We have hired Johnathan (JD) Girard. He will be starting on Monday 9/26. We are still looking to hire two more individuals. We are looking into the possibility of helping new hires obtain a CDL License, and are looking at ways to help them with the initial cost of the course. Chairman Caron suggested that we reach out to Diana at the Employment Office to look into any available programs or funds they may be aware of.
- g. Early Debt Payment: We have applied the remaining funds from the FY22 Budget to the principal on the Northway Bank loan in the amount of \$54,521.88.
- h. Other Old Business: Nothing to Report.

New Business:

- a. 445 Madison Avenue Property Damage: High rains caused the catch basins to plug on our River Street project and some of the runoff may have run through their property. The owners have filed a claim with Primex and they are assessing the situation.
- b. BWV Operation License: Berlin Water Works currently conducts business using Superintendent Carrigan's State of NH Distribution and Treatment licenses. We will be working to transfer over to using Steve Lefebvre's licenses ahead of Superintendents retirement.

- 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 October 19, 2022 at Noon in the BWV Office Board Room.

There was neither Public nor Board comments.

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

The meeting did so adjourn at 12:38pm.

A True Record:

Attest:


Paul Poulin, Clerk of the Board

