

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, General Foreman Steven Lefebvre and Cindy Valliere.

Foreman Lefebvre told the members present that we received a thank you card from the BHS Backers. We donated them the use of some steel plates and a generator for the BHS Homecoming festivities.

There were no other Public or Board comments.

It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll, with all in favor to accept and place on file, the minutes of September 21, 2022.

Under the Berlin Water Works Monthly Status Report dated October 14, 2022, Foreman Lefebvre reviewed and discussed the following with the Board regarding September activity:

1. Treatment Systems - Ammonoosuc Treatment Facility & Brown Farm Well:
  - a. We received deliveries of 4,875 gallons of PC605 and 2,500 gallons of Caustic. We ordered 20 bags of polymer.
2. Distribution System and Compliance:
  - a. Water supplied into the distribution system for September averaged 1.87 MGD.
  - b. September Ammo Plant = 1.76 MGD. Brown Farm Well September = 0.12 MGD. The daily wasted sludge flow to the City Pollution Control Facility September = 289,323 GPD.
  - c. Brown farm Well ran for 5 days because we needed the extra water due to lots of rain.
  - d. Burgess Bio-Mass daily average water usage was 1.01 MGD.
  - e. Burgess Bio-Mass was offline for 0 days.
  - f. Primex settled with the church and sent us a letter stating that we will not cover any future cost at church due to improper installation of water main.
  - g. There were no main line repairs. There was one curb stop repair at 668 Chesire Street.
  - h. There were two service leaks one at 315 High Street and one at 7 Abenaki Lane. The service leak at 315 High Street is on the owner property. A letter was sent out giving them thirty days to repair. The leak at 7 Abenaki Lane is leaking on the street side of curb stop and is scheduled for repair.
  - i. We cut grass at the pump stations, the office and the treatment plants.
  - j. We have finished flushing and winterization of the fire hydrants.
  - k. We did shut offs for non-payments. Total amount owed \$17,090, collected \$12,355.
  - l. Jay Grenier decided to retire effective 9/30/22.
  - m. We have been paid in full for the hydrant on Highland Park that we repaired after it was hit this past winter.
  - n. We did a water sample for Mary Jo Landry at the Berlin housing. Someone complained that the water tasted funny. When we arrived to do the sample, we found hot water running into cold water lines. We informed Mary Jo that she has an internal problem that needs to be fixed as soon as possible. We also told her that no one should be drinking water because hot water will leach metals into water. We sent a bill for our time and a sample. We also sent her a letter stating that they should not be drinking water until problem is rectified.
  - o. The Federal prison had a bacteria hit at one of their sample locations which triggered re-sampling to be done. We had to start the well to get sample because the well was running when they received a positive hit. Our well sample along with all samples at prison passed the second time. We determined that one of the sample locations at the prison needed to be changed and has been done. The federal prison was invoiced for all of our time and for the re-sampling. – It was moved by Commissioner Brungot, seconded by Commissioner Poulin, with all in favor to send a letter to the Federal Prison letting them know that the due to the high demand charges we are assessed when starting the well, that if this happens again in the future, they will be charged both for the costs associated with starting the well for bacteria testing and for the testing samples themselves. Cindy V. will work on the letter.

- p. We pulled all pool floaters from storage tanks for the season.
- 3. BWB- CAPITAL IMPROVEMENT PROJECTS: \$750,000.00
  - a. Total expended to date: \$297,599.97 (39.68%)
  - b. Funds remaining: \$452,400.03 (60.32%)
- 4. Water Meter Replacements and Backflow Preventers Project:
  - a. 1 Iperl Meter, 0 Backflow Preventors, 0 Radio Reads and were installed in September. A total of 5 Iperl Meters, 3 Backflow Preventors, 1 Radio Read and were installed in FY2023 to date.
  - b. There are 21 meters to be repaired as of today, 10/06/22. We will start making those appointments after the construction season has ended.
  - c. Donny L. completed the testing of 18 backflow devices in the month of September.
- 5. Office System & Building Upgrades & Personnel Training
  - b. Or next class for CEU's is scheduled in October on polymer optimization.
- 6. Cost Reduction/New Income/Improvements/New Customers
  - a. The first quarter bills were mailed out on August 1<sup>st</sup>. Collections are ongoing.
- 7. Safety/Personnel/Other
  - a. BWB has not had a Lost Time Accident (LTA) in the last 1,114 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 October 14, 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 September 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 installed a total of 1067' of water main, and 359' of copper services this construction season.
- b. Route 110 Project: Nothing to report
- c. Industrial Park: We have completed the BMP inspection at the property. It went well, and we will not need to complete this inspection for another 3 years.
- d. New Hire and CDL Course: We have hired Johnathan (JD) Girard from Public Works. He started on Monday 9/26. We have hired Eric Jacques and he started on Monday, 10/17. We are looking into a way to help him and future new hires obtain a CDL License. Donny is looking into whether there are grant programs available to help offset the costs. We drafted up a Tuition Reimbursement agreement which basically states that if the employee leaves within 3 years after completion of the CDL course, they would be responsible to reimburse the Water Works for a prorated amount of the tuition fees. After the individual has worked for the Water Works for 3 years after the completion of the course, the employee will have no obligation to repay any tuition costs upon separation from the Berlin Water Works. The Board would like to have our attorney look through it before we begin using it. It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll, with all in favor to accept and move forward with the CDL Tuition Reimbursement Agreement pending legal review.
- e. New Vehicles: The new vehicle state bids are being listed on October 21, 2022. The prices are a little higher than they were when the Board approved the purchase last year. We will have an actual cost of vehicles compared to last years estimated cost of \$110,297. We will need to place our order no later than November 10, 2022. It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll, with all in favor to allow Superintendent Carrigan and Foreman Lefebvre to move forward with the purchase of 2 new trucks at the best current pricing.
- f. Other Old Business: Foreman Lefebvre obtained a quote from a contractor to repair the roof at the Dam before it causes internal damage. It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll, with all in favor to move forward with the repair with Jun's Do-It-All Construction.

New Business:

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- a. Surplus Equipment: Foreman Lefebvre stated that we added \$66,407 from the May 2022 sale of surplus equipment to the Equipment and Vehicle Schedule for future purchases.
- b. Bridgestone Rubber Dam: Bridgestone sent a letter providing owners with information regarding potential failures with the product. The letter contained signs to look for of an impending failure. Commissioner Brungot asked whether there was a warranty in place for the product, but there is not as Bridgestone stopped manufacturing this product in 2008.
- c. NHDES Sanitary Survey: NH Dept of Environmental Services conducted a Sanitary Survey on the entire Berlin Water Works drinking water system. The purpose of this survey is to review the capacity of the water system's sources, treatment, distribution, and management to continually produce safe drinking water. The Sanitary Survey did not identify any significant deficiencies but did recommend a few areas to consider improvements. These areas noted were a bi-annual hydrant flushing program as opposed to our annual program, and for BWW to incorporate a valve exercising program. BWB will look into this further and possibly institute the valve exercising in the future.
- d. Lead and Copper Results: We completed our yearly sampling for Lead and Copper. 27 total samples were collected from sites delineated by the NHDES. All samples passed.
- e. Other New Business: Foreman Lefebvre informed the Board that on the evening of October 20, 2022 he was notified by Berlin Fire Dept that there was water bubbling up 3ft high near 237 Wight Street. Upon arrival, Foreman Lefebvre found that there was a major leak on a 16" water main. Crews were called in and within 30 minutes there were able to isolate the leak. They were able to open the bypass at Madison/River Street, leaving only Rocky Lane up to Lessard Road without water for the night. Foreman Lefebvre stated it was not safe to dig and make that repair in the dark, so the repair was made the following day, October 21, 2022. We cut out an 8' section of the 16" cast iron main and replaced it with an 8' section of ductile iron pipe. There is damage to the road and some surrounding driveways. We did sweep and clean all the driveways involved. We have contacted Primex and informed them of the incident. Primex instructed us that if anyone should wish to file a claim, we should instruct them to contact their homeowner's insurance and give them our insurance information. We will be re-visiting this with our Primex contact sometime next week.
- f. Approve Other & Communications: On Tuesday October 25, 2022, we received a letter, delivered in hand, by Gary Remillard of 258 Wight Street. The letter stated that he has damage to his driveway caused by the water main break. He is asking BWB to repair the damages. Foreman Lefebvre also informed the Board that Mr. Remillard has been to the BWB office multiple times, and very upset, to check the status of his repair. Foreman Lefebvre has informed him that the process is for him to contact his insurance company. He was not happy with that answer. He was given the contact information for our insurance. It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll, with all in favor to allow Superintendent Carrigan and Foreman Lefebvre to handle the repairs on the driveways and private property based on the recommendation of the insurance company (Primex).
- g. Superintendent Carrigan informed the Board of his plans to officially retire. His last day of employment will be December 2, 2022.

There was no other business to discuss with the Board

The Board will hold their next regularly scheduled meeting on December 21, 2022 at Noon in the BWB Office Board Room. They will not hold their regularly scheduled meeting in November.

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 12:44pm.

At 1:10pm, it was moved by Commissioner Ingersoll, seconded by Commissioner Brungot, 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 retirement of Superintendent Carrigan and the promotion of Foreman Lefebvre to Superintendent. It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot, with all in favor, to promote Steven Lefebvre to Superintendent effective December 2, 2022

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 1:16pm.

A True Record:

Attest:

  
Paul Poulin, Clerk of the Board