

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 Steve Lefebvre, Donny Labrecque and Cindy Valliere.

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 October 26, 2022 as there was no meeting held in November.

Under the Berlin Water Works Monthly Status Report dated November 10, 2022, Superintendent Lefebvre reviewed and discussed the following with the Board regarding October 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. Cleaned clarifier one and filter one at Ammonoosuc plant.
 - c. Cut grass Ammonoosuc Plant and pump stations.
 - d. Shut down Ammonoosuc plant. Drained dam, cleaned submersible screen, torqued bolts on bladder and screen. Refilled dam, flushed transmission line, cleaned strainers on lower intake at dam. Cleaned strainers at plant and put treatment plant back in service.
 - e. The pressure surge relief valve failed at the Ammonoosuc plant. We isolated valve cleaned the strainer and put back in service.
 - f. We received 20 bags of Polymer, and 2400 gallons of Chlorine.
 - g. We lost power to the PLC on the Hydro. The electrician diagnose problem ordered parts and repaired once parts came in. Hydro was down for 21 days.
 - h. Electrician also changed out burnt-out ballast at plant and replaced a pressure switch on jet mixer pump #3.
 - i. Brought 110 gallons of chlorine and 160 gallons of caustic to well.
 - j. Began training JD at plant.
 - k. JD took water treatment grade I test and passed. He gets and extra \$0.35/hour for license.
2. Distribution System and Compliance:
 - a. There was one main line break at 237 Wight Street in October.
 - b. There were no service line breaks in October.
 - c. There was one curb stop repaired in October.
 - d. Water supplied into the distribution system for October averaged 1.56 MGD.
 - e. October Ammo Plant = 1.16 MGD. Brown Farm Well October = 0.39 MGD. The daily wasted sludge flow to the City Pollution Control Facility October = 252,755 GPD.
 - f. Brown farm Well ran for 14 days because of maintenance on dam and on pipeline.
 - g. Burgess Bio-Mass daily average water usage was 0.88 MGD.
 - h. Burgess Bio-Mass was offline for 7 days for annual maintenance.
 - i. We did quarterly meter readings.
 - j. Turned on heat at all pump stations and checked that alarms are working.
 - k. We are hauling stone, gravel and sand for next years projects.
 - l. There was one main line repair at 237 Wight Street. This was a Major leak that occurred on 10/20/22. We isolated leak on 10/20/22 and repaired the leak on 10/21/22. People were out of water overnight from Rocky Lane to Lessard Road until leak was repaired. The DES wanted a boil order from Rocky Lane to Lessard Road until that section passed bacteria test. We collected four samples which all passed bacteria test and boil order was lifted. We had to repave a large section of road that was washed out and undermined. We hired police for traffic control, and a dump truck from Arnold Drouin. The PWD supplied three dump trucks. Two of which hauled gravel and the other worked with us on repaving section of road. Central paving came in after and based paved road for winter. We will final pave next year to allow for settlement over the winter months. We lost approximately 0.882 MGD from water leak.

- m. There were 4 driveways that had damaged and our insurance is working on those claims.
- n. We disabled Guilmette street pump and made Church Street lead during break. We went to Guilmette street to bleed air and made sure pump was pumping. When we have major leaks in city this pump is known to go air bound. Both pumps were put in automatic and alternate.
- o. Because of this major leak on 237 Wight Street, we had issues with PRV. We had Brad Small from Hydrus Control Solutions come in. He found large rocks from when Piper did work stuck in PRV. He removed rocks and made sure PRV was functioning properly.
- p. We repaired water gate box number WG464 at Verdun and Argone Street.
- q. A new house was built at 111 Jericho Road which we tied into our water line.
- r. A new house is being built at 601 Hillside Ave, which we tied into our water line.
- s. A new house is replacing one that was burnt at 2055 Riverside drive. They tied into existing line and now is an active account.
- t. New employee started work on 10/17/22.
- u. We repaired a vacuum/air release valve on pipeline.
- v. We also repaired a froze and split blow off valve on pipeline. This required us to drain pipeline to do repair and then re-energize line.

3. BWW- CAPITAL IMPROVEMENT PROJECTS: \$750,000.00

- a. Total expended to date: \$324,691.31 (43.29%)
- b. Funds remaining: \$425,308.69 (56.71%)

4. Water Meter Replacements and Backflow Preventers Project:

- a. 5 Iperl Meter, 1 Backflow Preventors, 3 Radio Reads and were installed in October. A total of 10 Iperl Meters, 4 Backflow Preventors, 4 Radio Read and were installed in FY2023 to date.
- b. There are 21 meters to be repaired as of 10/06/22.
- c. Donny L. completed the testing of 12 backflow devices in the month of October.

5. Office System & Building Upgrades & Personnel Training

- a. Our next class for CEU's is scheduled on November 22, 2022 for Basic Safety for Water/Wastewater Operators. We are also hosting a class in February 2, 2023 on Water Quality: Enhance Your Everyday Operation.

6. Cost Reduction/New Income/Improvements/New Customers

- a. The first quarter bills were mailed out on August 1st. Collections are ongoing.

7. Safety/Personnel/Other

- a. BWW has not had a Lost Time Accident (LTA) in the last 1,145 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 November 10, 2022.

Under the Berlin Water Works Monthly Status Report dated December 9, 2022, Superintendent Lefebvre reviewed and discussed the following with the Board regarding November activity:

2. 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. Having issues with our coagulation process. Working on figuring it out.
- c. Did TTHM, HA5's and TOC's. Also did chemical testing on both wells.
- d. Ran Brown Farm Well for three days while we cleaned clarifier and filter.
- e. Cleaned clarifier two and filter two at Ammonoosuc plant.
- f. Crew cleaned out scrap steel in the shed at old filter plant.
- g. We received 2,000 gallons of Caustic, and 30 pallets (82,500 lbs) of bicarb.
- h. Continued training JD at plant for weekend coverage.
- i. JD passed his Grade II distribution test, and moves up to a level IV. He gets \$0.45/hour for license and \$0.021/hour for moving up a level for a total of \$0.66/hour. He was unable to take his grade II treatment due to computer issues and will reschedule.

2. Distribution System and Compliance:

- a. There were no main line breaks in November.
- b. There was one service line breaks in November at 796 Kent Street. The owners had it repaired and now we have found it to be leaking on our side. The owners were complaining of losing pressure, so we dug and repaired it. We will replace entire service summer of 2023.
- c. There were no curb stop repairs in November.
- d. Water supplied into the distribution system for November averaged 1.94 MGD.
- e. November Ammo Plant = 1.66 MGD. Brown Farm Well November = 0.28 MGD. The daily wasted sludge flow to the City Pollution Control Facility November = 313,139 GPD.
- f. Brown farm Well ran for 3 days because of clarifier and filter maintenance.
- g. Burgess Bio-Mass daily average water usage was 0.96 MGD.
- h. Burgess Bio-Mass was offline for 0 days for month of November.
- i. Crew started doing inventory.
- j. Androscoggin Electric replaced 5 burnt out light fixtures at Office.
- k. PSNH changed out light fixture on pole that lights up our parking lot.
- l. Crew got rid of all old outdated propane tanks.
- m. Haul sand and gravel for next year's projects
- n. Haul stone to Andro and asphalt to Alberts for grindings.
- o. Water leak at 315 High Street was repaired by owner.

3. BWW- CAPITAL IMPROVEMENT PROJECTS: \$750,000.00

- a. Total expended to date: \$324,691.31 (43.29%)
- b. Funds remaining: \$425,308.69 (56.71%)

4. Water Meter Replacements and Backflow Preventers Project:

- d. 2 Iperl Meter, 0 Backflow Preventors, 1 Radio Reads and were installed in November. A total of 12 Iperl Meters, 4 Backflow Preventors, 5 Radio Read and were installed in FY2023 to date.
- e. There are 21 meters to be repaired as of 10/06/22.
- f. Donny L. completed the testing of 14 backflow devices in the month of November.

5. Office System & Building Upgrades & Personnel Training

- a. Crew attended a class on November 22,2022 for Basic Safety for Water/Wastewater Operators. We are also hosting a class in February 2, 2023 on Water Quality: Enhance Your Everyday Operation.

6. Cost Reduction/New Income/Improvements/New Customers

- a. The second quarter bills were mailed out on November 1st. Collections are ongoing.

7. Safety/Personnel/Other

- a. BWW has not had a Lost Time Accident (LTA) in the last 1,175 days.

It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll, with all in favor to accept and place on file the Berlin Water Works Monthly Status Report dated December 9, 2022.

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

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

Under Old Business:

- a. Capital Improvement Project Status: Nothing to report.
- b. Route 110 Project: Nothing to report
- c. Wight Street Break: Primex is going to deny liability. They will pay up to \$3,500 per property for water damage. Owners will have to get quotes. Primex is going to notify parties affected. They do not want us to cover any additional costs as that will open the Water Works up to future liability claims. The total

cost to date for the leak is \$35,915.10. This does not include driveway aprons, replacing concrete sidewalks, and overlaying the road, which will be completed in the summer of 2023. The owner of 252 Wight Street has accepted the Primex offer and signed the Release of Liability and has received payment from Primex. The owners of 258 Wight Street and 246 Wight Street have yet to respond to the offer. The owner of 280 Wight Street has withdrawn his claim and repaired his gravel driveway himself.

- d. New Hire and CDL Course: We sent Attorney Frizzell the CDL Tuition reimbursement agreement that CJ drew up. He looked it over and added a few minor changes. It was moved by Commissioner Brungot, seconded by Commissioner Poulin, with all in favor to accept and move forward with the revised CDL Tuition Reimbursement Agreement for newly hired employees moving forward.
- e. New Vehicles: We placed an order with Grappone Ford on November 10, 2022 for two new vehicles, totaling \$149,075. We gave them a \$1,000 deposit and will pay the remainder once we receive the vehicles in the spring. They have since contacted us and informed us that even though we ordered two vehicles, they are only able to allocate us one new vehicle. Donny noticed that there was a service truck for sale at Berlin City. We purchased this truck for \$71,349, and canceled the service truck with Grappone.
- f. Roof Repair at Godfrey Dam: The roof at the Godfrey Dam has been completed. Superintendent Lefebvre provided before and after photos to the board. Chairman Caron suggested that we side the building in the spring.
- g. Riverside Heights Pressure Issues: We received an email from Horizons Engineering regarding complaints of low water pressure at the homes at the top of the development. Superintendent Lefebvre has spoken with both the Engineer and the Burkes regarding this issue multiple times. They knew that they would have low pressure, but because of cost, they did not want to run a line from Cates Hill tank onto their property. They instead proposed to build a pumpstation for which they wanted BWV to take over the maintenance/upkeep, which the board rejected in Sept 2021. They are solely responsible for their water system at this development.
- h. Christmas Party/Employee Gifts: It was moved by Commissioner Brungot, seconded by Commissioner Poulin, with all in favor, to purchase a chamber gift certificate for each employee in lieu of an employee luncheon.
- i. Other Old Business: Nothing to report

New Business:

- a. Northway Bank Signature Card: With Superintendent Carrigan's retirement, we would like to add Donny Labrecque to the Northway Bank Signature Card to sign both payroll and expense checks. It was moved by Commissioner Brungot, seconded by Commissioner Poulin, with all in favor, to add Donny Labrecque to the Northway Bank signature card.
- b. Primex Releases: On October 15, 2022, Berlin Water Works received the Primex Annual Renewal Packets for the Calendar Year 2023 & Not to Exceed FY 2024 Renewals. Unemployment Compensation decreased by \$545, Worker's Compensation decreased by \$215 and the Property & Liability increased by \$5,202 for an overall total increase of \$4,442.
- c. Chemical Bids: It was moved by Commissioner Brungot, seconded by Commissioner Poulin, with all in favor to accept 2023 Chemical Bids as presented. Harcos Chemicals won the bid for both the Sodium Hydroxide 25% and Sodium Hypochlorite 15%. Donny mentioned that the new prices are double last years prices and Chairman Caron suggested that we look at this cost when we prepare the new budget to make sure there is enough allotted to chemical purchases.
- d. Well Pump Motor Ground Fault: The motor on well #1 has tripped out several times. We have had Androscoggin Electric troubleshooting the issue. Superintendent Lefebvre told the board that there is a shortage of motors available, and suggests that we purchase one right away to have on hand so that we can change this in the spring or sooner if needed. Commissioner Ingersoll asked what would happen if the well fails? How would that affect the city? Superintendent Lefebvre and Donny both explained that if there were a water break or anything major happen in the system, BWV could not supply both the city and the demands of the Burgess BioMass without Well #1 in working order. The Commission all agreed to get a motor on site as soon as possible. It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor to purchase the well pump motor as soon as possible.
- e. Knollwood Energy Credit: November 10, 2022 we received our energy credit for \$302.50 for the second quarter.

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- f. Job Posting: Superintendent Lefebvre informed the Board that he would like to take the opening from Superintendent Carrigans retirement, and hire a union employee. The Board agreed and BWW will post the position immediately.
 - g. Proposed Union Contract Addendum: Superintendent Lefebvre is proposing to make a few changes to the union contract. Currently, the Grade VI minimum license requirement is a 2, but Superintendent Lefebvre would like to make it a 3, as the Ammo plant is a level 3 facility. He would also like to add a \$0.35 stipend for backflow licensing. Chairman Caron stated he believes this will be a good investment and does not see any reason why the Board would reject the proposal. It was moved by Commissioner Brungot, seconded by Commissioner Poulin, with all in favor to work with the Union to create an Addendum to the contract.
 - h. Other New Business: No other business.
 - i. Approve Other & Communications:

There was no other business to discuss with the Board

The Board will hold their next regularly scheduled meeting on January 18, 2023 at Noon in the BWW Office Board 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 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 12:53pm.

At 1:21pm, it was moved by Commissioner Ingersoll, 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, the Board discussed the promotion of Donny Labrecque to General Foreman. It was moved by Commissioner Poulin, seconded by Commissioner Brungot, with all in favor, to give Superintendent Lefebvre the authority to offer the General Foreman position to Donny Labrecque, effective December 2, 2022. The Board also discussed the transfer of the office manager position.

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 1:23pm.

A True Record:

Attest:


Paul Poulin, Clerk of the Board

