

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 Poulin, and ex-officio member Mayor Paul Grenier. Absent was Commissioner Paul Ingersoll. Also in attendance were Superintendent Steve Lefebvre, General Foreman/Chief Operator Donny Labrecque and Cindy Valliere.

There were no other Public or Board comments.

It was moved by Commissioner Brungot, seconded by Commissioner Poulin, with all in favor to accept and place on file, the minutes of December 14, 2022.

Under the Berlin Water Works Monthly Status Report dated January 13, 2023, Superintendent Lefebvre reviewed and discussed the following with the Board regarding December 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. Having issues with our coagulation process. A representative from GAC came up and did some water test. He recommends trying a different polymer. GAC is going to send up a bag to see if process improves.
 - c. Repaired chemical leaks on Pc605, Chlorine, and Caustic lines.
 - d. We had 3,450 gallons of Chlorine, 2,135 gallons of Caustic and 3,425 gallons of PC605 delivered.
 - e. Had an issue with Scada 2. Charlie with EII had to change some hardware in computer to correct problem.
 - f. Had issues with backup generator at Ammonoosuc not shutting down problem was figured out and repaired. We had to change out a circuit board.
 - g. CJ found that Harcros had over charged us by \$5,526.53 and we have since been credited.
 - h. Began training Eric Jacques at treatment plant.
 - i. JD passed his Grade II treatment test. He gets \$0.45/hour for license.
 - j. We placed an order for the 100hp submersible motor, a new pump bowl assembly and a new 8" check valve from Barrie Miller's Well and Pump Service Inc. totaling \$25,730 plus shipping. Barrie will bill us for parts and keep them on hand at his shop until we do repair.
2. Distribution System and Compliance:
 - a. There were no main line breaks in December.
 - b. There were no service line breaks in December.
 - c. There were 2 curb stop repairs in December.
 - d. Water supplied into the distribution system for December averaged 2.01 MGD.
 - e. December Ammo Plant = 1.64 MGD. Brown Farm Well December = 0.37 MGD. The daily wasted sludge flow to the City Pollution Control Facility December = 248,933 GPD.
 - f. Brown farm Well ran for 5 days because of clarifier and filter maintenance.
 - g. Burgess Bio-Mass daily average water usage was 0.90 MGD.
 - h. Burgess Bio-Mass was offline for 0 days for month of December.
 - i. Vehicle maintenance.
 - j. Haul asphalt to Alberts for grindings
 - k. Haul rock to Androscoggin
 - l. Clean up scrap steel Androscoggin. We received \$3,668 for all scrap steel.
 - m. Major snow storm caused power outages at Cates Hill Pump station and Ammonoosuc plant and has since been restored.
 - n. Crew shoveled hydrants.
 - o. Hiked up to Lancaster tank and changed reagents.
 - p. Put thawing machine on truck for winter.
 - q. Owner rebuilding house that burned at 1545 Main St, will be active account once finished.
 - r. Posted job within the union and in the paper. We are accepting applications until January 13, 2023, and will begin interviewing the week of 1/16/23 to 1/20/23.
 - s. We are waiting for new F-350 flatbed with hidden hitch and stainless-steel V-plow from Grappone.
 - t. Primex denied liability for Wight Street leak, but will pay up to \$3500 per/house affected.

3. BWV- CAPITAL IMPROVEMENT PROJECTS: \$750,000.00
 - a. Total expended to date: \$332,071.31 (44.28%)
 - b. Funds remaining: \$417,928.69 (55.72%)
4. Water Meter Replacements and Backflow Preventers Project:
 - a. 0 Iperl Meter, 0 Backflow Preventors, 0 Radio Reads and were installed in December. A total of 12 Iperl Meters, 4 Backflow Preventors, 5 Radio Read and were installed in FY2023 to date.
 - b. There are 21 meters to be repaired as of 01/06/2023.
 - c. Donny L. completed the testing of 2 backflow devices in the month of December.
5. Office System & Building Upgrades & Personnel Training
 - a. We are 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 1, 2023. Collections are ongoing.
7. Safety/Personnel/Other
 - a. BWV has not had a Lost Time Accident (LTA) in the last 1,206 days.

It was moved by Commissioner Poulin, seconded by Commissioner Brungot, with all in favor to accept and place on file the Berlin Water Works Monthly Status Report dated January 13, 2023.

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

Under Old Business:

- a. Capital Improvement Project Status: Nothing to report.
- b. Route 110 Project: Nothing to report
- c. Wight Street Break: Primex has denied any liability. They will pay up to \$3,500 per property for water damage. Primex had notified parties affected directly. The owner of 252 Wight Street has accepted the Primex offer and signed the Release of Liability and has received payment from Primex. The owner of 280 Wight Street has withdrawn his claim and repaired his gravel driveway himself. The owners of 246 Wight Street have submitted two claims. One was for a damaged sidewalk, which is clearly shown as damaged in the Google maps photos dated 2013. That claim was denied by Primex. The second claim is for the damage to the driveway, for which the owners have yet to respond to the Primex offer. Vermont Mutual, the insurance provider for the owner of 258 Wight Street, has contacted Primex on his behalf with a subrogation demand. Primex has answered the claim stating that BWV was not responsible for the water main break, therefore they will not be paying the amount requested in the demand.
- d. 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. They have notified us that our new Ford F-350 flatbed with hidden hitch and stainless-steel V-plow should be ready for us in early spring.
- e. Well Pump Motor Ground Fault: We have placed an order for the 100hp submersible well pump motor, a new pump bowl assembly, and a new 8" check valve through Barrie Miller's Well & Pump Service, Inc for a total of \$25,730. We will have it on hand at his shop and they will be installing it in the spring.
- f. 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 \$0.50 stipend for backflow licensing. Superintendent Lefebvre and Donny sat down with Steve Paquette regarding the amendment. They all agree that this should move forward with a signed paper agreement and will add to the contract during the next negotiation.
- g. Job Posting: Superintendent Lefebvre informed the Board that they have conducted interviews, and today, they have offered the job to a candidate with a Bachelors Degree in Construction Management. He has accepted the position and tentatively, he will start on Monday, January 23, 2023.

- h. Commissioner Informational Binder: CJ has updated the Commissioner binders at the request of Commissioner Ingersoll. One was distributed to each Commissioner, and they will keep them up to date with information from these Board packages.
- i. Other Old Business: Nothing to report

New Business:

- a. Eversource Easement and contracted rates: We have received easement paperwork stating that they are looking to replace lines that extend over and across public waters. We received this notification as we are an abutting land owner. They may also be looking to make a temporary substation more permanent. Superintendent Lefebvre also stated that our Eversource contracted rates expired in August 2022, and we are on default service, paying a much higher rate. He is currently shopping for commercial rates, and is hoping to hear back by the end of the week.
- b. NHDES LSLI Grant: There will be a new Lead and Copper rule coming effective in October 2024. Donny and CJ are working with the NHDES on a \$50,000 grant to help with the costs of determining an inventory of all 3,500 services within the BWW distribution system. The grant is designed to create an inventory of service line material (ie: Copper, Brass, HDPE, or Galvanized, etc) Once the inventory is complete, the next phase will be to implement those galvanized services into our Lead and Copper sampling program. It was moved by Commissioner Brungot, seconded by Mayor Grenier, with all in favor to submit the Lead Service Line Inventory, Sampling Plan and Replacement Plan Grant Application in the amount of \$50,000 to the NH Department of Environmental Services. The grant paperwork was signed authorizing Michael Caron, as Chairman of this Board, to execute any necessary documents to effectuate this grant.
- c. NHDES Cybersecurity Grant: The NHDES is offering a grant program for Cybersecurity purposes, and CJ and Donny have been working on this as well. This grant will allow us to computers, software, antiviruses as suggested by Rick Rossi with the Dept of Homeland Security during our Cyber Infrastructure Survey that Donny and CJ worked on with him last year. This is also a \$50,000 grant. It was moved by Commissioner Poulin, seconded by Mayor Grenier, with all in favor to submit the Cybersecurity Implementation Grant Application in the amount of \$50,000 to the NH Department of Environmental Services. The grant paperwork was signed authorizing Michael Caron, as Chairman of this Board, to execute any necessary documents to effectuate this grant.
- d. Review and Approve revised Emergency Response Plan: This plan is not due to be revised until 2025, but with the change in Superintendent, we felt it necessary to revise. It was moved by Commissioner Brungot, seconded by Mayor Grenier, with all in favor to accept the City of Berlin Water Works Public Water System Emergency Response Plan dated January 2020 with revised date of December 2022.
- e. Review and Approve revised BWW Mission & Goals: It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor to accept the City of Berlin Water Works Mission Statement and Planning Goals with revised date of January 2023.
- f. Abatement on City owned demolished properties: We have abated \$14,255.82 of City owned properties that were demolished this summer. This amount will need to be written off.
- g. Office Billing Server: The current office billing server is at end of life after 10 years. We are currently in the process of getting quotes for a new server that needs to be installed and up and running by October 2023. We may be able to use some of the Cybersecurity Grant funds to purchase this upgrade if we are approved for the grant.
- h. Review and Approve Red Flag Policy: It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor to accept the City of Berlin Water Works Identity Theft Prevention Program/Red Flag Policy with revised date of January 2023.
- i. Other New Business: Superintendent Lefebvre requested that Donny be included in any closed session discussions, as he will fill in for the Superintendent any time Steve is not here. There were no objections by the Board at this request.
- j. Approve Other & Communications:

There was no other business to discuss with the Board

The Board will hold their next regularly scheduled meeting on February 15, 2023 at Noon in the BWW Office Board Room.

There was neither Public nor Board comments.

At this time, it was moved by Commissioner Brungot, 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 12:58pm.

At 1:10pm, it was moved by Commissioner Brungot, 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 wage increases as well as salary review and pay increase date changes for non-union staff to the beginning of the fiscal year as opposed to month of hire. It was moved by Commissioner Poulin, seconded by Mayor Grenier, with all in favor, to make the changes based on the Superintendents recommendation pending confirmation that there is no existing policy in place.

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

The meeting did so adjourn at 1:15pm.

A True Record:

Attest:


Paul Poulin, Clerk of the Board