

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Michael Caron at 12:00pm. Commissioners present were Paul Ingersoll, Paul Poulin, Sean Brungot, and ex-officio member Mayor Paul Grenier. Also in attendance were Superintendent Steven Lefebvre, General Foreman/Chief Operator Donny Labrecque and Cindy Valliere.

There were no other Public or Board comments.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll, with all in favor to accept and place on file, the minutes February 22, 2023.

Under the Berlin Water Works Monthly Status Report dated March 10, 2023, Superintendent Lefebvre reviewed and discussed the following with the Board regarding February activity:

1. Treatment Systems - Ammonoosuc Treatment Facility & Brown Farm Well:
 - a. Having issues with our coagulation process. A representative from GAC came up and did some water testing. He recommended trying a different polymer. GAC sent up a bag of new polymer to try. We did not get the results we were hoping for with the new polymer. We are currently back on our original polymer. The representative said he will come up at a later date and do some more jar testing with different products.
 - b. We are still having an issue with back-up generator at Ammonoosuc plant. The transfer switch is not going back to normal phase after cool down. Parts have been ordered and will be repaired asap.
 - c. Ordered and received 2600 gallons of caustic 2/10/23.
 - d. Ordered three rebuild kits for caustic pumps.
 - e. Andro Electric repaired pressure switch on jet mixing pump #3.
 - f. Removed and cleaned the venturi's on filter one and filter two because flows were off do to venturi's being dirty.
 - g. Did TOC, Haa5, and TTHM for the month.
 - h. Had a leak on caustic line at Brown Farm well which has been repaired.
2. Distribution System and Compliance:
 - a. There were no main line or service line breaks in February.
 - b. There were 2 curb stop repairs in February.
 - c. Water supplied into the distribution system for February averaged 1.68 MGD.
 - d. February Ammo Plant = 1.68 MGD. Brown Farm Well February = 0.09 MGD. The daily wasted sludge flow to the City Pollution Control Facility February = 55,329 GPD.
 - e. Brown farm Well ran for 6 days in February.
 - f. Burgess Bio-Mass daily average water usage was 0.88 MGD.
 - g. Burgess Bio-Mass was offline for 0 days for month of February.
 - h. We turned on blow off on Jericho Road on February 3rd.
 - i. We had snow machine into dam and puff up the bladder.
 - j. Crew repaired the hydrant that got hit on Nibroc Street. The person that hit hydrant is making payments for repair.
 - k. We are continuing with meter upgrades.
 - l. The plumber got a meter set up for 601 Hillside Ave. This is a new house that was built and will be a new customer.
 - m. Tom Rosek replaced galvanized line at 60 Mason St on February 10th.
 - n. Crew dug and repaired curb stop at 85 Grafton Street on February 13th.
 - o. Water turned on for new Walgreens building on February 16th.
 - p. On February 17th, a lightning strike took out PLC at Lancaster and DP cell at Forbush tank. Had to go to tanks daily to check levels. Everything is now back up and running. Charlie will order parts. We ran the well and tank overflowed.
 - q. We picked up the parts we bought from A&B excavating and added them to our inventory.
 - r. We received payment from the City for the tax deeded properties totaling \$3,501.68.
 - s. Crew plowed treatment plants, office and pumps.

- t. Superintendent Lefebvre and Donny have been working on revamping the inventory, eliminating antiquated parts that we no longer use. We removed them from inventory and are going to try and sell them and get some money. We are going to remove from our books as well.
- u. All Inventory has been counted.

3. BWW- 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. 15 Iperl Meter, 9 Backflow Preventors, 14 Radio Reads and were installed in February. A total of 24 Iperl Meters, 13 Backflow Preventors, 24 Radio Reads and were installed in 2023 to date.
- b. There are 4 meters to be repaired as of 03/10/2023.
- c. Donny L. completed the testing of 5 backflow devices in the month of February.

5. Office System & Building Upgrades & Personnel Training

- a. We hosted a class on February 2nd on Water Quality: Enhance Your Everyday Operation.

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

- a. We added the property located at 190-192 Willard Street to the monthly billed accounts instead of quarterly at the owner's request following several quarters of high usage. There are now a total of 54 accounts being billed monthly.

7. Safety/Personnel/Other

- a. BWW has not had a Lost Time Accident (LTA) in the last 1,265 days.

It was moved by Commissioner Brungot, seconded by Mayor Grenier, with all in favor to accept and place on file the Berlin Water Works Monthly Status Report dated March 10, 2023.

It was moved by Commissioner Poulin, seconded by Mayor Grenier, with all in favor to accept and place on file the Cashier's Report for the month of February 2023.

Under Old Business:

- a. Capital Improvement Project Status: Nothing to report.
- b. Route 110 Project: Nothing to report.
- c. Wight Street Break: Nothing to report.
- d. New Vehicles: Nothing to report.
- e. Well Pump Motor Ground Fault: Nothing to report.
- f. Proposed Union Contract Addendum: We have raised the mechanic stipend last meeting and are waiting for the union president to return from vacation so that we can work on this addendum.
- g. Job Posting: Superintendent Lefebvre informed the Board that they have interviewed 3 really good candidates for the mechanic position and will offer the position to one of them this week.
- h. NHDES LSLI Grant: The grant paperwork should have been presented to Governor and Council at the end of February. We are waiting to hear if our application has been approved.
- i. NHDES Cybersecurity Grant: We have not yet submitted this grant, as we have just recently received a quote from Charlie from EII for the recommended firewall and security upgrades on the system at the treatment plant.
- j. Office Billing Server: We have received 3 quotes on the billing server and may be able to use some of the Cybersecurity Grant funds to purchase this upgrade if we are approved for the grant.
- k. Other Old Business: Nothing to report

New Business:

- a. Re-appoint Commissioner Brungot: Commissioner Brungot has stated that he would like to continue serving on the Board of Water Commissioners. A letter will be sent to the City Clerk for approval at the next City Council session.
- b. Knollwood Energy Credit: We received a check for \$236 for energy credits in the 3rd quarter of 2022.
- c. Review & Approve Water Quality Report for Calendar Year 2022: Donny and CJ have completed the Water Quality Report for calendar year 2022. It was moved by Mayor Grenier, seconded by

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- Commissioner Ingersoll with all in favor to accept the Water Quality Report for calendar year 2022. This report will be included with our May quarterly & monthly water bills for all customers.
- d. FY24 Budget review: Superintendent Lefebvre informed the Board that the office staff is currently beginning to work on the FY24 budget. The Board would like to see draft financials sent out and then they would like to hold a work session after having time to review the financial documents.
 - e. Approve Other & Communications: Superintendent Lefebvre informed the Board that during the cyber assessment last year with DHS, they highly recommended that we move our domain to a .gov. We have looked into it, and are eligible to register for one if we so choose. The Board and Mayor Grenier suggested that we contact Pam Laflamme to see if we could piggyback off the city's berlinnh.gov domain and have emails through them as we do not use the domain for a website. CJ will look into this. It was moved by Mayor Grenier, seconded by Commissioner Ingersoll with all in favor to allow the Superintendent to move forward in the best manner with moving to a .gov domain after speaking with Pam.
 - f. The Superintendent asked the Board if they would allow CJ to hold Berlin Youth Hockey meetings in the Water Works board room after hours once a month. The Board had no issues as long as CJ is present for all meetings held here.

There was no other business to discuss with the Board

The Board will hold their next regularly scheduled meeting on April 19, 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 Ingersoll, with all in favor to enter into a Non-Public Session RSA 91A:3II(a) – Personnel – Wages-Grievance. By roll call vote, with all members voting in favor, the Board entered into the non-public session at 12:34pm.

At 12:42pm, it was moved by Mayor Grenier, 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.

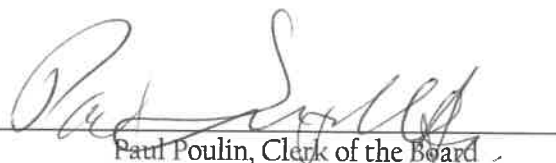
During the closed session, the Board discussed wages for non-union employees. It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor, to make the changes as presented by the Superintendent.

There being no further business to come before the Board at this time, it was moved by Mayor Grenier, seconded by Commissioner Brungot, 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

