

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, and Sean Brungot. Also in attendance were Superintendent Steven Lefebvre, General Foreman/Chief Operator Donny Labrecque and Cindy Valliere. Commissioners absent were Paul Poulin and ex-officio member Mayor Paul Grenier.

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 March 15, 2023.

Under the Berlin Water Works Monthly Status Report dated April 14, 2023, Superintendent Lefebvre reviewed and discussed the following with the Board regarding March 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. ASCO company came up and changed out transfer switch for generator at Ammonoosuc Plant correcting issues with generator. We had to shut power to plant for four hours and run the well.
  - c. Fixed caustic leak Brown Farm Well.
  - d. Fixed chlorine leak and caustic leaks at Ammonoosuc plant.
  - e. Training Craig Bartoli on city sampling procedures, and on State Prison bacteria testing.
  - f. Cleaned and organized Androscoggin Plant.
  - g. Ordered partial load of polymer until we find solution
  - h. Order full load of Bicarb.
  - i. We received PFAS sample bottles. We collected and sent samples to lab for first of four tests. We had to run well to collect samples.
  - j. Marc Bergeron found valve that was broken open. Androscoggin Electric came up and repaired valve.
  - k. Working on selling old pilot unit to David Leblanc at West Tech.
  - l. Removed both Doors on Konex box at Ammonoosuc.
2. Distribution System and Compliance:
  - a. There were no main line or service line breaks in March.
  - b. There were 0 curb stop repairs in March.
  - c. Water supplied into the distribution system for March averaged 1.78 MGD.
  - d. March Ammo Plant = 1.78 MGD. Brown Farm Well March = 0.09 MGD. The daily wasted sludge flow to the City Pollution Control Facility March = 53,796 GPD.
  - e. Brown farm Well ran for 1 day in March.
  - f. Burgess Bio-Mass daily average water usage was 0.91 MGD.
  - g. Burgess Bio-Mass was offline for 0 days for month of March.
  - h. Vehicle maintenance: working on 315. Changed bushing and pins on front bucket, emptied sander washed, and did yearly maintenance, removed from truck for summer.
  - i. Read monthly Meters and are continuing with meter upgrades.
  - j. Plowed treatment plants, pump stations and office four times. Also plowed around the well that needs to be repaired so we can repair as soon as possible.
  - k. Shoveled hydrants, organized and cleaned basement at storehouse and disposed all old paint.
  - l. Got dumpsters to the Androscoggin Plant and got rid of one load of scrap steel and two loads of trash. Cleaned and organized the area.
  - m. Brought down file cabinets from Andro to office. Revamped office for more filing cabinets.
  - n. Got dumpsters at storehouse. Hauled one dumpster of trash and two of scrap steel.
  - o. Our new mechanic accepted job on 3/20/23 and started on 3/27/23.
  - p. White Mountain Lumber hauled our 250 loader to Lancaster to have new tires put on and then back to storehouse.

- 2523
- q. Put door knockers on for non-payments. Total due was \$18,260.89 collected \$16,153.12, and the rest have agreements. No one was shut off.
  - r. Ordered new glass beader to clean meter parts on March 29th.
  - s. Swept office parking lots with sweeper.
  - t. PWD is buying hydro-seeder from us for \$3,500. We gave them a deal on the machine and we will be able to use if needed in future.
  - u. Androscoggin electric purchased old materials for \$1,000.
  - v. Whitefield PWD bought some water pipe fittings for \$300.
  - w. Bob Chapman purchased scrap steel and materials totaling \$10,265. Total collected for scrap and materials was \$15,065.

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. 38 Iperl Meter, 13 Backflow Preventors, 31 Radio Reads and were installed in March. A total of 59 Iperl Meters, 26 Backflow Preventors, 55 Radio Reads and were installed in 2023 to date.
- b. There are 4 meters to be repaired as of 4/04/2023.
- c. Donny L. completed the testing of 22 backflow devices in the month of March.

5. Office System & Building Upgrades & Personnel Training

- a. Nothing to report

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

- a. Nothing to report

7. Safety/Personnel/Other

- a. BWW has not had a Lost Time Accident (LTA) in the last 1,296 days.

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 April 14, 2023.

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 March 2023.

Under Old Business:

- a. Capital Improvement Project Status: Nothing to report.
- b. Route 110 Project: We had a meeting on March 7, 2023 and went over Site Investigation, overview of Project Objectives, Water & Wastewater Flow Projections, Dead River Pump Station Evaluation, and Phased Distribution and Sewer Collection Improvements. The next steps are to complete the Conceptual Design, Summary and Cost Estimates.
- c. Wight Street Break: We did receive a quote from Central Paving to complete the final pave. We are still waiting on a quote from Tri-State for the 40' of curbing.
- d. New Vehicles: Our new truck has been built and was sent to have the hideaway fifth wheel hitch and stainless-steel v-plow installed. We should be receiving in early May.
- e. Well Pump Motor Ground Fault: The 100hp submersible motor from Barrie Millers Well and Pump Service has come in and we are scheduled to start the project on May 1, 2023.
- f. Proposed Union Contract Addendum: Instead of doing an addendum, we sent a letter to the President of the Union outlining what we were intending to do. We did this upon advice from the Union Representative. When negotiating opens, we will add this new language into the contract.
- g. Job Posting: We did hire a new mechanic, and he started on March 27, 2023. He is doing an outstanding job thus far.
- h. NHDES LSLI Grant: The Lead Service Line Grant was approved by Governor & Executive Council on March 22, 2023. The grant is \$50,000 to develop and implement a drinking water service line inventory, and funds must be disbursed by March 30, 2024.
- i. NHDES Cybersecurity Grant: We have submitted the Grant application to the NHDES. We are waiting to hear back on if we need to make any changes to the application.

- 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. Re-Appoint Commissioner Brungot: On April 3, 2023, the Council unanimously approved the re-appointment of Commissioner Brungot, with a term ending of May 1, 2027.
- l. Other Old Business: Nothing to report

New Business:

- a. Review & Approve Charge-Out Rates: There were some changes made to the rate sheet this year. We updated the hourly Labor charge. It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll, with all in favor to accept and place on file the 2023/24 Berlin Water Works Hourly Charges & Special Services effective April 18, 2023.
- b. Re-Appoint Commissioner Chairperson & Clerk: It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot, with all in favor to re-appoint Michael Caron as the Berlin Water Works Chair. It was moved by Commissioner Ingersoll, seconded by Commissioner Brungot, with all in favor to re-appoint Paul Poulin as the Clerk for the Board of Water Commissioners.
- c. Review and Approve Governance Letter and Audit Findings from Vachon Clukay & Co (FY2022 Financials): It was moved by Commissioner Brungot, seconded by Commissioner Ingersoll, with all in favor to accept the Governance Letter and Audit Findings from Vachon Clukay & Company PC dated April 6, 2023 and financial statements ending June 30, 2023.
- d. FY24 Budget Review: Board was sent the budget via email last week for review. The proposed budget reflects a significant increase compared to the FY2023 Budget. After the Board has had time to review the documents, there were discussions on how to balance the budget. The Board has agreed to allocate funds from the Capital Improvement accrual account to balance the FY2023 budget and have agreed to leave out the \$150,000 in additional Capital Improvement contributions from the FY2024 budget. It was also discussed to raise the water rates for all customers to make up the remaining deficit on the FY2024 budget. This water rate increase will mark the first increase in water rates in 25 years, with the last increase being April 1998. This increase will be a 5% water rate increase and an additional \$3 increase on the base assessment charge per quarter. The board has agreed not to hold a work session as they have no further questions or comments to discuss regarding the Draft FY24 Budget. The forecasted FY2024 Draft Budget will be presented at the public hearing which is scheduled for May 30, 2023 at 5:30pm at City Hall. A public announcement will be made after the budget has been approved.
- e. Approve Other & Communications:

There was no other business to discuss with the Board

The Board will hold their next regularly scheduled meeting on May 17, 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 Brungot, 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 12:44pm.

At 12:52pm, 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 a personnel matter.

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

The meeting did so adjourn at 12:54pm.

A True Record:

Attest:

  
Paul Poulin, Clerk of the Board

