

July 22, 2020

A regular meeting of the Board of Water Commissioners was called to order by Acting Chairperson Sean Brungot at 12:00 noon held in our Willow Street Garage. Commissioners present for this meeting were Paul Ingersoll and Paul Poulin. Absent from this meeting was Michael Caron and ex-officio member Paul Grenier. Also in attendance were Superintendent Carrigan & Lynne C. Lessard.

There was neither Public nor Board comments.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll with all in favor to accept and place on file, the Minutes of June 17, 2020.

Under the Berlin Water Works Monthly Status Report dated July 22, 2020, Superintendent Carrigan reviewed and discussed the following with the Board for June's activity:

1. Treatment Systems – Ammonoosuc Treatment Facility & Brown Farm Well:
 - a. There were chemical deliveries of 5,000 gallons of PC 605, 2,500 gallons of caustic and 2,500 gallons of cl2.
 - b. A&E Electric replaced the conduit from the electrical box to the vault at Lancaster Street Tank because it was split & water was getting in.
 - c. One of the computers at the plant malfunctioned. It was taken out of service and new updates and video were installed and now is working fine.
 - d. The staff cleaned both filters and clarifier. We used 200 gallons of caustic & 200 gallons of chlorine in both filter & clarifier.
 - e. We transferred 200 gallons of caustic and 200 gallons of chlorine to the Brown Farm Well from the Treatment Plant.
2. Distribution System & Compliance:
 - a. Water supplied into the distribution system for June average 1.89 MGD.
 - b. The Ammonoosuc was 1.69 MGD and Brown Farm Well was .20 MGD.
 - c. Daily wasted sludge flow to the City Pollution control Facility was 121,415 GPD.
 - d. Brown Farm Well ran for 6 days in June so we could clean the filters at the Treatment Plant.
 - e. Burgess Bio-Mass daily average water usage was 1,026,600 GPD.
 - f. Burgess Bio-Mass was offline for zero days in June.
 - g. There were no service lines, main lines or curb stop repairs in June.
 - h. We have been cutting brush and grass on our cross-lot and tank areas.
3. Water Meter Replacement & Backflow Preventers Project:
 - a. Donny completed testing of 16 backflow devices. Thirteen of those were at the Federal Bureau of Prisons. We now will be testing theirs moving forward and testing has increased from \$50 to \$60 for each test.
 - b. We have received 2 of our new handheld meter readers and had a training session on the set-up and operation of the units. They are much quicker than the old units with a cost of \$15,040.00.
4. Cost Reduction/New Income/Improvements/New Customers:
 - a. We are working with our GPS unit & upgrading our mapping on the People GIS System.
 - b. June's water usage for June for the 51 accounts was \$119,745. Of this, Burgess Bio-Mass was billed at \$69,257 and FBOP for \$20,054.00.

5. Safety/Personnel/Other:

- a. BWW has not had a Lost Time Accident in the last 315 days.
- b. The quarterly JLMC Safety Meeting was held at our office.

It was moved by Commissioner Poulin, seconded by Commissioner Ingersoll with all in favor to accept and place on file, the Berlin Water Works Monthly Status Report for the month of June, 2020.

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 June 2020.

Under Old Business:

- a. Project Status:
 - 1. Running Water Service Lines: We completed the three services on Main Street. They have all been base paved. Normally after 90 days, we would do the final paving. As this is on Main Street, we will do the final paving 30-40 days and revisit next year for any settling problems.
 - 2. Western Avenue: We have less than 100 feet to go. There is a lot of ledge to hammer. For two weeks we have just been hammering out the ledge. Our crew is small and we have been working on it five days a week.
- b. BWW Office Building Settling Issues: Superintendent Carrigan handed out to the Board a copy of a letter from Attorney Oliver to AR Couture Constructions Attorney Jack Crisp dated June 18th, 2020. The letter outlines BWW's proposal and we are waiting for Attorney Crisp to respond.
- c. Source Water Protection Grant Status:
 - 1. Brown Farm Well Fencing: We will be doing the fencing early August.
- d. BWW Response to COVID-19: We have opened up our office and installed a plexi-glass barrier partition at the customer counter. We also have been reading meters for the quarterly billing and have started shut-off's for delinquent customers.
- e. Inactive Accounts Status: As discussed during last month's meeting regarding several accounts that were not updated in our billing system & were not receiving quarterly bills, the office sent letters to those customers that their upcoming August quarter bill will reflect that usage that was not being charged. One customer stopped by our office to discuss the situation and was polite & understanding of the situation. He had said that a few years ago on several occasions that he tried to tell the office clerk that his bill was too low but apparently was misunderstood where the office insisted that his bill was correct so he gave up trying. Another customer has not responded to the letter, but was notified they would be shut for non-payment for their delinquent account prior to COVID-19 charges.
- f. Small Claims Notices: CJ has been working on notices and has started the filing process. Acting Chair Brungot signed the "Authorized Representative Designation Form" as required by the court system. This form duly authorizes the Superintendent as the Authorized Representative and three office employees are listed as Alternative Representatives.
- g. Other Old Business: As requested from last month's meeting, we contacted NHDES regarding the issue of Milan Container parking their dumpsters on the land near our well head protection area. The State informed BWW that as long as there is no contamination going into the ground, there is nothing they can do. Since last month's meeting with the owner, he has moved the containers out of the field. Our biggest concern is about a 400 foot radius near the well and that the State is not as concerned as long as the dumpsters are outside the 400 foot area. We have been visually inspecting daily and doing our best management practice. The Superintendent said that the State requires BWW to test yearly for at least 60 different contaminants. Chair Brungot asked if we could test more often. The Superintendent will look into this for the cost to see if it would be feasible for BWW to incur the cost but as long as the 400 foot area is clear, it may not be as much of a concern to do additional testing.

There was no other Old Business to discuss with the Board.

Under New Business:

- a. FY21 Propane Bids: From the four bids received, we awarded the FY2021 Propane Bid to CN Brown for 1.139 per gallon. The Superintendent said that we own 80 percent of our tanks and will need to purchase a few more. This way, when BWW goes out for bid next season, we will own all of our tanks and will not have to worry about switching tanks with a different vendor.
- b. Eversource Surplus: We received a letter dated June 25, 2020 from Eversource with reference to "Net Metering Annual Payout Options". We elected to keep the surplus credit of 65,000 kWh. This credit offsets the demand charge.
- c. SRL #06: It was moved by Commissioner Ingersoll, seconded by Commissioner Poulin, with all in favor to make payment on our SRL #12 loan in the amount of \$82,046.25 due September 1st.
- d. Approve & Other Communications: The Superintendent told the Board that we are processing our final reimbursement to the State and this will close out our SRL #12 loan and will begin spending with our Capital Improvement Funds.

There was no other New Business to discuss with the Board.

The Board agreed to hold their next regular scheduled meeting on August 19, 2020 at noon. The location is to be determined.

There were no public Comments.

Under Board Comments, Commissioner Ingersoll questioned what the fire protection charge for a customer who is not near a fire hydrant. The Superintendent said that it is the Board's policy and that if you own a dwelling and being taxed, we charge the fire protection. This fee is used for maintenance of the hydrants in the City. Commissioner Ingersoll said that the person he spoke with said that the fire department would use the river water in the event of a fire. Actually, whether using hoses to hydrants or a tanker truck that all water would be taken from the Berlin Water Works distribution system.

The Board did not enter into a non-public session.

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

The meeting did so adjourn at 12:37pm.

A True Record:

Attest: 
Paul Poulin, Clerk of the Board