

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

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 April 18, 2023.

Under the Berlin Water Works Monthly Status Report dated May 12, 2023, Superintendent Lefebvre reviewed and discussed the following with the Board regarding April 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. Looking for pricing on new pump for caustic.
 - c. Working on selling old pilot unit to David Leblanc at West Tech.
 - d. Working on pre-bicarb injection on raw water to improve process efficiency.
2. Distribution System and Compliance:
 - a. There were no main line or service line breaks in April.
 - b. There was 1 curb stop repair in April.
 - c. Water supplied into the distribution system for April averaged 1.97 MGD.
 - d. April Ammo Plant = 1.97 MGD. Brown Farm Well April = 0.00 MGD. The daily wasted sludge flow to the City Pollution Control Facility April = 47,458 GPD.
 - e. Brown farm Well ran for 0 days in April
 - f. Burgess Bio-Mass daily average water usage was 0.98 MGD.
 - g. Burgess Bio-Mass was offline for 4 days for month of April
 - h. Vehicle maintenance
 - Welded on Black Mack
 - Installed new brushes on backhoe broom
 - Installed new brakes and muffler on #8
 - Changed out leaking hoses and tracks on cat skid steer
 - We removed plows, sander and welder for the summer
 - i. We purchased a steam cleaner worth over \$5,000 for \$1,900 this will be used to de-grease and clean equipment.
 - j. Working on small equipment for summer work
 - k. Cleaned and organized garage moved tire rack and spare tires to Androscoggin
 - l. Read meters for quarterly billing
 - m. Continuing with meter upgrades
 - n. We put door knockers on houses for failure to make appointment
 - o. Had a bicarb load delivered to Ammonoosuc plant
 - p. Burgess Bio had EJP come and calibrate their water meters we assisted by shutting valve down because one of their valves did not close tightly
 - q. We shut blow off on Jericho Road off a total of 1,425,600 gallons used to prevent main from freezing.
 - r. PWD pulled a water service line on Lincoln Ave, we repaired service
 - s. Donated four pallets of sand bags to PWD
 - t. Purchased and set up new sandblaster for meters and auto parts
 - u. We cleaned out behind old M&M building. Moved hydrant rack and hydrants down behind garage. We removed all grass and put in gravel
 - v. We moved all blocks and Jersey barriers to our pit
 - w. We hauled all tar from pit to Alberts pit

- 1252 F
- x. We sifted and hauled rock to Androscoggin
 - y. 4/12/23 Home owner at 8 Adam Street came in complaining about water in his basement. We investigated and found that his service was leaking. We gave him a list of contractors and he has had his service line repaired.
 - z. 4/18/23 We dug and repaired broken curb stop at 59 Norway Street. PWD had a sewer issue there. We worked with them to correct issue they said they will pave.
 - aa. 4/20/23 We installed and insulated new copper service from main to property at 796 Kent Street. Service line was buried in coal ash and kept leaking.
3. BWW- CAPITAL IMPROVEMENT PROJECTS: \$750,000.00
- a. Total expended to date: \$397,893.73 (53.05%)
 - b. Funds remaining: \$352,106.27 (46.95%)
4. Water Meter Replacements and Backflow Preventers Project:
- a. 33 Iperl Meter, 16 Backflow Preventors, 35 Radio Reads and were installed in April. A total of 95 Iperl Meters, 42 Backflow Preventors, 90 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 16 backflow devices in the month of April.
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 1,326 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 May 12, 2023.

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

Under Old Business:

- a. Capital Improvement Project Status: Nothing new to report.
- b. Route 110 Project: Nothing new to report.
- c. Wight Street Break: we have received quotes from Wintergreen Landscaping and Central Paving for the remaining work.
- d. New Vehicles: Nothing new to report.
- e. Well Pump Motor Ground Fault: The 100hp submersible motor, new pump bowl assembly and new 8" check valve that we ordered from Barrie Millers Well and Pump Service have all been installed. We started on May 1, 2023 and finished on May 8, 2023. Well number one was placed back in service on May 9, 2023 after passing a bacteria test. Barrie Millers crew found that the power wire was sliced and caused the pump to short out.
- f. NHDES LSLI Grant: Nothing new to report.
- g. NHDES Cybersecurity Grant: Nothing new to report.
- h. Office Billing Server: Nothing new to report.
- i. Dot Gov Domain: CJ reached out to Pam Laflamme based on the Boards request to look into the costs associated with BWW moving to a dot gov domain and possibly piggybacking on to the citys berlinnh.gov domain. It was recommended by Superintendent Lefebvre to move forward with our own domain and purchase the emails and website for the longest period currently available to lock in the discounted introductory rate for 3 years. The Board signed the required documentation to move forward with obtaining the dot gov domain and CJ will begin working on this.
- j. Other Old Business: Nothing to report

New Business:

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- a. 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.
- b. Eversource contracted rates: Our Eversource contracted rates expired in August 2022, and we are on default service, paying a much higher rate. We went out to bid for commercial energy pricing for electricity and locked in pricing for eight months at \$0.09928 with Freedom Energy, down from \$0.22566 /kWh. We went out to bid again and have locked into a four-year contract at \$0.1194 until October 2027.
- c. Approve Other & Communications: Commissioner Ingersoll expressed concerns about newly revised work hours for both the crew and the office. Mainly the office being closed for the afternoons on Friday during construction season. After Board discussion, the office and crew will continue to work adjusted hours until Columbus Day on a trial basis.

There was no other business to discuss with the Board

The Board will hold their next regularly scheduled meeting on June 21, 2023 at Noon in the BWW Office Board Room.

There was neither Public nor Board comments.

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

The meeting did so adjourn at 12:40pm.

A True Record:

Attest:


Paul Ingersoll, Acting Clerk of the Board

