

August 23, 2023

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

Chairman Caron announced his resignation from the Board of Water Commissioners due to a change in his legal residence. The resignation was regretfully accepted by the Mayor and City Council during their meeting on August 21, 2023. The members of the Board thanked Chairman Caron for his many years of service as a Water Commissioner and wished him well.

At this time, it was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor to appoint Commissioner Sean Brungot as Chairman of this Board and to allow office staff to adjust all related accounts with signature authorization to remove Chairman Caron and add Chairman Brungot.

At this time, Mayor Grenier announced that during their meeting on August 21, 2023, Mayor and City Council appointed Frederick Treiss as new Water Commissioner to fill the unexpired term of Commissioner Caron, with a term expiring on May 01, 2025.

There were no other Public or Board comments.

It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor to accept and place on file, the minutes June 28, 2023 as there was no meeting held in July due to scheduling conflicts.

Under the Berlin Water Works Monthly Status Report dated August 11, 2023, Superintendent Lefebvre reviewed and discussed the following with the Board regarding June and July activity:

1. Treatment Systems - Ammonoosuc Treatment Facility & Brown Farm Well:
 - a. Began monitoring chlorine residuals at tanks for summer, added pool floaters for chlorine tabs.
 - b. Surge relief valve at Ammonoosuc plant needs to be repaired.
 - c. Androscoggin Electric fixed blown fuse in the raw water vault.
 - d. We did PFA's water samples at Brown Farm Well for the EPA.
 - e. Androscoggin Electric fixed an electric short at brown farm well.
 - f. Lightning strike damaged dp cell at Forbush Tank we ran tank manually until pressure transducer was installed. We will need to order plc for Forbush Tank all spare inputs are burnt out. We are getting pricing for new plc and a spare.
 - g. Ice damaged roofing at Ammonoosuc plant water is coming into building. We are getting pricing to repair roof and will fix as soon as possible
 - h. Having issues with our coagulation process. Still working on finding better polymer options. Two representatives from GAC came up and did some water testing. He recommended lowering temp on water for mixing. GAC sent up new polymer to try.
 - i. Looking for pricing on new pump for caustic
 - j. Fixed chlorine leak at the well.
 - k. 7/13/23 received load of bicarb.
 - l. Had to flush polymer line out line was plugging up.
 - m. Working on selling old pilot unit to David Leblanc at West Tech
2. Distribution System and Compliance:
 - a. There were no main line breaks in June or July.
 - b. There was one service line break in June at 236 Champlain St, and no service line breaks in the month of July.
 - c. There were no curb stop repairs in June of July.
 - d. Water supplied into the distribution system for June averaged 1.68 MGD, July 1.93 MGD

- e. June: Ammo Plant =1.66 MGD. Brown Farm Well = 0.02 MGD. July: Ammo Plant =1.55 MGD. Brown Farm Well = 0.38 MGD.
- f. The daily wasted sludge flow to the City Pollution Control Facility June = 65,263 GPD, July 63,789 GPD.
- g. Brown farm Well ran for 2 days in June and 17 days in July.
- h. Burgess Bio-Mass daily average for June water usage was 0.91 MGD, July 1.12 MGD.
- i. Burgess Bio-Mass was offline for 2 days for month of June, and 0 days in July.
- j. Vehicle maintenance:
 - Worked on Service truck to get to pass inspection hopefully will last a couple of years.
 - Changed out transmission lines on #10
 - Serviced the Blue International dump.
 - Changed out brakes and rotors #2.
- k. Completed monthly readings.
- l. Continued with Meter upgrades.
- m. 6/1/23 Repaired hydrant at First and Coolidge Street.
- n. 6/5/23 Finished work at shooting range leveling ground and installing shooting structure for police department.
- o. 6/5/23 Crew finished mulching around office.
- p. 6/6/23 Turned on temps and crew began digging and installing water main and services on Lancaster Street.
- q. Sifted, hauled rock and sand.
- r. Cut grass at Lancaster Tank, Forbush Tank, Godfrey Dam, Office, Plants and pump stations.
- s. Cutting pavement on Lancaster Street.
- t. 6/12/23 Installed new service line for 687 Lancaster Street. Lowered and insulated. Also repaired sewer service that we damaged.
- u. 6/13/23 EJP delivered new handheld reader for meters and programmed the unit.
- v. 6/15/23 Finished laying main line from Belknap to Forbush on Lancaster, pressure tested and chlorinated. The line passed pressure but failed chlorination twice had to re-chlorinate line until it passed bacteria test.
- w. 6/15/23 Investigated possible water leak at 383 Burgess Street and heard water leaking on owner's property. Sent letter giving them 30 days to repair. We will set up temp and shut water to see if that stops water in yard.
- x. 6/19/23 Steve P, Eric and summer kids working for School department on wall and playground. Total bill for Equipment, Labor and Material to date is \$10,802.50
- y. 6/21/23 Bart, Gilcris, and Tyler ran new service for 680 Lancaster Street. Lowered and insulated.
- z. 6/21/23 Put door knockers for non-payments. We collected \$24,500 and agreements were made for the remainder.
- aa. 6/22/23 Moved equipment to Office to sell.
- bb. 6/27/23 Installed, lowered and insulated service for 690 Lancaster Street.
- cc. 6/28/23 Installed, lowered and insulated services for 701 and 677 Lancaster Street. Main line passed bacteria. All services are done and we picked up temps.
- dd. 6/29/23 Moved and fused pipe for intersection tie in at Forbush and Lancaster Street.
- ee. 7/5/23 Did valve tie in at Wescott and Lancaster Street, and reading meters.
- ff. 7/6/23 Crew installed new valve going up Forbush St, and reading meters
- gg. 7/10/23 Relocated hydrant to the back side of the side walk at the corner of Forbush and Lancaster Street, and reading meters.
- hh. 7/11/23 Ran new service for 713 Lancaster Street.
- ii. 7/13/23 Crew tied in Columbia Street to Lancaster Street under sewer to valve going up Forbush Street, and cleaned up washouts on street from rain.
- jj. 7/17-7/19/23 Prepped Lancaster Street for paving.
- kk. 7/20/23 Crew dug a leak at 236 Champlain Street and repaired.
- ll. 7/24-7/25/23 Crew tied in Forbush to Lancaster Street. Started flushing hydrants.
- mm. 7/26/23 Crew prepping for paving and Flushing hydrants.
- nn. 7/31/23 Prep Wight Street for final paving. Moved pipe, fused pipe and cut pavement for Wescott Street, flushing hydrants.

3. BWW- CAPITAL IMPROVEMENT PROJECTS: \$750,000.00
 - a. Total expended as of June 30, 2023: \$435,940.13 (58.13%)
 - b. Funds remaining as of June 30, 2023: \$314,059.87 (41.87%)
4. Water Meter Replacements and Backflow Preventers Project:
 - a. 30 Iperl Meter, 21 Backflow Preventors, 28 Radio Reads and were installed in June.
 - b. 7 Iperl Meter, 1 Backflow Preventors, 2 Radio Reads and were installed in July.
 - c. A total of 147 Iperl Meters, 68 Backflow Preventors, 137 Radio Reads and were installed in 2023 to date.
 - d. There are 4 meters to be repaired as of 7/08/2023.
 - e. Donny L. completed the testing of 22 backflow devices in the month of June.
5. Office System & Building Upgrades & Personnel Training
 - a. Steve L, Craig G, and JD had an online class on water main disinfection.
 - b. Craig Bartoli passed his Grade II Water Treatment Test and gets an additional stipend for both the license and moving up from Grade 5 to Grade 6.
 - c. Steve L. and Marc B. had a class in Lincoln on Polymer and Corrosion Control. Everyone has all CEU's needed for 2022-2023 Renewal year.
6. Cost Reduction/New Income/Improvements/New Customers
 - a. Nothing new to report.
7. Safety/Personnel/Other
 - a. BWW has not had a Lost Time Accident (LTA) in the last 1,418 days.

It was moved by Commissioner Poulin, seconded by Mayor Grenier, with all in favor to accept and place on file the Berlin Water Works Monthly Status Report dated August 11, 2023.

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

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

Under Old Business:

- a. Capital Improvement Project Status:
 1. Lancaster Street: We have finished laying the main line and services on Lancaster Street. To date, we have installed 372' of main line and 353' of service lines. The main line passed both the pressure and bacteria testing. Lancaster Street has been prepped and base paved and we will final pave in the fall.
 2. Westcott Street: We began cutting pavement, fusing pipe and laying new water main on Westcott Street.
- b. Route 110 Project: Nothing new to report.
- c. Wight Street Break: The repairs to the sidewalk and the road have been finished. The sidewalk repair was \$3,712 and the paving was an additional \$10,980.
- d. New Vehicles: We will be accepting delivery of the new truck from Grappone next Thursday.
- e. NHDES LSLI Grant: Nothing new to report.
- f. NHDES Cybersecurity Grant: Superintendent Lefebvre referred to Donny and CJ to update this item, as they are the ones familiar with the information. We originally submitted this grant application back in March 2023, and Donny has checked periodically on its status. On August 8, 2023 we were notified that we received the approval for the amount of \$50,000. Two days later, the NHDES reached back out and stated that there was an error in the processing and that Wastewater was awarded the Grant and that the DES had never received our application. We re-sent them copies of all of the paperwork that we had originally submitted, and were later told that they had found our original grant packet on the desk of someone who had changed positions with the DES. With all paperwork now being out of date, we are required to get new pricing and complete all new paperwork. Donny and CJ are in the process of working on that submission. CJ informed the Board that since the new grant application is not

- completed yet, the Board would need to vote to enter into an ARPA Grant Agreement with the NHDES for up to \$50,000 to implement cyber-security improvements to our water system. It was moved by Mayor Grenier, seconded by Commissioner Treiss, with all in favor to enter into an ARPA Grant Agreement with the NHDES for up to \$50,000. It was also moved by Mayor Grenier, seconded by Commissioner Treiss, with all in favor to sign a Certificate of Vote Authorization, authorizing Chairman Brungot to execute any documents necessary to effectuate this grant on behalf of Berlin Water Works.
- g. Office Billing Server: We are waiting on confirmation from the NHDES whether grant funds will be approved to purchase the server. The current server is approaching end of life and needs to be upgraded regardless, and the purchase amount was budgeted for incase it is not eligible to be covered by the grant.
 - h. Office Employee Position Opening: We are still looking to fill this position. We will be posting the opening on Indeed this week. Superintendent Lefebvre informed the Board that Lynne was planning to be done in September, but due to the fact that we have not yet hired a part time clerk, CJ has not been able to focus on training with Lynne, and so the he asked the Board for permission to allow Lynne to stay on longer, possibly December, to ensure that CJ can be properly trained. He also asked the Board to consider allowing Lynne to work per diem next spring to help with the FY25 budget and closing out FY24, as CJ has not been able to concentrate on learning either of those. The Board agreed.
 - i. Other Old Business: Nothing to report.

New Business:

- a. Review and Approve FY23 Budget Expenditures: It was moved by Mayor Grenier, seconded by Commissioner Treiss, with all in favor to accept, and place on file, the FY23 Budget expenditures with the stipulation that clarification of where the \$57,672.72 of overbudget funds came from. This information was provided to the Board after the meeting.
- b. Leftover Meter Funds to Rollover to FY24: Superintendent Lefebvre informed the Board that due back ordered products and lead times, there were leftover unused moneys allocated to the FY23 meter budget that he requested permission from the Board to transfer to the FY24 restricted cash. It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor to encumber the \$17,807.67 into the FY24 Restricted Cash.
- c. Burgess BioPower District Heat Project: Superintendent Lefebvre informed the Board that he and CJ had a meeting with Mayor Grenier, Pam Laflamme and Wilson Engineering regarding a Burgess BioPower District Heat Project. The city is working with Burgess to prepare Grant paperwork for the project and Berlin Water Works would like to be a contractor for water main and service line installation as well as fusing heat lines if/when the project takes place.
- d. Sealed Equipment Bid Results: Superintendent Lefebvre informed the Board that we raised \$44,875 as a result of the sealed equipment bids that were held in July. He also informed them that we are starting another bid to include both the Gray Mack and Black Mack Dump Trucks as they are no longer inspectable. The funds will be allocated to the Vehicle Purchases Restricted Cash.
- e. Kearsarge Energy – Solar Field at Androscoggin/BFW Field: Superintendent Lefebvre had a meeting with Malcolm Bliss from Kearsarge Energy regarding a potential lease of land in the Brown Farm Well Field for a Solar Field. There was a similar project completed in Manchester, and Donny is working on getting more information and feedback regarding that project. The Board was given a copy of the initial Site Assessment completed by Kearsarge Energy on 8/03/2023. Kearsarge Energy would own and maintain the entire solar array, and would pass along discounted energy costs and possible surplus of unused power.
- f. Androscoggin Plant Equipment Removal and Possible Rental of Building Space: We have currently received two quotes on removing the equipment from the Androscoggin Plant as we have Chad Poulin from Androscoggin Electric who is very interested in leasing the building. It was moved by Mayor Grenier, seconded by Commissioner Treiss, with all in favor, to allocate \$15,000 from the Buildings Maintenance & Garages Restricted Funds to complete the necessary work to get the building ready. There is work that needs to be completed in the building as well, which Chad has agreed to complete as part of his lease agreement. Chad has submitted a proposal to the Board. After their review, there were some changes they would like made, as well as a lease agreement drafted by our lawyer for the next meeting. Mayor Grenier also stated that he would like to see the rent monies added as an additional; revenue line item when the time comes.

- g. North Country Growers Greenhouse Dedicated Water Line: They have reached out to us in regards to the possibility of installing a dedicated service line directly from the Brown Farm Well. The Greenhouse will have two 4 million-gallon lagoons that they would like filled with non-chlorinated water. They will need to get easements from property owners, including us, to make this happen. A meter house and check valve would be needed at the Brown Farm Well, all of which they would be responsible for the installation and maintenance of. If this comes to fruition, BWV would need to set a cost per cubic foot of water, and also take into account the Eversource demand charge for starting the well.
- h. Approve Other & Communications:
1. CJ informed the Board that we have received the engagement letter from Vachon Clukay & Co, PC for the upcoming single audit for FY23. The Board reviewed the letter and it was signed by both the Superintendent and the Chairman.

There was no other business to discuss with the Board

The Board will hold their next regularly scheduled meeting on September 20, 2023 at Noon in the BWV Office Board Room.

There was neither Public nor Board comments.

At this time, it was moved by Mayor Grenier, seconded by Commissioner Poulin, 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 1:15pm.

At 1:26pm, it was moved by Mayor Grenier, seconded by Commissioner Treiss, 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 Mayor Grenier, seconded by Commissioner Poulin, with all in favor to adjourn this meeting.

The meeting did so adjourn at 1:27pm.

A True Record:

Attest:


Paul Poulin, Clerk of the Board

