

September 20, 2023

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

At this time, Mr. Carl Gagnon of 24 Petrograd Street addressed the Board in an appeal to a decision letter sent to him by Superintendent Lefebvre dated August 28, 2023. Mr. Gagnon claims the following: On June 08, 2023, Berlin Water Works performed routine maintenance at his residence. This maintenance included installing a 5/8" Iperl water meter as well as a backflow prevention device. Mr. Gagnon claims that after the work was completed at his residence, the house was without hot water for almost a week. BWW sent an employee to his residence the following day (June 09, 2023) and it was found that water was being fed to the water heater, but the heater was not functioning. Mr. Gagnon stated that he had to hire Stiles Fuel to service his Rinnai water heater, and during the service call it was found that the water heaters impeller was filled with sand, but the filter before the impeller did not have sand in it. He also stated his shower head was plugged with dirt/debris, but other faucets were not plugged with the same debris. As a result, he is looking to be reimbursed for a shower head and service call on his Rinnai water heater. He has submitted receipts to the Berlin Water Works in hopes to have those costs reimbursed. Service call: \$210.59, Shower Head: \$39.99 for a total reimbursement of \$250.58. Mr. Gagnon thoroughly explained that per his owner's manual, he performs quarterly maintenance on the unit, and stated that the unit had been reliable 100% of the time up until the meter upgrade that Berlin Water Works performed at his residence.

Commissioner Treiss had a follow-up question for Mr. Gagnon regarding whether he has ever found sand in his water heater filter during his routine maintenance. Mr. Gagnon stated that he has never found sand before in the filter, and that he regularly checks the filter before performing his routine flushing maintenance and that the nickel-sized filter has always been clear. Mayor Grenier followed up with a question of whether the water heaters impeller is before or after the filter. Mr. Gagnon stated that the filter is before the impeller.

Before leaving, Mr. Gagnon also complimented BWW stating that he thinks the water department has done a wonderful job in treating the water and that he believes Berlin Water Works provides some of the clearest, odorless water around.

After Mr. Gagnon left, the Board reviewed and discussed the situation further. It was moved by Commissioner Ingersoll, seconded Commissioner Treiss, with all in favor to deny Mr. Gagnon's reimbursement claim. The Board does not feel Berlin Water Works is responsible for the accumulation of sand/debris within the water heater. Mr. Gagnon was notified of this decision in writing. It was recommended that he contact his homeowner's insurance. As in past history when there is a difference between the homeowner and BWW in regards to responsibility for damages, we default to the insurance companies for consistency. We will send a copy of the decision to our insurance (Primex) as well so that they are aware of the situation and possible claim.

There were no other Public or Board comments.

It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to accept and place on file, the minutes August 23, 2023.

Under the Berlin Water Works Monthly Status Report dated September 14, 2023, General Foreman Donny Labrecque reviewed and discussed the following with the Board regarding August 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. On August 1st, we fixed polymer leak and chlorine leak at Ammonoosuc.
 - d. On August 18th, we received 4,000 gallons of chlorine.
 - e. On August 21st, we received 10 bags of polymer.
 - f. On August 29th, we completed THM'S, HAA5, and Toc.
 - g. 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.

- 2537 h. Ice damaged roofing at Ammonoosuc plant and water is coming into building. We are getting pricing to repair roof and will fix as soon as possible.
- i. We are having issues with our coagulation process and are 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.
- j. We are still looking for pricing on new pump for caustic.

2. Distribution System and Compliance:

- a. There were no main line or service line breaks in August.
- b. There was one curb stop repairs in August at 409 Church Street.
- c. Water supplied into the distribution system for August averaged 1.92 MGD
- d. August: Ammo Plant = 1.49 MGD. Brown Farm Well = 0.43 MGD.
Chairman Brungot questioned if there was a reason that the well has been running more frequently for the last two months. Donny responded that the we have had to run the well more often due to the heavy rainfall.
- e. The daily wasted sludge flow to the City Pollution Control Facility August 66,785 GPD.
- f. Brown farm Well ran for 22 days in August.
- g. Burgess Bio-Mass daily average for August was 1.04 MGD.
- h. Burgess Bio-Mass was offline for 0 days in August.
- i. Vehicle maintenance: Donny told the Board that our new mechanic, Frank, is an unbelievable mechanic and that we are lucky to have him on staff.
- o Getting vehicles ready for inspection in September.
 - o Fixed transmission lines on both flatbed trucks.
 - o Worked on cat skid steer.
 - o Worked on White Mack.
 - o New springs on Mechanic truck
 - o Brakes on treatment truck.
 - o Coolant leak on White Mack.
- j. On August 1st, our crew began digging on Wescott Street laying new water main and services.
- k. Cut grass at Cates Hill tank, Coulombe Pond tank, cross lot lines, filter plant hill, PRV, pipe line at dam to crossing at brook, office and pumps, river crossing, two railroad crossings on Western Ave, pit at River Street, Lancaster tank, Ammonnosuc plant, Andro plant, and Ramsey tank.
- l. On August 9th, Frank went to Concord and Bow to look at dump trucks.
- m. On August 14th, our crew dug a leak on the raw-water transmission line. They put full circle on and tried to cover coupling and hole from rock. It did not hold will re-dig next week.
- n. On August 16th, we finished laying 8" HDPE water main on Wescott Street, put alpha cap on to pressure test and chlorinate. We will do final tie-in after all services are tied into the new main. The line passed both pressure and bacteria testing.
- o. On August 17th, Frank went to Bristol, Vermont to look at a dump truck.
- p. On August 21st, our crew was back on the raw-water transmission line to fix the leak. We cut out a 28" section of main and used two 20" dresser couplings from CL to DIP and a piece of 20" DIP. Line is repaired and no longer leaking. We flushed the transmission line overnight and placed back in service the next day.
- q. On August 24th, the crew dug and repaired the curb stop at 409 Church Street.
- r. From August 28th-31st, crew dug services on Wescott Street.
- s. One of our summer kids finished working on August 23rd, and the second finished on August 29th.
- t. On August 31st, we finished flushing hydrants for the season.
- u. On August 31st, Grappone delivered the new truck and plow that we ordered.
- v. We have installed 389' of new 8" water main on Wescot Street and 15' of copper service lines.

3. BWV- CAPITAL IMPROVEMENT PROJECTS: \$750,000.00

- a. Total expended as of August 31, 2023: \$495,527.33 (66.07%)
- b. Funds remaining as of August 31, 2023: \$254,472.67 (33.93%)

4. Water Meter Replacements and Backflow Preventers Project:

- a. 4 Iperl Meter, 2 Backflow Preventors, 0 Radio Reads and were installed in August.
- b. A total of 151 Iperl Meters, 72 Backflow Preventors, 138 Radio Reads and were installed in 2023 to date.
- c. There are 4 meters to be repaired as of 7/08/2023.
- d. Donny L. completed the testing of 14 backflow devices in the month of August.

5. Office System & Building Upgrades & Personnel Training

- a. We are working on replacing office billing server. The hardware will not be covered by the cyber grant, but some of the software will be.

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

- a. Nothing new to report.

7. Safety/Personnel/Other

- a. BWV has not had a Lost Time Accident (LTA) in the last 1,449 days.

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 dated September 14, 2023.

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

Under Old Business:

- a. Capital Improvement Project Status:
 1. Lancaster Street: Belknap Street to Columbia Ave has been prepped and base paved. It will have the final pave in the fall.
 2. Westcott Street: We have finished laying a new 8" HDPE water main in Westcott Street, and have replaced all services from Lancaster to Marble Street. We have also installed a service and hydrant at the dead end of Westcott Street. We will now be prepping for paving.
- b. Route 110 Project: Nothing new to report.
- c. New Vehicle: The new truck from Grappone was delivered and paid in full. We are looking to purchase a dump truck, and Frank has been travelling to look at a few.
- d. NHDES LSLI Grant: Nothing new to report.
- e. NHDES Cybersecurity Grant: Nothing new to report.
- f. Office Billing Server: Nothing new to report.
- g. Office Employee Position Opening: Nothing new to report.
- h. Leftover Meter Funds to Rollover to FY24 Budget: The funds were moved after the vote during last meeting.
- i. Burgess Bio District Heat Project: Mayor Grenier updated the Board that the Grant has been submitted. Burgess has committed to a \$1.5mil match for the Grant.
- j. Kearsarge Energy - Solar Field at Androscoggin/BFW Field: Nothing new to report.
- k. Androscoggin Plant Equipment Removal and Rental Agreement: Nordic Construction is currently there working to remove the equipment. Our lawyer is currently working on the Lease Agreement, which will be brought for Board approval when completed.
- l. North Country Growers Greenhouse Dedicated Water Line: Nothing new to report.
- m. Other Old Business: Nothing to report.

New Business:

- a. Knollwood Energy Credit: Foreman Labrecque informed the Board that we have received our 1st Quarter 2023 SREC's in the amount of \$130.00.
- b. Approve Other & Communications:
 1. Review and Approve FY23 Over-Budget Expenditures: Last meeting, Mayor Grenier asked for clarification of where the \$57,672.72 of over-budget funds were paid from. The Board was informed that unappropriated funds were used to cover the overage. It was moved by Mayor Grenier, seconded by Commissioner Ingersoll, with all in favor to approve the usage of undesignated funds to cover the \$57,672.72 of overbudget expenditures due to the unforeseen

2539

increase in chemical costs as well as the unanticipated water break on Wight Street and the failed well pump motor.

2. CJ presented the Board with an updated Northway Bank Signature Card for all to sign. The updated card removed Commissioner Caron and added Commissioner Treiss. The card was signed and will be sent to Northway Bank for processing.

There was no other business to discuss with the Board

The Board will hold their next regularly scheduled meeting on October 18, 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 Mayor Grenier, seconded by Commissioner Poulin, with all in favor to adjourn this meeting.

The meeting did so adjourn at 12:53pm.

A True Record:

Attest:


Paul Poulin, Clerk of the Board