

October 18, 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. Superintendent Steve Lefebvre and CJ Valliere were also in attendance, along with Chip Haynes and Robert Guerin of Northwoods Mobile Home Park and Dennis and Nancy Arguin, owners of a parcel of land on East Milan Road. General Foreman/Chief Operator Donny Labrecque was absent from the meeting.

At this time, Mr. Chip Haynes and Mr. Robert Guerin of Northwoods Mobile Home Park on East Milan Road addressed the Board. They provided the Board with a written request asking that Berlin Water Works allow the mobile home park to not be charged for the water that would be used in the process of flushing their system for routine maintenance. They stated that a water works employee would read the meter before the flushing would begin and again when completed. They stated they believe it would only use approximately 200-300 gallons of water. They are under the understanding that this had been standard practice for the last 23 years, since the park has been a co-op, and are requesting that the Commission continue allowing this practice. Mr. Haynes and Mr. Guerin were thanked for their presentation and told that the Board would further discuss and they would be notified of the Board's decision by mail. At this time, Mr. Haynes and Mr. Guerin left the meeting.

At this time, Dennis and Nancy Arguin, owners of a parcel of land on East Milan Road, addressed the Board. They provided the Board with a written request asking that Berlin Water Works to consider purchasing their parcel of land. Dennis informed the Board that back in 2008, he allowed Berlin Water Works a cross lot easement on the land to place an 18" HDPE water line across the land to feed the Federal Prison. He stated that in return for the easement, he was compensated with the use of Berlin Water Works equipment to assist with some work at his home in Gorham. The Arguins informed the Board that they recently found out that FEMA has deemed the property a flood plain, and they have lost out on sales due to this reason and the fact that the easement restricts the buildable area of the property. Dennis also informed the Board that he was the one to find the recent large water leak on the 18" line through his property. He also stated that the culvert pipe that crosses the land will need to be maintained. Mr. and Mrs. Arguin are requesting that the Board consider purchasing the land for fair market value.

Mayor Grenier questioned the size of the lot, and Dennis replied that it is one and one-third acre.

Chairman Brungot questioned whether they have had the land appraised, and Dennis told him that the assessed value of the land is \$40,000.

Mr. and Mrs. Arguin were thanked for their presentation and told that the Board would further discuss and they would be notified of the Board's decision by mail. At this time, Mr. and Mrs. Arguin thanked the Board for their time and consideration and left the meeting.

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 September 20, 2023.

Under the Berlin Water Works Monthly Status Report dated October 12, 2023, Superintendent Lefebvre reviewed and discussed the following with the Board regarding September activity:

1. Treatment Systems - Ammonoosuc Treatment Facility & Brown Farm Well:
 - a. We have pulled the chlorine floaters for the winter at the tanks.
 - b. Surge relief valve at Ammonoosuc plant needs to be repaired.
 - c. Did PFAS test for DES
 - d. 9/13/23 repaired caustic transfer pump
 - e. 9/13/23 repaired chlorine transfer pump
 - f. 9/22/23 caustic delivery 2200 gallons
 - g. 9/18/23 Delivered lead sample bottles for lead and copper samples
2. Distribution System and Compliance:
 - a. There were no main line or service line breaks in September.

- b. There were 6 gate valve repairs in September.
 - c. There were 0 curb stop repairs in September.
 - d. Water supplied into the distribution system for September averaged 1.67 MGD
 - e. August: Ammo Plant = 1.67 MGD. Brown Farm Well = 0.004 MGD.
 - f. The daily wasted sludge flow to the City Pollution Control Facility September 67,533 GPD.
 - g. Brown farm Well ran for 1 days in September for the EPA required PFA sampling.
 - h. Burgess Bio-Mass daily average for September 0.833 MGD.
 - i. Burgess Bio-Mass was offline for 0 days in September.
 - j. Vehicle maintenance:
 - o Worked on flatbed truck welding on body
 - o Put new side rails on new flatbed truck
 - o Installed new strobe lights on new flatbed truck
 - o Inspected all trucks
 - o New running boards, mud flaps, and floor mats ordered and installed DJ Auto.
 - o New Flatbed truck undercoated
 - o Changed out fender on old flatbed truck
 - k. Ran new copper service, lowered, and insulated 382, 383, 388, and 408 Wescott Street.
 - l. Crew removed the blow off at corner of Lancaster and Wescott Street.
 - m. Crew installed hydrant riser at dead end of Blais Street
 - n. Crew did the final tie in at Wescott and Marble Streets.
 - o. Crew made sure water is off at the houses to be torn down by City.
 - p. Crew has been emptying out old the filter plant shed to be torn down. Today it is being used by Berlin Fire Dept for training purposes before the demolition.
 - q. Crew cut and installed IPS mj, 4x6 increaser and 6" gate valve for new hydrant at dead end of Wescott Street and flushed line.
 - r. Crew installed new hydrant dead end of Wescott Street.
 - s. We donated the use of some steel plates for the bonfire at homecoming. They have been returned.
 - t. Crew completed road work at the Ammonoosuc Plant to keep water off of the road.
 - u. Crew put out door knockers for non-payments.
 - v. Crew finished cleaning out the Andro for rental.
 - w. Chad from A/E Electric came in to sign lease agreement and show proof of insurance and paid us for six months of rent, for a total of \$5,400.
 - x. Our crew installed 40' of water main and 264' of copper service lines for month of September.
3. BWV- CAPITAL IMPROVEMENT PROJECTS: \$750,000.00
- a. Total expended as of September 31, 2023: \$502,194.28 (66.96%)
 - b. Funds remaining as of September 31, 2023: \$247,805.72 (33.04%)
4. Water Meter Replacements and Backflow Preventers Project:
- a. 3 Iperl Meter, 1 Backflow Preventors, 2 Radio Reads and were installed in September.
 - b. A total of 154 Iperl Meters, 73 Backflow Preventors, 140 Radio Reads and were installed in 2023 to date.
 - c. There are 4 meters to be repaired as of 9/30/2023.
 - d. Donny L. completed the testing of 19 backflow devices in the month of September.
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 1,479 days.

It was moved by Commissioner Ingersoll, seconded by Commissioner Treiss, with all in favor to accept and place on file the Berlin Water Works Monthly Status Report dated October 12, 2023.

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

Under Old Business:

- a. Capital Improvement Project Status:
 1. Lancaster Street: The area has been prepped and base paved. It will have the final pave in the coming weeks.
 2. Westcott Street: The area has been prepped and base paved. It will have the final pave in the coming weeks.
- b. Route 110 Project: Nothing new to report.
- c. NHDES LSLI Grant: Nothing new to report.
- d. NHDES Cybersecurity Grant: We have been awarded the grant by the NHDES in the amount of \$45,000.
- e. Office Billing Server: The new server has been ordered.
- f. Office Employee Position Opening: We have hired a new office employee, Brianna Pigsley. Her first day was Monday October 16, 2023.
- g. Burgess Bio District Heat Project: Nothing new to report.
- h. Kearsarge Energy – Solar Field at Androscoggin/BFW Field: The well field is in a flood plain, so Kearsarge was having difficulties obtaining insurance for the solar panels in the well field. We are unsure if they will pursue this any further. However, Henry Noel has contacted Superintendent Lefebvre to look into the possibility of putting a solar array on the BFW building.
- i. Androscoggin Plant Equipment Removal and Rental Agreement: Nordic Construction has completed cleaning out the building and AE Electric is slowly starting to move things in. He has signed the Lease agreement, provided proof of insurance, and has paid 6 months of rent in advance.
- j. North Country Growers Greenhouse Dedicated Water Line: Nothing new to report.
- k. Other Old Business: Nothing to report.

New Business:

- a. Lead and Copper Testing Results: We have completed our yearly sampling for Lead and Copper. 24 total samples were collected from sites delineated by the NHDES. All samples passed.
- b. Indemnity Agreements: Chairman Brungot had asked CJ to look into whether our Primex insurance has coverage for Board Members. He previously sat as a director on another Board which did carry it. CJ looked into it, and there is in fact coverage through Primex, however it was also found that back in 2015, this issue was discussed. At the time, they consulted Attorney Michalik and he suggested an indemnity agreement to reinforce Primex's coverage when it comes to risk management issues on legal issues. The Board was sent a copy of the 2015 agreement to review, however Mayor Grenier questioned some of the language within the agreement pertaining to "negligence." It was moved by Commissioner Treiss, seconded by Commissioner Ingersoll, with all in favor to send this agreement to Attorney Frizzell for review and possible revisions. Once reviewed, the Board will sign the agreement.
- c. Northwoods Mobile Home Park Hydrant Flushing Fees: The Board further discussed the request from the Mr. Haynes and Mr. Guerin from the Northwoods Mobile Home Park. It was mentioned that the water system on their site is a private system. It was moved by Commissioner Treiss, seconded by Commissioner Ingersoll, with all in favor to deny the Northwoods Mobile Home Parks request to adjust the billing for water used for flushing lines and maintenance. They will be charged for all water that is registered through the meter, whether for usage or flushing of the lines on their private system. A decision letter will be mailed to the NWMHP.
- d. Dennis Arguin-East Milan Road Land Purchase Request: The Board further discussed the request from the Mr. and Mrs. Arguin regarding their parcel of land on East Milan Road. The Board concluded that the land is not needed by Berlin Water Works. It was moved by Commissioner Treiss, seconded by Mayor Grenier, with all in favor to deny the request to purchase their parcel of land. A decision letter will be mailed to Mr. and Mrs. Arguin.
- e. Approve Other & Communications: Nothing to report.

There was no other business to discuss with the Board.

The Board will hold their next regularly scheduled meeting on November 15, 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 Ingersoll, 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 1:07pm.

At 1:18pm, it was moved Mayor Grenier, seconded by Commissioner Ingersoll, 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 1:19pm.

A True Record:

Attest:


Paul Poulin, Clerk of the Board