

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

There were no other Public or Board comments.

It was moved by Commissioner Brungot, seconded by Commissioner Poulin, with all in favor to accept and place on file, the minutes May 17, 2023.

Under the Berlin Water Works Monthly Status Report dated June 16, 2023, Superintendent Lefebvre reviewed and discussed the following with the Board regarding May activity:

1. Treatment Systems - Ammonoosuc Treatment Facility & Brown Farm Well:
 - a. Having issues with our coagulation process. Two reps from GAC came up completed a jar test with pre bicarb. The results look promising but need to apply into system to try under abnormal conditions.
 - b. We received a chlorine delivery of 3,400 gallons and a Caustic delivery of 2,664 gallons
 - c. We fixed a caustic leak at Brown Farm Well, greased the Hydro at the Ammonoosuc, cleaned Turbidity meters and repaired a broken coagulation line at Ammonoosuc.
 - d. We are looking for pricing on new pump for caustic
 - e. 5/1/23 Barrie Miller Well Services started working on replacing and redeveloping Well pump #1. They finished on May 8, 2023 and the well was placed back in service.
 - f. Steve & Eric cut trees that had fallen across road to Godfrey Dam and pulled stumps from the field at Brown farm.
2. Distribution System and Compliance:
 - a. There was one main line break at 40 Seventh Street in May.
 - b. There were two service line breaks in May. One at 480 Goebel St. and the other at 377 Burgess St.
 - c. There were no curb stop repairs in May.
 - d. Water supplied into the distribution system for May averaged 1.62 MGD.
 - e. May Ammo Plant = 1.60 MGD.
 - f. May Brown Farm Well = 0.01 MGD.
 - g. The daily wasted sludge flow to the City Pollution Control Facility May = 61,898 GPD.
 - h. Brown farm Well ran for 3 days in May.
 - i. Burgess Bio-Mass daily average water usage was 0.88 MGD.
 - j. Burgess Bio-Mass was offline for 0 days in the month of May.
 - k. Vehicle maintenance
 - Changed tracks on Skid Steer
 - Frank went to a class and is now vehicle inspection certified.
 - Worked on 315 Excavator
 - Worked on Komatsu Hammer
 - Worked on Hot Water Pressure trailer
 - Worked on White Mack, Grey Mack and Blue International
 - Worked on brakes and rocker panels for Maint. Truck.
 - Gary Peters worked on coolant leak on Backhoe
 - l. Craig Gilcris worked on small equipment, mowers, weed whackers and the fusing machine.
 - m. Crew has been continuing with meter upgrades
 - n. 5/8/23- our crew installed new service lowered and insulated for 480 Goebel Street. We had found service leaking and estimated a total of 6,635,520 gallons leaked since January 2023. Could have been leaking last year as well.
 - o. 5/9/23- our crew ran new service line and lowered and insulated for 40 Seventh Street. While digging an 8" gland broke on water main causing leak. We shut down and repaired the leak using a 6x12 full circle and put back in service.
 - p. 5/10/23- our crew hammered ledge and ran new service line and lowered and insulated for house #47 Seventh Street.

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- q. 5/11/23- we completed tracing work for the State, working on Jericho Road.
 - r. 5/15/23- Steve P. running excavator and worked with the city on a drain line repair on Hillsboro Street.
 - s. 5/15/23- Two college kids started working today. They cut grass at office and pump stations.
 - t. Chapman came in and hauled away stainless steel and other assorted steel from Androscoggin Plant.
 - u. We did ground work at Andro and re-organized pipe yard.
 - v. 5/15/23- Gilcris installed new actuator for lower gate at Godfrey dam.
 - w. 5/16/23- Summer help cut grass at Ammonoosuc plant.
 - x. 5/17/23- Pulled stumps at river crossing on Hutchins Street and leveled ground to make it easier to cut grass.
 - y. 5/18/23- Crew prepped for paving.
 - z. Crew worked at shooting range leveling ground and installing shooting structure for police dept.
 - aa. 5/24/23- Crew replaced broken hydrant at dead end of Blais Street. The hydrant is back in service but still needs a riser. We have one on order and will install once received.
 - bb. 5/30/23- Water was leaking for a house #377 Burgess Street that had been torn down. We dug and killed the corp at the main.
 - cc. 5/31/23- Crew ran temporary water for Lancaster Street getting ready to begin digging and replacing water main and services.
 - dd. 5/31/23- Crew trimmed shrubs at storehouse and replaced bark mulch and installed water fountain.

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

- a. Total expended to date: \$400,719.65 (53.43%)
- b. Funds remaining: \$349,280.35 (46.57%)

4. Water Meter Replacements and Backflow Preventers Project:

- a. 15 Iperl Meter, 4 Backflow Preventors, 17 Radio Reads and were installed in May.
- b. A total of 110 Iperl Meters, 46 Backflow Preventors, 107 Radio Reads and were installed in 2023 to date.
- c. There are 4 meters to be repaired as of 6/08/2023.
- d. Donny L. completed the testing of 11 backflow devices in the month of May.

5. Office System & Building Upgrades & Personnel Training

- a. Steve and Craig B had a class in Conway on pipe location, repair and maintenance.

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

- a. Turned on Brown School for the new owners. They have been added to monthly billing.
- b. Turned on the house at 1545 Main St. They have rebuilt after house fire.

7. Safety/Personnel/Other

- a. BWB has not had a Lost Time Accident (LTA) in the last 1,357 days.

It was moved by Commissioner Poulin, seconded by Commissioner Brungot, with all in favor to accept and place on file the Berlin Water Works Monthly Status Report dated June 16, 2023.

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

Under Old Business:

- a. Capital Improvement Project Status:
 - 1. Lancaster Street: We have started setting up temporary water lines and mobilizing to start digging.
- b. Route 110 Project: Nothing new to report.
- c. Wight Street Break: Nothing new to report.
- 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. FY2024 Budget: It was moved by Commissioner Brungot, seconded by Commissioner Poulin, with all in favor, to accept and place on file the Berlin Water Works Fiscal Year Budget (FY24) in the amount of \$2,766,677.00 as presented to the public during the Public Hearing that was held on May 30, 2023 in the City Hall Auditorium.
- j. Other Old Business: Water Rate Increase and Public Notification: The FY2024 budget reflects a significant increase compared to the FY2023 Budget. Therefore, it was previously voted 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. CJ drafted a public announcement which was reviewed by the Board and will be sent out to all water customers in their next billing cycle, as well as public notification in the newspaper and website.

New Business:

- a. Propane Bid Results: Irving won the bid this year with a price of \$1.294 per gallon. This price is down significantly from the FY2023 price of \$1.853 per gallon.
- b. Eversource Energy Surplus Credit: We received a credit of \$2,417.91. This is from the Hydro producing more electricity than what we can use. We have elected to receive a bill credit that will be applied towards the monthly demand charge on that account.
- c. Knollwood Energy Credit: We have received our 4th Quarter 2022 SREC's in the amount of \$63.50.
- d. Approve Other & Communications:
 - 1. Superintendent Lefebvre discussed the upcoming retirement of the current Office manager Lynne, in late September. CJ has been training on the position for the last couple weeks and the Board agreed to promote CJ Valliere to Office Manager based on the Superintendents recommendation.
 - 2. CJ discussed with the Board the need for part time office help. With Lynne's impending retirement and the training that needs to be completed for both Lynne's and the new hire position, as well as vacation schedules, it was moved by Mayor Grenier, seconded by Commissioner Poulin, with the majority voting in favor (opposed: Chairman Caron) to post the part-time office clerk position based on the Superintendents recommendation; opening immediately. The notification will be in the newspaper and website, as well as posted in all city departments.

There was no other business to discuss with the Board

The Board will hold their next regularly scheduled meeting on August 23, 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 12:36pm.

A True Record:

Attest:


Paul Poulin, Clerk of the Board

