

**BOARD OF WATER COMMISSIONERS
FEBRUARY 25, 2009
MEETING ROOM Kitchen**

Present: Dennis Ferreira, Jeff Weise, Jared Adams
Doug Valovcin, Ron Sharpin

Meeting convened at 7:00 pm

Jay Leary, Chairman of Finance Committee, arrived at 6:55pm

Carl Damigella, Selectman, arrived at 7:00pm

Paul LeBeau (substitute for Mary Bousquet, Town Treasurer) arrived at 7:00pm

FY10 Budget - Discussion

Mr. Sharpin distributed following budget reports to the board:

Projections – while staying under budget

Water Dept. Articles – total of money spent to date

Town Dept. Water Usage – totals in 2007, 2008, 2009 (up to today)

Total Water Usage

Payment Schedule for All Bills Issued From July 2007 to December 2008

Water Usage from July 1, 2007 – December 31, 2008

Committed Revenue and Amount Billed to Town Departments
FY09 and FY10 Budget

With Alternate Paybacks including Debt Service

Water Dept. Revenue Forecast – FY06 – FY14

Includes payment for Meter 1 year BAN and 5 year BOND

Water Dept. Article Budget FY09

Mr. LeBeau distributed a report that shows the borrowings of 6/1/07 and 5/23/08 of the Water Department. It also listed three options for the Water Department to consider this Spring. Mr. Leary and Mr. LeBeau reviewed the options with the Water Department Commissioners.

Mr. Ferreira and Mr. Adams agreed that the best option is to pay off the BAN of \$450,000.00 during this fiscal year and get a BAN for the \$850,000.00 that is due 5/29/08.

Mr. Adams made a motion: **“Motion to pay \$450,000.00 before the end of May 2009 and one-year BAN on \$850,000.00”**

Mr. Ferreira seconded the motion.

Mr. Weise, Mr. Adams, and Mr. Ferreira voted in favor of the motion.

Mr. Damigella informed the board that the warrant for the Spring Town Meeting will be closed on March 2, 2009. The Selectman will put in “place-holders” for Water Department articles.

Mr. Sharpin has informed the Cable TV personnel that the standpipe repair bids will be opened on March 4, 2009 at 11:00am.

The board began discussion of the water usage charges for the Town Departments with Mr. Leary and Mr. LeBeau.

Mr. LeBeau proposed that the town pay a fixed rate of \$54.00/quarter. He asked that the Water Department assist in identifying ways to determine leaks in the buildings and how to make adjustments to conserve water.

Citing concerns for water conservation, Mr. Adams proposed the following:

Set up a review of all town departments' water usage

A applicable figure of yearly usage would be determined for each department using a year or two of water usage.

If the department uses **less** than that figure, the department would pay zero dollars for that water.

If the department uses **more** than the figure, they will be charged for the overage at TIER3.

Mr. Adams told the group that this proposal would only be acceptable to the Water Department if they receive signed agreement from EVERY town department.

Mr. LeBeau indicated that he would welcome a "walkaround" of each town building. When Mr. Leary mentioned that the Parks and Recreation Department would have a problem setting a target figure, Mr. Ferreira informed him that the P&R Department has already agreed to a figure at a previous BWC meeting.

Mr. Sharpin said that previous water bans of "every other day" are not recommended watering practices. He has contacted a consultant to give irrigation guidelines

Mr. LeBeau reminded the board that the Water Department charged a fixed rate fee until July 1, 2006. Mr. Ferreira said that there would be the possibility of a rate increase because if the town departments do not pay their bills, townspeople would have to pay for the water used by the town departments. Mr. Sharpin spoke about the need for an incentive to practice water conservation. He said that the current rate structure "puts the ball in the user's court." Mr. Leary stressed that the Water Department needs to educate the town employees and to help identify problems.

The Water Department would still charge \$7.50 per quarter for the meter charge.

Mr. Weise discussed the need for the \$7.50/quarter meter charge to be in a revolving account for "meter replacement" or an escrow account in which the interest stays in it.

Marshall Street Landfill Testing Costs

Mr. Damigella appeared before the board at the February 11, 2009 meeting to request that the Board of Water Commissioners pay one-half of the \$22,500.00 cost for FY10 for testing at the Marshall Street Landfill.

Mr. Damigella reviewed the testing procedures that have been conducted on the site. Mr. Sharpin reviewed the Water Department's involvement in the original testing. The Selectmen now have control of the site. There is a three-year agreement for \$22,500.00/year. The Board of Health has paid the fee, but should not be paying because it is the enforcing agent.

Mr. Adams offered to assist with testing, but does not want the Water Department to pay cash for the testing.

Mr. Damigella , asked the board to take a vote on the matter. He said that it can be revisited next year. He will also see if the DEP will accept testing by the Water Department.

Mr. Weise made a motion: **“Motion to accept Carl Damigella’s proposal of last week for one year to pay \$11,250.00”**

Mr. Ferreira seconded the motion.

Mr. Weise and Mr. Ferreira voted in favor of the motion. Mr. Adams abstained.

Mr. LeBeau wants the board to look at alternatives to reduce expenses rather than status quo or “tradition”.

Mr. Ferreira said that preventive maintenance will be increased because it has been neglected.

Mr. Damigella, Mr. Leary, and Mr. LeBeau left at 8:55pm.

The BWC will meet with the Finance Committee on March 17, 2009.

FY10 Budget

The board discussed alternatives for the FY10 budget. Because the DEBT SERVICE is a fixed cost, Mr. Sharpin proposed that it be removed from the discussion as should the Marshall Street Landfill cost of \$11,250.00.

The board asked Mr. Sharpin to make the discussed additions and subtractions to the FY10 budget and then send by e-mail to the board. After approval of the board members, Mr. Sharpin will then send it to the Finance Committee for their review before the board's appearance on March 17, 2009.

Well #4 Furnace Replacement Bid

The Request for Bid was for the **replacement** of the furnace rather than the **refurbishment**.

Mr. Valovcin reported that the company who has submitted a bid to refurbish the Well #4 furnace would replace the liner inside and guarantee it for one year. The company believes that there is seven years remaining on the burner warranty. Mr. Valovcin believes that the liner insertion would probably **void** the remaining seven-year warranty.

Mr. Sharpin added Well #4 to a grant proposal for energy audits that Paul LeBeau is submitting. One option is to repair the Well #4 furnace to make it last a few more years. Another option is to wait until the energy audit. The energy audit may give the “break-out” costs for a new furnace.

MTU Replacements

KP may swap out our current supply of MTUs (currently 100 in stock) for the new MTUs. Mr. Valovcin is waiting for their answer.

Non-Responsive Residents

The Water Department has not yet received any requests for installation from the seventeen residents who received letters from the department this week. The certified, receipt returned letter states that the residents must make an appointment to install the new meters and MTUs within 30 days.

Mr. Sharpin has been contacted by the Board of Health regarding their concern about the content of the letters.

Maintenance Manuals – Status

Mr. Weise and Mr. Ferreira asked Mr. Sharpin and Mr. Valovcin to create a master checklist for maintenance – yearly and monthly – for Water Department equipment. Because some procedures have recently changed (and changes at Well #4 have not yet begun), the board does not yet want the daily tasks to be included at this time.

Mr. Sharpin indicated that it is a “work in progress.” Mr. Sharpin would like a checklist for daily tasks, monthly checklist, and a yearly checklist.

Mr. Weise requested that the department could start with a monthly checklist for the maintenance tasks. He would be willing to assist in creating it because he realizes that it involves a great deal of time and “digging” and that Mr. Valovcin’s time is valuable.

Well #6 – Status

Well #6 began pumping six hours/day today.

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SCADA – Update

Mr. Valovcin informed the board that glitches were found in the SCADA system, and that they have been repaired by the SCADA programmer. Mr. Valovcin expects the SCADA system to be completed by the end of March 2009 because it is 80% - 90% completed as of today. There will be fine-tuning after that for Well #6 and Well #4.

Minutes Review

The following meeting minutes were distributed at the meeting:

December 15, 2008

December 22, 2008

January 7, 2009

January 14, 2009

January 20, 2009

January 27, 2009

Invoices and Change Orders

Invoices and change orders were signed by the board.

Mr. Weise made a motion: “**Motion to adjourn**”

Mr. Ferreira seconded the motion.

Mr. Ferreira, Mr. Adams, and Mr. Weise voted in favor of the motion.

The meeting adjourned at 9:39pm.

Next BWC meeting – Wednesday, March 11, 2009 at 7:00pm

Respectfully submitted,

Tricia Keating

Clerk

Approved 04/06/09 as written

AGENDA

Board of Water Commissioners Meeting

February 25, 2009

(Meeting to start at 7:00 PM in Room # Kitchen)

- **Public Comments - (7:00-7:15)**
- **Water Department Activities- (7:15-7:30)**
- **Cellular Towers – (7:30-7:45)**
- **Budget-FY10 (7:45-9:45)**
- **Invoices, Contracts and Minutes - (9:45-10:00)**

Next BWC Meeting – March 11, 2009 @ 7:00PM @ Town Hall