

**Minutes of the Board of Water Commissioners
Regular Meeting
January 23, 2013 Minutes**

Time: 5:30 p.m.

Location: DPS Facility, 16A Perry Way

Present:

Board: Vice – Chair Larry Kelley; Commissioners, Erford Fowler, Roger Jones, John Tomasz

Staff: Anthony Furnari, Director; Paul Colby, Superintendent Operations; Dan Lynch, Distribution Manager; Ethan Manning, Business Manager; Kathe Talkington, Administrative Office Manager;

Guests: Pieter Hartford, OPM; Dave McFarland, Mark Simmons, Dyke Hendrickson

Vice Chair Kelley called the meeting to order.

New Business

Mark Simmons, owner of the Guilford site, asked the Board if they would re-open discussion on purchasing the Guilford site. Mr. Simmons noted that he had put the sale on hold but now wants to sell the property to Newburyport water.

Paul Colby noted that an official pump test was never done. If the land is developed, it would be shallow wells with 250 gpm for about 5 months per year. Deeper water contains arsenic and would require a treatment facility. Mr. Colby added that he had last spoken with DEP concerning this site in the spring of 2010. The estimated cost to install a well was over \$1M in 2009. This did not include the cost of the land.

Commissioner Fowler asked that Mr. Colby send information from Weston and Sampson to the Board. Mr. Colby suggested having an engineer review the cost projections and permits. Commissioner Kelley added that an update on costs should be prepared.

Mr. Colby noted he will check if a new appraisal is needed and discuss with AECOM updating the costs and permit requirements and then report back to the Board at the March meeting.

Customer Issues

David McFarland asked if the Board was going to discuss the Plum Island water/sewer project. Commissioner Kelley said no, any discussion will be with the Mayor's office.

Mr. McFarland asked if the Board is considering eliminating fluoride from the water system. Commissioner Kelley replied no.

Commissioner Tomasz noted that customers can now pay their water/sewer bill on-line. Mr. Manning added that approximately 10% of the recent bills were paid on-line and approximately 5% of the customers have requested on-line bills rather than paper.

Old Business

Water Treatment Plant Project

Pieter Hartford reviewed the budget update and noted the project remains under-budget. He added that the debt is being converted to long term borrowing.

Mr. Hartford noted the following:

- Finalize work on backwash station
- Reconfigured and reinstalled pumps
- Approximately \$60K of work remains on the punch list
- One flow train completed
- Work started on 2nd flow train
- Change Order 1 for Phase 3 is being prepared
- Lot of effort to isolate old pump station and to take off-line

Mr. Hartford noted that in the spring a new water main should be installed the length of Spring Lane. Mr. Colby added that Pine Hill Road has low pressure and the WTP has only approximately 50 lbs. pressure. The plan is to have the project fund the cost of materials and the construction crew would install the pipe. Dan Lynch added that there would be about 1500 feet of 12-inch pipe to install. Mr. Lynch noted that the 1500 feet of pipe and parts would cost about \$50K.

Commissioner Kelley asked if the excavator was useful with the work done by the construction crew at the WTP. Mr. Furnari replied that without the excavator, the work would have been subbed out or the equipment would have needed to be rented.

Mr. Hartford noted that 6 fans need replacement. The old fans are 30 – 40 years old. He added that at this stage of the projects, items not included in the contract are discovered, and now is the time to address the items. Commissioner Kelley agreed. Mr. Colby noted that they had expected to find items that would need work. Mr. Hartford noted that the lagoon access road is costing less than anticipated – approximately \$82K not the anticipated \$100K.

Mr. Hartford noted that he had spoken with Doug Gove, AECOM, and the pumps need to be covered during the cold weather. He added that covering is being prepared.

Construction Report

Dan Lynch presented the construction report:

- Piloting meters at Maritime Landing for the next two bill cycles
- Reviewing options on reducing the amount of water used at the Waterfront and Atkinson Common
- Public water use reports completed
- Multiple breaks repaired
 - 7 services
 - 13 breaks
- Three homes on Annapolis Way, Plum Island were disconnected during the December 27th storm.
- One house reconnect January 8th
- Continued working on temporary shelter for pipes and materials.
- Reviewing Whittier Bridge plans.
- Working on WTP site.

Commissioner Fowler noted that guidelines need to be established for water use at parks. Mr. Lynch noted that he is preparing guidelines for review by the Commission.

Operations Report

Mr. Colby noted that Indian Hill is down 30-inches and the Artichoke is full. He added that the wells are lower than in years; however, the wells are being used every day. Mr. Colby noted that West Newbury also has lower well levels and is using more water from Newburyport. West Newbury is doing pump tests for additional water source.

Mr. Colby informed the Board that the Essex County Sportsmen's Association would like to hold their annual fishing tournament on February 3rd weather permitting. The Board approved holding the event on the Artichoke reservoir.

Mr. Colby noted that Steve Greason, West Newbury Open Space Committee would like to discuss with the Board a foot path along the Artichoke from Storey Ave to Plummer Springs to Rogers Rd. Mr. Greason would like to attend the February meeting.

Upper Dam

Mr. Colby noted that the contract evaluate the project, take sediment samples has been reviewed by Kopelman and Paige. Kopelman and Paige had some comments which AECOM addressed. Mr. Colby asked the Board to sign the revised contract. He noted that AECOM has completed the survey work.

Financial

FY13 Budget

Mr. Manning noted that approximately \$2.8M has been collected in revenue and expenses are approximately \$1.8M. He added that revenue is high due to the change from semi-annual to quarterly billing. During the first quarter billing, the bill cycles ranged from 2 to 7 months which resulted in the higher first quarter revenue.

Transfers

Mr. Manning noted that a transfer request was submitted to cover the additional cost for municipal insurance. The increase is to cover the replacement value of work at the WTP.

Commissioner Kelley made a motion, seconded by Commissioner Tomasz to approve the transfer of \$882.00 from Retained Earnings to Municipal Insurance.

Vote: 4 yes

Director's Report

Director's report accepted as presented.

FY14 Budget

Mr. Furnari informed the Board that the preliminary FY14 budget is due in February.

Annual Audit

Mr. Furnari noted that Melanson Heath & Co, PC has started to collect data for the annual audit.

New Business

Nothing to report

Key Topics

Nothing to report

Tabled Items

Nothing to report

Minutes

Commissioner Tomasz made a motion, seconded by Commissioner Jones to accept the November 20, 2012 minutes as presented.

Vote: 4 yes

Bills Payable

Commissioner Jones made a motion, seconded by Commissioner Fowler to accept the January 1 and January 15 2013 bills payable as presented.

Vote: 3 yes (Tomasz – present)

Commissioner Jones made a motion, seconded by Commissioner Fowler to accept the December 1 and December 15 2012 bills payable as presented.

Vote: 4 yes

Commissioners' Comments

Commissioner Kelley noted that he has prepared a letter commending the staff for the work done on the WTP project and request that the letter be placed in personnel files and sent to the press.

Commissioner Fowler asked Mr. Lynch if the hydrants could be numbered. Mr. Furnari replied that the hydrants are numbered on the GIS maps. Mr. Lynch added that the Fire Department will access to scanned maps with the hydrant information. Mr. Lynch noted that the GIS data is currently being updated.

Commissioner Tomasz made a motion to adjourn; seconded by Commissioner Fowler.

Vote: 4 yes

Meeting Schedule

February 20, 2013

March 20, 2013

Submitted by: