

**Minutes of the Board of Water Commissioners**  
**Regular Meeting**  
**March 20, 2013 Minutes**

**Time: 5:30 p.m.**

**Location: DPS Facility, 16A Perry Way**

**Present:**

Board: Commissioner 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; Steve Greason, West Newbury Open Space Committee

Commissioner Kelley called the meeting to order.

**New Business**

Steve Greason, West Newbury Open Space Committee presented a request that the Board approve a public use trail at the Artichoke Reservoir. Mr. Greason noted the following:

- trail would be passive recreation
- horses not allowed
- non-motorized vehicles permitted
- dogs permitted
- part of town-wide trail system

Paul Colby noted concern with area near the dike. This area is very steep. Mr. Colby added that there are no issues with passive recreation use at some areas. Mr. Colby also noted that West Newbury does not have a Water Resource Protection Bylaw.

Mr. Greason noted that the dike area is included in the trail due to private ownership of land in the adjoining area. That private land is posted. Commissioner Kelley noted that the Board has requested for many years that West Newbury adopt a Water Resource Protection Bylaw and that having a Water Resource Protection Bylaw in place is necessary to consider the trail request.

Mr. Greason added he has spoken with Mike Gootee and was informed that West Newbury requested a discount rate for water in order to adopt a Water Resource Protection Bylaw. Mr. Colby noted that a Water Resource Protection Bylaw is similar to West Newbury's Wetland Bylaw. He added that much of the land that would be covered by a Water Resource Protection Bylaw isn't on town water. Mr. Colby noted that some agriculture uses and the whole watershed would be effected by a Water Resource Protection Bylaw.

Commissioner Kelley noted Mr. Colby can contact the West Newbury Water Department concerning the Water Resource Protection Bylaw. Mr. Colby added he had created a model bylaw and will email the document to Mr. Greason.

## **Customer Issues**

None

## **Old Business**

### Water Treatment Plant Project

Pieter Hartford presented the Water Treatment Plant Project update.

He noted the following budget items:

- Additional work by Sheridan funded through local bond
- Phase 1 nearing completion – working on punch-list items
- Phase 2 completed
- Phase 3 – continues on track
- Pending change order #2

Mr. Hartford noted the following:

- Revisiting using temporary storage garage from wastewater project – getting cost for more permanent structure
- Received cost for materials to install new water main
- Water construction crew will do work

Mr. Furnari noted that paving will be postponed until after the Whittier Bridge work.

Commissioner Kelley requested that a “shake” meter be installed at the Water Treatment Plant to monitor vibrations from the Whittier Bridge work. Pieter Hartford noted that he has discussed the issue with Paul Colby and Doug Gove. He added that drill piles will be used instead of sheet piles.

## **Construction Report**

Dan Lynch presented the construction report:

- Working on FY14 budget
- Working on Spring Lane
- Draft memo to Board concerning irrigation plan for parks
- Concerns with Plum Island continue
- Working on issues with Newbury concerning buildable and non-buildable lots
- Staff assisting with plowing and storm clean-up
- Reviewing plans for various projects

## **Operations Report**

Mr. Colby noted that he had distributed information to the Board concerning the Guilford site. Commissioner Kelley noted that the property has the remaining well site in the City and would be nice to have.

Mr. Colby noted that Mr. Simmons has gone to the Newbury Planning Board and was denied a plan to sub-divide the lot, leaving the site landlocked. Commissioner Kelley suggested delay purchasing at this time due to financial concerns. Commissioner Fowler agreed.

Mr. Colby noted that it is the only available location for a new water supply within the City. He added that shallow wells could only be used in the summer months. Mr. Colby will inform Mr. Simmons of the Board's decision.

Mr. Colby noted that AECOM will complete the evaluation on the dam before the next meeting.

## **Financial**

### FY14 Budget

Mr. Manning noted that staff had met with the Mayor concerning the FY14 Budget. He added that the FY14 budget will be sent to City Council by May 15, 2013. Commissioner Kelley noted he had reviewed the FY14 budget with Mr. Furnari and Mr. Manning.

Commissioner Jones noted that the consumption numbers for FY13 appear off. Mr. Manning replied that the change from semi-annual to quarterly billing would account for the difference.

Commissioner Fowler questioned the timeframe for the next meter replacement. Mr. Lynch replied within 10 years and the goal is to yearly budget funds from water and sewer.

Commissioner Fowler noted that changes are being made in GASB requirements. Mr. Manning replied he will forward the information to the Board. Commissioner Kelley asked if any changes to pension and health care funding are being reviewed. Mr. Manning replied that the funding of retirement and health is under review.

Mr. Manning noted that the departmental five year plan needs review and that a meeting will be scheduled.

Commissioner Tomasz noted that the consumption projections appear high and that the customer service charge should remain the same. Mr. Manning will update the model by decreasing the projected consumption. Also, with the goal to keep the rate increase closer to the FY13 increase.

Commissioner Tomasz made a motion, seconded by Commissioner Fowler to accept the FY14 budget as proposed.

Vote: 3 yes; 1 present (Tomasz)

## **New Business**

Nothing to report

## **Key Topics**

Commissioner Kelley noted that the installation of the plaque honoring George Lawler will take place in late May or early June. Mr. Lawler's family will be notified.

## **Director's Report**

Mr. Furnari thanked the staff for the work in preparing the FY14 budget. He also noted that work on the five-year capital plan is underway. Mr. Furnari noted that staff had devoted many hours in preparing and reviewing documents related to Plum Island including discussions on non-buildable lots with

Mr. Furnari thanked the water crew for the help with snow removal.

**Tabled Items**

Nothing to report

**Minutes**

Commissioner Tomasz made a motion, seconded by Commissioner Jones to accept the February 20, 2013 minutes as presented.

Vote: 3 yes; 1 present (Kelley)

**Bills Payable**

Commissioner Fowler made a motion, seconded by Commissioner Tomasz to accept the March 1 2013 as presented.

Vote: 4 yes

Commissioner Fowler made a motion, seconded by Commissioner Tomasz to accept the March 15, 2013 as presented.

Vote: 3 yes; 1 present (Tomasz)

**Commissioners' Comments**

Commissioner Fowler asked if there were any issues with the quarterly billing. Mr. Manning replied that the billing was successful.

Commissioner Jones asked if any work had started on the Whittier Bridge Project. Mr. Colby replied that staging and permitting is underway.

Meeting adjourned at 6:45 p.m.

**Meeting Schedule**

April 17, 2013

May 22, 2013

Submitted by: