

**Minutes of the Board of Water/Sewer Commissioners
November 16 2015**

Time: 4:30 p.m.
Location: Wastewater Treatment Facility
115 Water Street

Present:

Commissioners: Chairman John Tomasz; Commissioners Roger Jones, E. Larry Kelley

Staff: Anthony Furnari, DPS Director; Joe Dugan, Chief Operator; Dan Lynch, Water Distribution Manager; Lisa Valcich, Business Manager; Bob Bradbury, Asst. Chief Operator; Kathe Talkington, Admin. Office Manager; Jon-Eric White, City Engineer, Jamie Tuccolo, Collection System Superintendent; Tom Smolski, Superintendent Water Operations

Guests: Pieter Hartford, OPM

1. Mayor Holaday

Not Present

2. Appointments/Customer Issues

None

3. Approval of Minutes

Commissioner Kelley made a motion, seconded by Commissioner Jones to accept the October 19, 2015 minutes as presented.

Vote: 3 yes

4. Water Operations Agenda

Dan Lynch presented the following:

1. Water Division work on the Culvert Project will be completed this week – good experience but stressful
2. Rules & Regulations – work in process with Tony Furnari, Larry Kelley, Dan Lynch and Kathe Talkington
3. Staffing levels – 2 vacancies at Water Treatment Plant and 1 Distribution
Interviews were held on November 12th. Waiting for candidates to respond to job offers.
4. Temporary bypass water line along Rte. 95 should be installed mid-December
5. Hydrant flushing complete
6. Repairing hydrants
7. Several repairs completed
8. Repairs delayed include:
 - lower mains on Plum Island – work started
 - shutting down part of Northern Blvd to install isolation valves
 - repair main on Olive Street – will hire Carl Sopper, Water & Waste Pipe Test, to locate leak; property owner aware of issue

Commissioner Jones made a motion, seconded by Commissioner Kelley to accept the Water Distribution report as presented.

Vote: 3 yes

Tom Smolski presented the following:

1. Sanitary Survey completed
2. Reservoirs at 87%
3. Dirty water mains cleared during hydrant flushing – considering unidirectional flushing in Spring
4. Can start using Bartlett Spring Pond as water source

5. DEP will allow eliminating overnight staffing

Commissioner Kelley made a motion, seconded by Commissioner Jones to accept the Water Treatment report as presented.

Vote: 3 yes

5. Sewer Superintendent Agenda – Jamie Tuccolo

Mr. Tuccolo noted the following:

1. Hale Street Force Main design 95% complete
2. Graf Road Lift Station
 - wetland delineate underway
3. \$30,000 DEP Grant for rising diversion/gauge valves in low lying areas on Plum Island
4. Oct 28th winter preparedness meeting on Plum Island went well.
5. All manholes on Plum Island insulated
6. Candy Cane locations mapped and App of locations being finalized.

Commissioner Jones made a motion, seconded by Commissioner Cook to accept the Sewer Superintendent report as presented.

Vote: 3 yes

6. Sewer Operations Agenda – Joe Dugan

Joe Dugan noted the following:

1. HVAC Issues
 - Inverter Board went down again
 - Diaken reps were there
 - Diaken may have wrong board in unit
2. Bridge Crane repaired
3. Bagger system for rags ordered – will catch and bag raps at headworks
4. No odor complaints in October
5. Working on enclosing the ferric chloride
6. Environmental Partners contract needs to be reviewed by staff (Mr. Furnari and Mr. Dugan)
 - comments should be emailed to Commissioners for review/approval at December meeting
7. Disposition of 115 Water Street
 - Pieter Hartford noted the survey is completed
 - GEI is preparing letter to easement holders

Bob Bradbury noted the following:

1. Diane Fine Foods has issue with oil and grease – received verbal warning
2. restaurant sampling will start soon

7. Engineering Report – Jon-Eric White

Jon-Eric White noted the following:

1. DPS Admin Building
 - John Tomasz is OPM for project
 - looking at shop drawings
2. Inn Street Fountain
 - water issues to be resolved in Spring 2016
3. 2 Parker St Development
 - trying to determine infrastructure – need plan to address flood plain issues
4. Storey Ave – CVS Project
 - gas station being relocated

8. DPS Business Administrative Report – Anthony Furnari, Lisa Valcich

Mr. Furnari noted the following:

1. Sean Griffin, DEP, met with Tom Smolski and Dan Lynch on the sanitary survey

2. Installing CCTV at 16A Perry Way
3. Emergency Response Plan
 - updated then followed by staff training
4. Retirements
 - Joe Dugan – mid-January
 - Bob Bradbury – June/July
 - Tom Smolski – maybe July

Ms. Valcich noted the following:

1. Departments are on-line with budget
2. Undesignated Fund Balance
 - Water \$1,710,343
 - Sewer \$1,927,181
 - higher than original projections as transfers for rates, meter replacement, water main replacements not approved by City Council

Chairman Tomasz noted that goal is to have rates remain stable for two years.

9. Executive Session if Needed

None

10. New Business

1. response to Weston and Sampson letter
 - Mr. Furnari noted that he and Chairman Tomasz are meeting with the Mayor

Confirm Next Meeting

December 14, 2015

January

Warrants and Contract Signing

Commissioner Kelley made a motion, seconded by Commissioner Jones to accept the November 1 and 15 warrants as presented

Vote: 3 yes

3. Adjournment

Commissioner Kelley made a motion, seconded by Commission Jones to adjournment at 5:10 p.m.

Vote: 3 yes

Submitted by:

Kathe Talkington