

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

**Time: 6:00 p.m.**

**Location: Wastewater Treatment Facility – 115 Water Street**

**Present:**

Board: Commissioners Larry Kelley, Erford Fowler, Roger Jones, John Tomasz

Staff: Tony Furnari, DPS Director; Dan Lynch, Distribution Manager; Lisa Valcich, Business Manager; Kathe Talkington, Administrative Office Manager

Guest: Pieter Hartford, OPM

Mr. Furnari informed the Board that Paul Colby would not be attending today's meeting due to his younger daughter's recent accident.

**1. Customer Issues**

Nothing to report.

**2. Old Business**

**Water Treatment Plant Project**

Pieter Hartford noted the following:

- site work almost done
- signs installed
- DEP inspection postponed
- Ted Angelakis is still working on-site
- Tim Shea will be the part-time resident when Mr. Angelakis leaves
- substantial completion planned for end of year

Commissioner Tomasz asked if there were any issues with the Whittier Bridge work. Mr. Hartford replied that Mr. Furnari, Mr. Colby and Mr. Angelakis are working with the contractors on any issues.

Commissioner Kelley asked if the equipment on the tank next to the clearwell should be covered. Mr. Hartford replied that thermal covers are needed and that the Reed Ferry shed is scheduled for December 8<sup>th</sup> delivery.

Mr. Furnari noted that the DPS staff along with Mr. Hartford and AECOM have worked well as a team on the Water Treatment Plant project. Mr. Hartford added that much of the praise should be given to Paul Colby.

Mr. Hartford noted that he has spoken with Julie Languirand concerning the \$1.4M borrowing. Ms. Languirand noted that the City is going out to bond in January 2014 and the Division's borrowing will be part of the larger bond issue.

## **Construction Report**

Mr. Lynch noted the following:

- Compiling usage at City's parks – will have information for next meeting
- Highland Avenue line tested for pressure and bacteria and passed on both
- Transferring of Highland Avenue services will start next week
- Water breaks: Chatigny Lane and Sullivan Drive
- Maritime Landing meter replacement went well; only 1 meter not changed out
- New line at Whittier Bridge tie-in first week of December
- Tied-in new 4-inch service to Mechanics Ct
- Tied-in 8-inch valve on Toppanns for Assisted Living Facility
- Stopped demo on Basin Drive – no permit

Mr. Lynch noted he and Mr. Furnari are preparing policies on second meters and timeframes for seasonal on/off.

## **Operations**

Mr. Furnari noted no additional information to report.

## **Financials**

Commissioner Kelley requested the minutes from October 16<sup>th</sup> reflect what benchmarks were used when determining that 27% of the budget was spent and that revenue showed a deficit.

Commissioner Kelley asked the five-year plan be reviewed before the start of the budget work.

Lisa Valcich noted that the 27% was based on expenses charged against the approved FY14 budget.

Ms. Valcich noted that work is progressing on preparing MUNIS to calculate the 14% interest effective January 1, 2014 on past due bills. Also, starting with the December 15<sup>th</sup> water/sewer bills information on the interest will be added and payment plan information removed. Ms. Valcich noted the Sewer Commission agreed to review on a case by case basis any requests for extended payments due to hardship. The Water Commission agreed with the change.

Commissioner Fowler asked the information be available on the bills showing prior consumption. Ms. Valcich replied she is researching on how to make that happen on the bills and be available to residents on the website.

## **New Business**

Nothing to report.

## **Tabled Items**

Nothing to discuss

**Director's Report**

Mr. Furnari noted that he has met with Mr. Lynch to prepare a second meter policy for the Board to consider at their December meeting. Mr. Furnari also noted that survey work at the Upper Dam is underway.

**Minutes**

Commissioner Jones made a motion to approve the October 23<sup>rd</sup> minutes with correction of the meeting date and clarification of financials, seconded by Commissioner Fowler.

Vote: 4 yes

**Bills Payable**

Commissioner Jones made a motion seconded by Commissioner Fowler to accept the November 1 and October 25 bills payable as presented.

Vote: 4 yes

Commissioner Jones made a motion seconded by Commissioner Fowler to accept the November 15 bills payable as presented.

Vote: 3 yes; Commissioner Tomasz -present

**Commissioners' Comments**

Commissioner asked for the status of the Water and Sewer Commissions consolidation. Mr. Furnari noted it is at the State level.

Next meetings:

Wednesday December 18, 2013 @ 4:30 pm – Wastewater Treatment Plant

Wednesday January 15, 2014 @ 5:30 pm – 16A Perry Way

Wednesday February 19, 2014 @ 5:30 pm – 16A Perry Way

Meeting adjourned at 6:55 p.m.

Submitted by: