

Groton Water Commission

Regular Meeting of the Board of Water Commissioners

Tuesday, August 28, 2012

2nd Floor Lunch Room – Town Hall

Minutes

Present are BOWC Chair James Gmeiner, Vice-Chair Jessica Cajigas, Member Gary Hogle, Water Superintendent, Tom Orcutt, and the new Business Manager, April Iannacone.

Mr. Gmeiner called the regular BOWC meeting to order at 7:30 pm.

Water & Sewer Department/Office Re-Organization

Mr. Orcutt updated the Board on the new Water/Sewer operations and re-introduced April Iannacone as the new business Manager. Mr. Orcutt asked the board for their patience in closing out the months of July and August shortly. As soon as July and August are completed, they will be e-mailed to the board members and discussed at the next Commission meeting. A Fiscal Year 2012 overview will be presented in September so specific expense accounts can be reviewed. The FY 2012 closed with a surplus and the WEF should be certified later this month at the 250K range. Mr. Orcutt explained that the surplus was a combination of not over spending line items in the Budget and construction income and connection fees in areas unexpected (residential). Connection fees that were anticipated and forecast in May will actually come in during the FY 2013 Budget.

Mr. Orcutt expressed a desire to increase the Water/Sewer Office assistant's position from 20 hours per week to 28 hours per week with both departments splitting the increase in the 8 hours. A discussion among the Board members ensued and an increase in the hours for this position was not looked upon favorably at this time.

Chairman Gmeiner made a motion to keep the Water/Sewer Office Assistant's position at 20 hours. Hogle 2nd the motion, all members were in favor of the motion.

Water Superintendents Report (verbal)

M. Orcutt gave a verbal Superintendent's Report and is expected to e-mail out the written report later this week once completed.

Minutes

There were no minutes approved at this meeting

Hogle made a motion to adjourn the meeting at 8:50 p.m. Cajigas seconded the motion. The motion carried unanimously.

Respectfully Submitted,

Thomas D. Orcutt
Water Superintendent

James Gmeiner _____ Date _____

Gary Hoglund _____ Date _____

Jessica Cajigas _____ Date _____

Superintendent's Report

August 25, 2012

1. Unkety Brook Well Site: DEP – CER0 is close to issuing the permit (within 30 days). Some of the delay has been regarding comments back and forth between DEP-CERO and DEP – Boston.
2. Forestry Management: Our Forestry Cutting Plan has been finalized and approved. The project was bid but we received only one bid that was slightly less than what was anticipated. Some of this has to do with the type of harvest we are planning (conventional versus a biomass) and due to the sensitivity of the resource area (wetlands). The plan is to re-bid the proposed timber harvest in 30 days and consider adding the Baddacook Plant Site to the scope of the project. The scheduled timber harvest still remains in either November or December of this year.
3. Water Treatment Plants: Both the Baddacook and Whitney plants have been operating nicely. Minor adjustments have been made here and there to the pumping capacities (output) at Whitney, but things are running pretty nicely. At Baddacook, we made some adjustments to the back wash cycle during July or better put, during the real heavy pumping weeks so that we could maintain safe levels in the water storage tanks overnight. The Baddacook Cistern did experience iron Bacteria in the August 7th sampling, but these results were negative and DEP had no issues with the GWD. Made adjustments to the decanting of the backwash water and our bacteria testing schedule. A more thorough or different cleaning technique is being considered in the fall after the Fall Flushing Program.

The SCADA installation for the Whitney Well Facility is moving forward with an installation date sometime in September.

4. Shirley Road Water: Working on the final figures as there was an error on one of the quotes submitted.
5. Energy Conservation Grant: The final report and recommendations shall be made on September 10, 2012.
6. Water Consumption: The June pumping figures appear to be normal. The July figures have been very high and near the top two or three reported over the past 20 years. August has begun to slow slightly over the past two weeks, but remains strong and without concerns of myself or the staff. Summer irrigation is persistent with the office sending out nearly 100 reminder letters to folks (no fines issued).
7. Generator: Our generator was repaired and shall be set up on a weekly operating schedule (Mondays) with load testing at Baddacook once per month. This has been conveyed to the operators for inception into their weekly work schedules.
8. Fiscal Year 2012: WEF Fixed Assets have been completed and handed in to the Town Account. July receivables and August receivables are being tabulated. Construction is booming on for both residential and commercial project plus the two private schools. Office and field staff working all over the place (this is good). Both connection fees and construction income will be very good for the first quarter.

The new Billing software will get on a fast track during the first week of September with a full conversion by December.