

Groton Water Commission

Regular Meeting of the Board of Water Commissioners

Tuesday, May 14, 2013

2nd Floor Lunch Room – Town Hall

DRAFT Minutes

Present are BOWC Chair James Gmeiner, Member David Crocker, Member Gary Hoglund, Water Superintendent Tom Orcutt, and Business Manager April Iannacone.

Mr. Gmeiner called the regular BOWC meeting to order at 7:00 pm.

Re-organization of the Board of Water Commissioners

Mr. Hoglund made a motion to nominate Mr. Gmeiner as Chairman for the coming year. Mr. Crocker seconded and the motion carried unanimously.

Mr. Gmeiner made a motion to nominate Mr. Hoglund as Vice Chair for the coming year. Mr. Crocker seconded and the motion carried unanimously.

Mr. Hoglund made a motion to nominate Mr. Gmeiner as payroll signatory for the coming year and Mr. Crocker as secondary payroll signatory. Mr. Crocker seconded and the motion carried unanimously.

The Commissioners also consented to moving the meeting time back to 7:30 p.m. on a regular basis for their 2nd and 4th Tuesday meetings where the last few had been at 7:00 p.m.

Superintendent's Report

Mr. Orcutt began a meeting with a brief discussion of the topics on his Superintendent's Report. Please see attached copy of this report for the items discussed. Mr. Orcutt also informed the Board that he had been in touch with Mr. Masalehdan regarding 54 Monarch Path. The sprinkler system had been turned on this past Friday on the new meter with 0 use beforehand. Mr. Orcutt and Mr. Brackett had been to the house earlier to take a look at a few things. Upon arrival they noticed that the low flow triangle was spinning detecting water making its way through the meter. When the water line to the irrigation system was closed and shut off the low flow indicator stopped. Once the valve was reopened the indicator immediately began spinning which allowed them to determine that there was a leak in the irrigation system somewhere after the line left the meter and house. Mr. Orcutt informed the Commissioners that this was just an informative discussion and there was nothing to vote on at this time. Mr. Orcutt would continue to work with Mr. Masalehdan regarding the past due balance.

Staffing Needs

Mr. Hoglund asked Mr. Orcutt if he believed that the department might have the time to get back into the process of maintaining and painting hydrants as the staff had a little time to grease, brush and prep the hydrants during their flushing process this spring. Mr. Orcutt replied that the process of greasing, checking and prepping the hydrants was a goal he had added for Mr. Brackett for the year to be done during flushing and once the department is fully staffed and time permits. Mr. Hoglund asked if there would be a union issue with hiring a summer intern just to paint hydrants in order to get a catch up done and a number of them out of the way to begin a regular maintenance program again come fall. Mr. Orcutt replied that there would not be an issue with the union if this were to be done. The highway department hired 2 summer helpers on a regular basis to help them maintain the added tasks during the few months. Mr. Orcutt stated that all that would be required

in hiring a summer intern would be a driver's license as the department had another vehicle that could be used by the person. Mr. Orcutt also stated that it would be a help to have the person do the grass mowing at this time to relieve Mr. Brackett of the duty while we are searching out a replacement for the senior technician position. Mr. Orcutt asked Ms. Iannacone what the highway department rate of pay was for the summer help. Ms. Iannacone replied that the rate of pay was \$10 an hour and they worked a full 40 hour week. The Commissioners consented that the expense of up to \$4,000 for a 10 week full time position to help maintain these tasks in the interim would be worthwhile to consider and requested Mr. Orcutt look into the option and if any other overhead or expenses would be involved in the process.

Mr. Orcutt updated Mr. Crocker on the situation causing the department's need to let go of an employee. The Commissioners discussed the process of posting and hiring the replacement senior technician position. The Commissioners consented to posting the position with the minimum requirements absolutely necessary to do the job then giving a specific timeframe for obtaining the remaining licenses needed. The Commissioners also consented that they would like to have one member from the Board involved in the hiring process from start to finish. Mr. Crocker agreed to be the one involved in the process given his background as a water department employee in Westford.

Financials

Ms. Iannacone led a brief discussion of the financial status of the department as of the close of the month of April. Ms. Iannacone stated that the reports that the Commissioners were reviewing did not have the 75,000 Town Meeting transfer from E&D as she had remembered after everything was prepared and she had left for the day. Mr. Orcutt informed the Commissioners of the projects that were in process and the income still due to be received before the end of the fiscal year as well.

Mr. Hogleund made a motion to adjourn the meeting at 8:25 p.m. Mr. Gmeiner seconded and the motion carried unanimously.

Respectfully Submitted,

April Iannacone
Business Manager

James Gmeiner _____ Date _____

Gary Hogleund _____ Date _____

Martin Schaefer _____ Date _____

Superintendent's Report

May 7, 2013

1. Unkety Brook Well Site: Zoning Article passed at the spring 2013 Town Meeting. Just waiting to hear from the Attorney General (August 2013), but I do not see this as an issue with his office – so we are done!!! Great effort and thank you Gary.
2. Forestry Management: Trees at Baddacook marked and Forestry Cutting Plan submitted to State for their review and approval. Cutting at Baddacook and Shattuck now slated for the winter 2013 – 2014. Combining the two harvests should yield us much better bid results next summer/fall. State Forester has approved the Cutting Plan as submitted.
3. Water Facilities: Richard Davee and I met with representatives from Waterline and Maher Services to assist them in determining the best way to install the Pitless pump in the Cistern. They were looking at this as an "Extra", but Richard and I quickly dispelled this notion as planning for the installation, was and still is, a part of their contract with the Town. Scheduling is still in fluid, but it looks like this: Day 1 - to install the staging, beam and other minor miscellaneous piping, chlorinate, flush and place back on line the next day (down time 24 hours +/-; Day 2 – install the Pitless, chlorinate, flush and place back in service the next day (down time 24 hours +/-; Day 3 – remove all the pumps and piping in Baddacook and make the final connections (it is anticipated that this will take 1 day).

Divers have completed their cleaning of the Baddacook Cistern. The divers vacuumed out the iron bacteria (approximately 10"-12") floating near the bottom. The cistern will be pumped down on Wednesday for the pump installers to look things over. Once this has been concluded, we shall chlorinate the cistern overnight and pump to waste.

4. Consumer Confidence Report (CCR): This report is being printed and has been mailed or will be mailed to homeowners shortly and submitted to DEP as is required. The Reports are out early this year and will go out earlier next year.
5. Billing Software: Our billing software program is up and running. The 2nd set of bills have been printed and mailed. The 2nd time around was better and smoother than the first. Software contract will be terminated in June.
6. Water Conservation: Our summer Water Conservation program goes into effect on June 1st. Notification will go out in the local newspaper next week 5/16 and 5/30. Reminder letters will be sent to everyone who received a violation notice last year just reminding them of our odd/even program and to check the programs on their irrigation systems.

The Groton Water Department received the 2012 Water Conservation Award from DEP. We were the only community Commonwealth to receive this award this year.

7. Miscellaneous: The Spring water main flushing program has been completed. The program went very well and we stayed on schedules. Very few calls/complaints this year. Hydrants that were utilized for flushing were greased and also wire brushed so that painting can commence this summer.