

Groton Water Commission
Regular Meeting
Of the
Board of Water Commissioners
Tuesday, April 6th, 2021
10:00am
Virtual Meeting using Zoom

Minutes

Present are Town Manager Mark Haddad, Assistant to the Town Manager Dawn Dunbar, Melisa Doig from Human Resources, Chairman Jack McCaffrey, Vice Chairman Greg Fishbone, Member James Gmeiner, Business Manager Lauren Crory, and Senior Water Technician II Stephen Knox.

Town Treasurer Michael Hartnett and Assistant Town Treasurer Hannah Moller joined the meeting at 10:15am.

Mr. McCaffrey called the meeting to order at 10:03 a.m.

Mr. Gmeiner made a motion to assign himself as first signer for Water Department invoices, Mr. McCaffrey as second signer, and Mr. Fishbone as third signer, in Mr. Orcutt's absence. Mr. Fishbone pointed this had already done. Mr. Gmeiner agreed but said the Town Accountant and Treasurer's offices had requested the board re-do this this. Motion seconded by Mr. McCaffrey and passed by unanimous vote.

Water Department Staffing

Mr. Haddad explained that the Water Superintendent, Tom Orcutt, is on Medical Leave and may be hospitalized for up to 12 weeks and won't be able to perform physical labor for a longer period of time. Mr. Orcutt has expressed concerns that the Water Department should consider hiring a third Water Technician. The Board of Water Commissioners anticipated hiring a new operator in a few years, but Mr. Orcutt recommends we start the process now. Mr. McCaffrey asked who will be handling the Water Department projects (Whitney Well III and Manganese Treatment Plant), and Mr. Gmeiner said that he sat in on the engineer meeting on Monday. Moving forward, Mr. McCaffrey will be sitting in on the meetings.

Water Department FY21 & FY22 Budget

Mrs. Crory said the department's budget can handle a few months of a new operator in FY21.

Mrs. Crory handed out an updated FY22 budget which would show the impact of a new operator. She felt comfortable raising the projecting rate income by about \$80,000 due to a FY20 rate increase that was not previously factored into the projections. She then added wages, overtime, and extra intergovernmental costs to the budget. She said as long as FY21 is an average year, in terms of rate income, we should be able to handle the costs of a third operator.

Mr. McCaffrey asked Mr. Knox if there would be any additional costs associated with a new operator and Mr. Knox said no, and that there is a third truck available to use.

Mr. McCaffrey said he originally was in favor of hiring a third operator once the new Manganese Treatment plant was online.

After discussion, the Board of Water Commissioners agreed to move forward with the advertisement for a Water Technician I. They have not yet decided if they will move forward with hiring someone and will review applicants before deciding.

Mr. Gmeiner made a motion to advertise the Water Technician I position, Mr. Fishbone seconded, and the motion carried unanimously.

Mr. Haddad said Mr. Knox, Mrs. Doig, and Mr. Gmeiner can conduct the interviews.

Mrs. Dunbar pointed out that we can remove our budgeted Summer Help for \$6,000 since we will now have a third operator.

Mr. Knox asked if we would entertain any applicants that didn't have licenses and Mr. Haddad said the Board can decide as we go. Ms. Doig will put in the full pay range to include unlicensed operators.

Mr. McCaffrey made a motion to adjourn at 10:36 a.m., Mr. Gmeiner seconded, and the motion carried unanimously.

Respectfully Submitted,

Lauren Crory

Business Manager