

Groton Water Commission

Regular Meeting of the Board of Water Commissioners

Tuesday, July 24, 2012

Baddacook Pump Station Lowell Rd.

**DRAFT Minutes**

Present are BOWC Chair James Gmeiner, Vice-Chair Jessica Cajigas, Member Gary Hoglund, Water Superintendent Tom Orcutt, and Business Manager Sandy Pellecchia.

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

**Billing Software**

Ms. Pellecchia gave a brief overview of the 3 billing software vendors and systems that the department had been reviewing and received quotes from; Northern Data, CUSI and an upgrade to the current software with InteData. Mr. Orcutt and Ms. Pellecchia were both in agreement that the software from Northern Data would be the most beneficial and Mr. Orcutt was recommending a 50/50 split of the total costs between the Water and Sewer Commissions. This would mean that the Sewer Commission would pay for the software, licensing and training, the Water Commission would pay for the server and all hardware associated costs, and then the 2 Commissions would split the first year's maintenance 50/50.

Ms. Cajigas made a motion to accept the proposal from the Superintendent and Business Manager to authorize the purchase and cost share of the new billing software, hardware and support for the Water and Sewer Departments. Mr. Hoglund seconded the motion and the motion carried unanimously.

**Energy and Efficiency & Conservation Block Grant**

Mr. Orcutt led a brief discussion of the processes that take place throughout the Baddacook Well Pump Station. He reviewed the SCADA System at Baddacook and how that operating system controls all of the systems/pumps. SCADA was recently installed at Whitney and can be controlled and viewed at Baddacook as well. He then discussed with the Commissioners the processes and the items that he would like the representatives of the Energy Audit Team to review during their site visit. The Energy Audit Team would more than likely spend an entire day reviewing the systems and make measurements of systems as well.

**Financials**

Mr. Orcutt and Ms. Pellecchia led a brief discussion with the Commissioners with regard to the final financial status of the Water Commission as of the end of Fiscal Year 2012 on June 30<sup>th</sup>.

**Minutes**

Ms. Cajigas made a motion to accept the March 13, 2012 and July 10, 2012 regular session minutes as drafted. Mr. Gmeiner seconded and the motion carried unanimously.

The Board of Water Commissioners adjourned their meeting at 8:45 P.M.

Respectfully Submitted,

Sandy Pellecchia  
Business Manager

James Gmeiner \_\_\_\_\_ Date \_\_\_\_\_

Gary Hoglund \_\_\_\_\_ Date \_\_\_\_\_

Jessica Cajigas \_\_\_\_\_ Date \_\_\_\_\_