

Groton Water Commission  
Regular Meeting  
Of the  
Board of Water Commissioners  
Tuesday, November 14th, 2017  
2<sup>nd</sup> Floor Lunch Room

**Minutes**

Present are Chairman Jack McCaffrey, Vice Chairman Greg Fishbone, Member James Gmeiner, Superintendent Thomas Orcutt and Business Manager Lauren Crory.

Mr. McCaffrey called the meeting to order at 7:00pm.

FY2019 Budget

Mr. Orcutt and Mrs. Crory presented a spreadsheet of line items for the expense budget and explained any changes in costs for Fiscal Year 2019. The propane heat budget will be reduced based on historical usage, electricity will be reduced based on a new rate program with Groton Electric, maintenance agreements will be increased due to inflation, meters will be increased due to meter change out program, cable will be increased due to inflation, engineering will be increased due to historical cost, insurance will increase due to inflation, contracted services will decrease due to historical cost, system parts and equipment will increase due to historical cost, gas & oil will increase due to inflation, and uniforms and intergovernmental will increase due to a new employee being hired.

Mr. Fishbone asked how the wages for the new hire will be paid in Fiscal Year 2018 and Mr. Orcutt explained that we will need to transfer funds from our reserves. Mr. McCaffrey asked about our meter change out program and Mr. Orcutt said we are currently in Year 2 out of 5 and are budgeting for year 3.

Mr. McCaffrey pointed out that our electric costs could go down more if we are able to expand the new rate program to other locations in addition to Whitney Well.

Mr. Orcutt reviewed the wages and salary spreadsheet with the commissioners and said that it would need to be adjusted after contract negotiations due to an unknown Cost of Living increase.

The commissioners discussed the financial impact of the new employee and the upcoming retirement of Mr. Brackett including intergovernmental costs, insurance, and retirement. Mr. Orcutt said the new employee will not be working any overtime during the training period. Mr. McCaffrey asked if overtime work would decrease during the time there is a third operator and Mr. Orcutt explained that overtime is not used for daily work and is normally for scheduled projects or emergencies so he does not anticipate it changing.

Mr. Orcutt discussed upcoming projects that may need to pay connection fees in Fiscal Year 2019. The commissioners reviewed the revenue projections and determined that rates and processing fees could be increased due to a recent rate and processing fee increase which should be evident in Fiscal Year 2019.

Mr. Gmeiner asked if the trucks will need to be replaced soon and Mr. Orcutt said that his major/minor capital plan includes a truck purchase in Fiscal Year 2021.

Other Business

Mr. Orcutt presented updated well level graphs which are showing an increase.

Mr. Orcutt informed the commissioners that he applied for a Massachusetts DEP grant for about \$80,000 that would be applied to the Whitney Well Upgrades. He will be notified in January if we are awarded the grant.

Mr. McCaffrey presented a summary of the completed Badacock hydro-raking in Year 1. The residents of Badacock plan to meet to discuss the plan for Year 2.

The commissioners agreed on December 12<sup>th</sup> and 19<sup>th</sup> meeting dates.

Mr. McCaffrey made a motion to approve the minutes of October 24<sup>th</sup> as amended, Mr. Fishbone seconded, and the motion carried unanimously.

Invoices for Expense Warrant 11 were signed.

Mr. McCaffrey made a motion to adjourn at 8:15pm, Mr. Fishbone seconded, and the motion carried unanimously.

Respectfully Submitted,

Lauren Crory  
Business Manager