

Groton Water Commission
Regular Meeting
Of the
Board of Water Commissioners
Tuesday, June 11th, 2019
2nd 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 7:43pm.

Reorganization of the Board

Mr. Fishbone nominated Mr. McCaffrey as Chairman, Mr. Gmeiner seconded, and the motion carried unanimously.

Mr. Gmeiner nominated Mr. Fishbone as Vice Chairman, Mr. Fishbone seconded, and the motion carried unanimously.

Whitney Well – Mike Ohl

Comprehensive Environmental Inc was not able to attend the meeting. Mr. Orcutt had reached out to them on May 30th to confirm the meeting but Mr. Ohl told him today that he had double booked. They are now scheduled to come to the meeting on June 25th, 2019.

Water Conservation Program – Well Levels & Pumping

Mr. Orcutt presented the precipitation graphs and well levels. Mr. McCaffrey asked when water main flushing was and Mr. Orcutt said it was in April and did not have a large effect on well levels. Mr. Orcutt said we have adequate water supply and the wells are only pumping about 6-7 hours per day and are normally pumping 15-20 hours per day around this time. April and May were very wet months and many people did not begin to irrigate lawns. Mr. Orcutt explained that the lack of pumping in May and June is going to make for a bad start to fiscal year 2020. We can expect our July, August, and September bills to result in lower than average usage and therefor lower rate income.

3rd Quarter Financials & 2019 Internal Financial Transfers

Mrs. Crory reviewed the current financials and forecasted income and expenses throughout the end of the fiscal year. She hopes that we will be able to put back a portion of the funds transferred out of the reserve fund. She conservatively estimated that \$16,000 will be put back out of the \$150,000 transferred out. In addition to this, about \$40,000 left from our Energy grant and about \$62,000 leftover from our Whitney Well project fund will be put back into our Enterprise Fund.

Billing Software – Upgrades / Options

Mrs. Crory explained that our current billing company, Northern Data Systems, has informed us that we should begin to think about different options regarding our server. Microsoft will soon not be compatible with our current server. Northern Data sent us a few options which include doing nothing preventative, buying a new server, or having their server host us. Mr. Fishbone asked if he could review the options and offer any advice and Mrs. Crory said she would email him the information.

Other Business

Mr. McCaffrey asked Mr. Orcutt his consumption projections in the upcoming years. Mr. Orcutt thinks we will see a slow increase as we get more connections. Mr. McCaffrey asked if we should be concerned about capacity and Mr. Orcutt does not see it being an issue for another 10+ years. Mr. McCaffrey brought up the question of spending funds on better quality or more capacity. Mr. Orcutt said in some cases we have to spend the funds on quality to meet DEP requirements.

Mr. Fishbone asked when we will be starting the Fiscal Year 2021 budget and Mr. Orcutt said he has started it. Mr. Orcutt said that he will try to create a budget that does not require a transfer from the Enterprise Fund. Mr. McCaffrey suggested that we look at adjusting rates after we have information from Comprehensive Environmental and know what we need to do to improve water quality.

Mr. McCaffrey asked if we didn't announce our energy award in the herald yet because the data was not ready and Mr. Orcutt said that we will pull the data together to support the award.

Mr. Gmeiner made a motion to move \$9,000 from general expenses to salaries, Mr. Fishbone seconded, and the motion carried unanimously.

Mr. Gmeiner made a motion to move \$31,000 from general expenses to wages, Mr. Fishbone seconded, and the motion carried unanimously.

Mr. Gmeiner approved the minutes of May 7th, Mr. McCaffrey seconded and the motion carried unanimously.

Invoices for Expense Warrant 26 were signed.

Next Meetings: June 25th, 2019

Mr. McCaffrey made a motion to adjourn at 8:55pm, Mr. Fishbone seconded, and the motion carried unanimously.

Respectfully Submitted,

Lauren Crory
Business Manager