

**BOARD OF WATER COMMISSIONERS
NOVEMBER 25, 2013
MEETING ROOM 014**

Present: Dave Keating, Brian Antonioli, Jared Adams, Doug Valovcin

MEETING began at 6:00pm.

PUBLIC COMMENT

None

WELL #4 and WATER TREATMENT PLANT #4 – PROJECT

Due to backwash issues, Well #4 is not pumping into the system. Various scenarios are now being investigated and tested. Hungerford & Terry will be on site tomorrow to address problems and make adjustments. Mr. Valovcin said that he has a modulating valve disagreement with Hungerford & Terry engineers so he will contact a valve company or Flow Rite for education and/or training.

CEDAR STREET METER PIT

The meter has been pulled, and the hydrant flow has been increased. Mr. Valovcin wants to install gauges at 191 Cedar Street to monitor the water pressure.

WELL #8

Well #8 has been working fine. The Department wants to monitor the drawdown levels of the chlorine has been on the higher side, possible due to drought conditions. Rain scheduled for this Wednesday may help.

WELL #5, AND Well #7 – OPERATIONAL STATUS

Well #5 and Well #7 have been working fine.

WORKING GROUP FOR TRANSITION TO DEPARTMENT OF PUBLIC WORKS

A transition group has been formed to work on the transition to a Department of Public Works. The group will consist of the following:

Water Commissioner
Water Superintendent
Highway Superintendent
Town Accountant
Selectman
Town Administrator

WATER DEPARTMENT
TOWN HALL, 703 WASHINGTON STREET, HOLLISTON, MASSACHUSETTS 01746-2168
TEL: 508-429-0603 / FAX: 508-429-0642
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One meeting was held on November 25, 2013 with a Board of Water Commissioner member. Mr. Valovcin updated the Board on the meeting:

Enterprise Fund ó what does the Highway and Water Departments need?
It would better if both the Water Department and Highway Departments
Were in the same building
Water Superintendent and Highway Superintendent will review the job
Description of the Director of the DPW

Mr. Antonioli expressed his wish to join the group which expects to meet once a month. The already-scheduled meeting on December 17 is at 1pm which would not work for him, but a time of 4pm would work.

Mr. Keating made a motion: **“Motion that Brian Antonioli be designated the Representative for the Board of Water Commissioner for the Department of Public Works transition working group”**

Mr. Antonioli seconded the motion.

Mr. Antonioli, Mr. Keating, and Mr. Adams voted in favor of the motion.

Mr. Keating will send an e-mail to the Town Accountant regarding Mr. Antonioli and that the 4:00pm time will work.

STAFFING – STATUS

The System Operator position is on hold.

One of the current System Operators has submitted his letter of retirement effective at the end of January 2014.

Mr. Valovcin distributed a list of proposed organizational changes for discussion in upcoming Board meetings. The five general topics include Water Department policy changes, Staffing, Treatment, Distribution, and Water Tanks.

BUDGETS – ARTICLE BUDGETS – WATER SURPLUS

The Bonded Article is due May 1, 2014.

Mr. Valovcin will meet with the Office Manager to discuss budgets from the MUNIS billing system. Mr. Keating requested updates on the balance of the Bonded Article at least every month.

Mr. Valovcin will contact Ali Parand of AP Parand & Associates regarding the Well #7 project balance ó the department plans to withhold some payment due to the late seeding at the Well #7 site.

FUTURE PROJECTS

Mr. Valovcin will get cost estimates for possible future projects.

MINUTES REVIEW

Mr. Keating made a motion: **“Motion to accept the minutes of October 28, 2013 as written”**

Mr. Adams seconded the motion.

Mr. Adams, Mr. Antonioli, and Mr. Keating voted in favor of the motion.

DOCUMENTS

Proposed Organizational Changes

INVOICES AND CHANGE ORDERS

Invoices and change orders were signed at the meeting.

Mr. Keating made a motion: **“Motion to adjourn”**

Mr. Antonioli seconded the motion.

Mr. Adams, Mr. Antonioli, and Mr. Keating voted in favor of the motion.

The meeting adjourned at 7:20pm.

Next BWC meeting – Wednesday, December 11, 2013 at 6:00pm

Respectfully submitted,

Tricia Keating

Clerk

Approved 12/23/13 as amended