

**BOARD OF WATER COMMISSIONERS  
DECEMBER 11, 2013  
MEETING ROOM 014**

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

Present: Tom DiCecco, Dave Bernier

**MEETING began at 6:00pm.**

**PUBLIC COMMENT**

None

**WELL #4 and WATER TREATMENT PLANT #4 – PROJECT**

Mr. Valovcin updated the Board on the progress at Well #4 Treatment Plant. The department is pumping into the system and has begun reporting chemical usage to the Commonwealth.

**CEDAR STREET METER PIT**

Mr. Valovcin has completed Step #1 in a four-or-five step process to determine the reason for the low water pressure at some homes at the top of Cedar Street. Mr. Valovcin asked Tom DiCecco of 191 Cedar Street, for permission to check the water pressure inside his home. The Department will first check the pressure with his booster pump on and then will check with the pump turned off. Mr. Valovcin said that the pressure coming up the street has improved. Mr. DiCecco announced that he has contacted Dover Pump Company to remove his booster pump and install a shallow-well pump.

The next step involves the following:

- Disconnect meters so that water flows with the meter
- Place a gauge on fire hydrant located outside residence
- Conduct additional testing on Cedar Street
- Use jelly bean machine technique (which uses actual jelly beans to flush pipes)

Mr. DiCecco welcomes this next step. The Water Department Office staff will contact him to set up an appointment date.

Mr. Bernier and Mr. DiCecco left at 6:35pm.

**WELL #5, WELL #6, WELL #7 WELL#8 – OPERATIONAL STATUS**

Ali Parand of AP & Associates will attend the next Board meeting to give an update on progress on the Well #7 project. Mr. Valovcin reported that there has been a big improvement at the Well #6 Treatment Plant.

## **WORKING GROUP FOR TRANSITION TO DEPARTMENT OF PUBLIC WORKS**

Mr. Antonioli will attend the next Department of Public Works Transition Group meeting on December 17, 2013.

## **HYDRANT FLUSHING**

Mr. Valovcin plans to continue hydrant flushing while the weather cooperates. He hopes to finish the Mudville and Marked Tree areas of town next.

Mr. Valovcin plans to obtain price quotes for öslurpyö which could be used for flushing in the Willowgate Rise area as well as other areas in town.

## **BUDGET**

There is one invoice from Winston builders that will be signed tonight. Mr. Valovcin will meet with the Office Manager to review the current budget.

Mr. Keating asked for an update on the BONDED ARTICLES at the next meeting.

## **STAFFING – STATUS**

Mr. Valovcin listed the following staffing concerns:

At least one properly-licensed Systems Operator must be on-site  
when Well #4 Treatment Plant is running

One (out of the current five) Systems Operator is retiring January 2014  
Operations Manager position is vacant

Need to officially designate öPrimary Operatorö since Mr. Valovcin  
can no longer hold that title due to his promotion

Mr. Valovcin proposes the following for Treatment:

two employees should have T3 (or higher) licenses for Well #4 Treatment Plant

two employees should have T2 (or higher) licenses for Well #6 Treatment Plant

one employee should have T1 (or higher) license

He also listed tasks related to the Distribution:

Service orders

Hydrant Flushing

Complaint investigation

Water service inspections

MTU/meter repairs/replacements

Water tank inspections ö routine

New water service/taps ö seasonal

Water sampling ö expected to become more frequent

Water main break repairs

Mr. Valovcin stated that he needs three Distribution employees for our 15K population. He wants to hire a Chief Operator and a Distribution Foreman. One suggestion was to offer a stipend to the Systems Operators who will fulfill these duties. Another suggestion is to offer salaried positions instead of hourly pay.

Mr. Valovcin will send four scenarios as well as job descriptions for Chief Operator and Distribution Foreman to the Board as well as the Town Administrator. He will also include documentation about other towns which have a Chief Operator and Distribution Foreman.

The Board proposed inviting all three Selectmen to a Water Commissions meeting to present the Board's staffing plan.

### **MINUTES REVIEW**

No minutes were reviewed at the meeting.

The minutes of November 13, 2013 and November 25, 2013 were distributed at the meeting.

### **DOCUMENTS**

Documents from last Board meeting: Water Department 2013 ó Staffing  
Water Department 2013 ó Distribution  
Water Department 2013 ó Treatment  
Water Dept Policy Changes 2013

### **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 8:30pm.

**Next BWC meeting – MONDAY, December 23, 2013 at 6:00pm**

Respectfully submitted,

Tricia Keating  
Clerk

Approved 3/4/14 as amended

