

**BOARD OF WATER COMMISSIONERS  
DECEMBER 23, 2013  
MEETING ROOM 014**

Present: Dave Keating, Jared Adams, Doug Valovcin  
Brian Antonioli did not attend

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

**PROJECT UPDATE STATUS**

**WELL #4**

Well #4 is now pumping into the system.

Mr. Valovcin distributed Year-To-Date Budget Reports for 12/12/13 and 12/19/13 as well as a PUNCH LIST with AECOM and the Water Department.

The Board discussed balances and status of outstanding Water Department ARTICLES. The PUNCH LIST does not contain any operational problems.

**WELL #7**

Ali Parand of AP Associates discovered errors in the DeFelice report on Well #7 project. After corrections are made, he expects to report of the project wrap-up at the next board meeting.

Mr. Valovcin reported that Well #7 is running fine.

**WELLS #8, #5, #6**

Mr. Valovcin reported that Wells #5, #8, and #6 are running fine. He may begin blending the water of Well #6 with Well #7 into the Well #6 Treatment Plant around the start of the new year. This is possible because Well #4 is now running in to the system.

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

The meeting of the Transition to DPW was cancelled for December 17, 2013 and has not yet been re-scheduled.

**STAFFING – STATUS**

The Board discussed staffing of the Water Department. The department currently has five Systems Operators and a Water Superintendent.

Following the MMA Consulting Group's report of 2006, the department is currently two positions short and one more employee is required due to the start-up of Well #4. This well currently only runs for about four hours/day (rather than 8 hours/day) due a lack of manpower.

The Town Accountant has agreed that the money for a new Systems Operator has been approved since July 1, 2013. The position has not yet been filled because it has not received approval by the Personnel Board. Mr. Valovcin said that he has been asked by the Town Administrator to put the position on hold. The schedule for this position was advertised for Tuesday through Saturday work hours which would help the department with weekend coverage.

In the last year, approximately fifty homes have been added to the town ó most with irrigations systems and multiple bathrooms

Mr. Valovcin has several job descriptions of Treatment Foreman and Distribution Foreman that he plans to consolidate before the next Board meeting.

The Board listed the following steps:

- Step 1 ó create job descriptions for open positions
  - Treatment Foreman (hourly vs. salaried)
  - Distribution Foreman (hourly vs. salaried)

- Step 2 ó hire an interim Operations Manager

- Step 3 ó solve vehicle shortage problem

- Step 4 ó complete paperwork to öbackfillö hourly employees if they are hired for salaried positions

The department would advertise internally, then externally if candidates are not found with the internal advertising.

### **FUTURE PROJECTS**

Mr. Valovcin distributed a proposal from Utility Service Company. Mr. Valovcin told the Board that it might be a solution for the Willowgate Rise neighborhood which experiences water issues. He thinks that house pressure-reducing valves might be causing sediment in their pipes which results in colored water. That would mean that the problem is not caused by town water. This proposal may move the sediment through their pipes.

### **MINUTES REVIEW**

Mr. Keating made a motion: **öMotion to accept the minutes of November 13, 2013 as writtenö**

**Mr. Adams seconded the motion.**

**Mr. Adams and Mr. Keating voted in favor of the motion.**

Mr. Keating made a motion: **“Motion to accept the minutes of November 25, 2013 as amended”**

**Mr. Adams seconded the motion.**

**Mr. Adams and Mr. Keating voted in favor of the motion.**

#### **DOCUMENTS**

12/12/13 Year-to-Date Budget Report

12/19/13 Year-to-Date Budget Report

Joseph M. Finn Water Treatment Facility Retrofit at Well #4 ó Preliminary Substantial Completion Punch List

MMA Consulting report of 2006

Proposal from Utility Service Company Inc.

Complaint Log

#### **INVOICES AND CHANGE ORDERS**

Invoices and change orders were signed at the meeting.

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

**Mr. Adams seconded the motion.**

**Mr. Adams and Mr. Keating voted in favor of the motion.**

The meeting adjourned at 7:35pm.

**Next BWC meeting – Wednesday, January 8, 2014 at 7:00pm**

Respectfully submitted,

Tricia Keating  
Clerk

Approved 2/27/14 as written