

**BOARD OF WATER COMMISSIONERS
MAY 21, 2014
MEETING ROOM 014**

Present: Dave Keating, Brian Antonioli, Doug Valovcin

MEETING began at 6:00pm.

VOTE FOR NEW CHAIRMAN OF BOARD OF WATER COMMISSIONERS

Mr. Antonioli was re-elected on May 20, 2014 for a three-year term as Water Commissioner.

Mr. Antonioli made a motion: "Move to elect David Keating as Chairman of the Board of Water Commissioners"

Mr. Keating seconded the motion.

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

VOTE FOR PAYROLL AUTHORIZATION

Mr. Keating made a motion: "Move that Doug Valovcin and Linda Mann be authorized to sign payroll with Ms Mann signing in Mr. Valovcin's absence"

Mr. Antonioli seconded the motion.

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

PROJECT – STATUS

BONDED ARTICLE FOR WELL #4 TREATMENT PLANT

Mr. Valovcin announced that the department has met the criteria for the deadline of May 1, 2014 for the BONDED ARTICLE for the Well #4 Treatment Plant.

A punch list of items still is being addressed at Well #4.

WELLS – STATUS

One Water System Operator worked last Saturday and Sunday to insure that water levels did not drop. Mr. Valovcin expects that he will have to work this upcoming holiday weekend for the same reason.

Well #5 is not running because it is being cleaned. It may come back on-line by Friday, May 23.

Well #4 is now running 10 hours/day.

Well #6 is running 24/7 due to Well #5's cleaning.

Well #7 is running 70 hours before requiring cleaning (a major improvement).

HYDRANT FLUSHING and HYDRANT REPAIRS

Due to a shortage of staff (three open positions), Mr. Valovcin announced that hydrant flushing for the Spring has ceased. Without enough water in the tanks, and the cleaning of Well #5, the department will deal with specific areas in town when called about colored water. Hydrant flushing will resume in the Fall.

Mr. Valovcin will contact companies which insure damaged hydrants. Insurance companies will pay costs for the repair. One damaged hydrant (on Washington Street) is missing a valve to shut off water nearby which means that water must be shut off to a large number of residences to make repairs.

STAFFING – STATUS

There are three open positions in the Water Department ó one for Operations Manager and two for Water Systems Operators.

Mr. Valovcin has requested that Paul LeBeau, Town Administrator, create an offer letter to send to a candidate for Water Systems Operator.

Mr. Valovcin announced that he knows of another possible Water System Operator candidate who has not yet applied, but has been asked to apply.

REPORTS

Mr. Valovcin is currently working on the Annual Statistical Report which is due in June. Ali Parand of AP Parand & Associates is working on the Consumer Confidence Report.

CELL TOWER ADDITIONS BY SPRINT/NEXTEL

SPRINT/NEXTEL has asked to make additions to brackets already on the Mt Hollis tank on Fairlane Way. Mr. Valovcin has determined that the adjustments will have no effect on the tank which recently underwent renovation.

Mr. Keating made a motion: **õMotion to sign letter from SPRINT/NEXTEL that requests modifications to the Mount Hollis tank”**

Mr. Antonioli seconded the motion.

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

Mr. Keating signed the SPRINT/NEXTEL letter describing the modifications.

WATER RATE HEARING

The Board discussed whether water rates should be changed for the Fiscal Year 2015 which begins on July 1, 2014. They reviewed the Holliston Water Department Analysis.

After reviewing the financial status of the department, the Board decided to not change the water rates for FY15.

Mr. Antonioli made a motion: **“Motion to keep water rates for FY15 the same as FY14 Water rates”**

Mr. Keating seconded the motion.

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

FISCAL YEAR 2015 BUDGET

The Chairman will review the FY15 budget with the Town Accountant who said that he had not reviewed the budget before the Town Meeting. The Board noted that the Water Department budget submitted by the Board of Selectmen (and approved at the May Town Meeting) has a 5% increase in rates.

The Board reviewed the 5/21 Revenue Prediction Worksheet.

Related to the TOWN MEETING ARTICLE for Well #7 project, Mr. Valovcin said that some of the trees and vegetation planted by the contractor appears to have **not** taken hold.

The Board reviewed the Aging Report of 5/21/14. The outstanding balance of money owed to the Water Department is **\$250,511.41**. The following is the breakdown of the balance (because the department bills quarterly, there is no balance between 30 and 90 days)::

\$117,833.56 balance owed by property owners between 1 and 30 days

\$48,877.00 balance owed by property owners between 91-120 days

\$83,799.86 balance owed by property owners over 120 days

\$250,511.41 balance owed by property owners to the Water Department

The Board discussed possible ways to collect the money from homeowners including charging interest and/or water shutoff.

MINUTES REVIEW

Mr. Keating made a motion: **“Motion to accept the minutes of March 17, 2014 as written”**

Mr. Antonioli seconded the motion.

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

Mr. Keating made a motion: **“Motion to accept the minutes of March 24, 2014 as written”**

Mr. Antonioli seconded the motion.

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

Mr. Keating made a motion: **“Motion to accept the minutes of March 31, 2014 as written”**

Mr. Antonioli seconded the motion.

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

Mr. Keating made a motion: **“Motion to accept the minutes of April 14, 2014 as written”**

Mr. Antonioli seconded the motion.

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

Mr. Keating made a motion: **“Motion to accept the minutes of April 22, 2014 as written”**

Mr. Antonioli seconded the motion.

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

DOCUMENTS

SPRINT/NEXTEL Letter

Holliston Water Rates FY14

Holliston Water Department Analysis

Aging Report ó 5/21/14

Aging Report ó 5/21/14 by Type/Service

“5/21 Revenue Prediction Worksheetö

Year-to-Date Budget Report FY14 (5/19/14) - WATER SURPLUS óPersonal Services

Year-to-Date Budget Report FY14 (5/19/12) - WATER SURPLUS óCharges

For Services

Year-to-Date Budget Report FY14 (5/21/14) - WATER FUND (SPECIAL ARTICLES)

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

The meeting adjourned at 7:34pm.

Next BWC meeting – WEDNESDAY, June 11, 2014 at 6:00pm

Respectfully submitted,

Tricia Keating

Clerk

Approved 6/11/14 as amended