

**Water/Wastewater Commissioners’
Meeting Minutes
September 3, 2013**

Present: Robert E. Courage, Chairman
Dale A. White, Vice-Chairman
Michael E. Putnam, Member
David Boucher, Director
Evelyn Gendron

Call to Order:

Chairman Courage called the meeting to order at 6:00 p.m.

Decisions:

Approval of Meeting Minutes – Vice-Chairman White made the motion to approve the minutes of the August 20, 2013 meeting as amended. Chairman Courage seconded the motion.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the August 2013 Bill Commitment 130830 and for the August 2013 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the August 2013 Bill Commitment 130830 and for the August 2013 Final Bills issued.

Transfer of Funds Requests – Director Boucher presented a Transfer of Funds Request to the Trustees for the Water Meter Replacement Program in the amount of \$39,055.67. Commissioner Putnam made the motion to approve this transfer of funds as presented by Mr. Boucher. Chairman Courage seconded the motion. All voted in favor. Director Boucher presented a Transfer of Funds Request to the Trustees for the Dram Cup Water Storage Tank Roof Repair in the amount of \$53,060.00. Vice-Chairman White made the motion to approve this transfer of funds as presented by Mr. Boucher. Commissioner Putnam seconded the motion. All voted in favor. At the next commissioners’ meeting, Mr. Boucher will present a memo addressed to Mr. Jack Sheehy, Director of Financial Operations, for the commissioners’ consideration/approval to transfer sewer impact fees. He will inform the Board how many large water meters will be ordered in 2014. Mr. Boucher apprised the Board of the quantity and variety of water meters and associated interface units purchased during 2013. Chairman Courage said the on-going water meter replacement program ensures reliable, accurate readings.

Discussion/Information Items:

Smith & Beech Street Water Main Replacement Project Status – Director Boucher said today’s installation included 90 feet of pipe on Smith Street, a 6” gate and a corporation. Chairman Courage said the late afternoon update he received from Mr. Jim Young, Water Department Foreman, indicated approximately 126 feet of pipe had been accomplished today. The commissioners agreed this project is progressing well and the four-man crew leaves a tidy job site at the end of each work day.

Curtis Well Electrical and Instrumentation Improvements Punch List Update – Mr. Boucher said this project should be completed by Friday. Omitted from the previous punch list was the need to upgrade the SCADA system electronic components to allow underground storage tank readings. G. A. LaFlamme will run the conduit and Woodard & Curran representatives will enable the electronic parts.

Wastewater Switchgear Project Update – Mr. Boucher said the doors received last week were incorrectly sized; Electrical Installation representatives arranged for replacement doors to be delivered tomorrow. The breaker for the air conditioning unit will be installed tomorrow. ArcFlash emblems will be applied to the switchgear, and paint is needed. Project components have been tested and are operating correctly. Vice-Chairman White inquired how soon replacing the generator should be included in budget discussions, given that it had been installed in 1981. Mr. Boucher said the generator has been operating well. Recommendations are received from a contractor twice annually following scheduled preventative maintenance inspections. Commissioner Putnam inquired how many hours are on the generator’s totalizer. Mr. Boucher said the generator is exercised for an hour on a regular schedule. He will consult the most recent Celestial Energy efficiency report.

Activities Report – Reviewed by the commissioners. Informal discussion followed on a variety of departmental topics and activities.

Miscellaneous Project Updates – The DLB Paving crew will begin paving near the septage receiving facility on the 9th. The centrifuge pilot-test for dewatering sludge will also begin on the 9th. The commissioners have been tentatively scheduled to meet with the Board of Selectmen and the Economic Development Advisory Committee (EDAC) on Monday, October 14, the meeting time has yet to be determined.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners’ meeting will be held at 6:00 p.m. on Tuesday, September 17, 2013 at the Water Utilities Department, 564 Nashua Street. The Water Rate Hearing will be held at 6:00 p.m. on Monday, November 18, 2013 in the Board of Selectmen’s Meeting Room, Town Hall.

Adjournment:

Commissioner Putnam made the motion to adjourn the meeting at 6:30 p.m.

Robert E. Courage, Chairman

Date

Dale A. White, Vice-Chairman

Date

Michael E. Putnam, Commissioner

Date