

**Water/Wastewater Commissioners'  
Meeting Minutes  
November 9, 2010**

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

**Call to Order:**

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

**Decisions:**

Approval of Final Minutes – Commissioner White made the motion to approve the final minutes of the meeting held on October 12, 2010 as amended. Chairman Courage seconded the motion. The minutes of the October 26, 2010 meeting were tabled until the next commissioners' meeting.

Water Users Fee/Tax Collector's Warrant – The Commissioners signed this document as presented for the October 2010 Bill Commitment 101029 and for the October 2010 Final Bills issued.

Sewer Users Fee/Tax Collector's Warrant – The Commissioners signed this document as presented for the October 2010 Bill Commitment 101029 and for the October 2010 Final Bills issued.

Sewer Abatement Request – 21 Mooreland Street – Upon the recommendation of the Water Utility Billing Clerk and the Superintendent, and based upon the water customer's past billing history, Vice-Chairman Putnam made the motion to approve the sewer abatement request as presented in the amount of \$461.04 as a one-time exception due to water used for lawn care which did not enter the sewer system. The amount of sewer usage to be abated is 13,845 cubic feet. Commissioner White seconded the motion. All voted in favor.

Sewer Abatement Request – 48 Riverview Street – Upon the recommendation of the Water Utility Billing Clerk and the Superintendent, and based upon the water customer's past billing history, Vice-Chairman Putnam made the motion to approve the sewer abatement request as presented in the amount of \$122.04 as a one-time exception due to water used for lawn care which did not enter the sewer system. The amount of sewer usage to be abated is 3,665 cubic feet. Chairman Courage seconded the motion. All voted in favor.

**Discussions:**

Hampshire Dome Winter Water Meter System – Commissioner White explained that he had been approached by Mr. Tom Sapienza, Hampshire Hills Manager, regarding the possibility of again using a rented meter during the winter season at the Hampshire Dome for tracking the town water used to remove snow from the Dome’s roof. Mr. White said that while he didn’t know the Dome’s water usage history to rinse snow off of the Dome’s roof, but that he had agreed to present Mr. Sapienza’s question to the commissioners during tonight’s meeting: could the Dome’s personnel conveniently keep a meter on-site yet protected from the winter elements in order to remove snow without having to involve the Water Department personnel during each snow event. Superintendent Boucher distributed a letter dated December 16, 2009 addressed to Mr. Holder at Hampshire Hills which outlined the guidelines established in 2007 regarding winter water use for snow removal operations at the Hampshire Dome. Mr. Boucher explained that there had been occasions when more than one employee at the Dome had been given the responsibility for operating the meter equipment and that the established procedures had not been followed, such as the meter having been left on the hydrant with water inside, and the ability to ensure accurate billing is diminished when the Water Department personnel is not responsible for their metering equipment. Upon discussion of the hydrant usage, the draining of the hydrant, water metering procedures and the current flat labor fee policy, Chairman Courage suggested that an invitation be extended to Mr. Sapienza to attend the next commissioners’ meeting to see what could be agreed upon.

Curtis Well – Stantec Project Updates – Upon the commissioners’ review of the information emailed by Mr. LaBranche, Chairman Courage commented that the news regarding the septage receiving facility was encouraging. He said that the copy of the November 3, 2004 letter from Mr. LaBranche addressing the Holland Water Tank Project issues to Mr. Ruoff, Public Works Director, was during the time when the Board of Selectmen decided matters as water and sewer commissioners, and contained the apportioned benefits and costs of the project to the town. Benefits were cited as follows:

Benefit to the entire Town:	630,000 gallons, which is 26% of the total
Benefit to the users:	1,800,000 gallons, which is 74% of the total
Total:	2,430,000 gallons

Chairman Courage said that he believes the rationale holds true today as it did in 2004 that the water department operations is identified as benefiting the entire town not just the water users, and the whole community benefits from the fire protection provided. Mr. Courage added that 26% of the Water Utilities operating budget equates to more than what is currently being charged to the town for hydrant rentals. He suggested that Mr. Boucher make a copy of this letter available to the Budget Advisory Committee during the December budget discussions.

Elm Street Sewer - Superintendent Boucher said that the design will go forward. The cost worksheet for this project received from Meridian was reviewed and deemed to be reasonable at a cost of \$100,459.35. Some of the work will be done by the Water Utilities personnel and can be decided upon once the plans are received and before the commitments are made. Commissioner White noted that traffic control would be required, and that pricing for this might be on the light side. The DPW paving schedule will be a factor.

### **Information Items:**

Activities Report – The commissioners reviewed the information provided. Commissioner White inquired about the tour provided to St. Gobain employees. Mr. Boucher explained it was to build awareness of elevated copper which exceeded the permit limitation due to a material used within their operations, and the eventual affects of copper on the treatment facility process.

Curtis Well – Discussion involved the on-site visit from Wilson Technologies, the grounding problem solutions. The transducers will be checked. The vaults will be insulated by in-house staff. New vault covers will be ordered. Commissioner White offered use of concrete blankets, if needed. Spare pumps, not motors, for #1 and #2 have been ordered, as the motors could be more readily obtained. Mr. Boucher commented that the Curtis Well drawdowns are looking better.

Chairman Courage said that an estimate for under-river wiring to the control vaults is expected from Wright-Pierce.

Mr. Boucher will look to see if old wiring should be pulled. He will compare the Stantec proposal against the Wright-Pierce, to verify if the same items are being presented, as there is a difference of \$8,000.00 in costs, with Stantec being higher.

On the financial statements, Mr. Boucher will ask Mr. Sheehy about the interest income on the sewer capital reserve account funds, noting that the \$339, 481 hasn't changed from January to September.

### **Future Appointments/Meetings:**

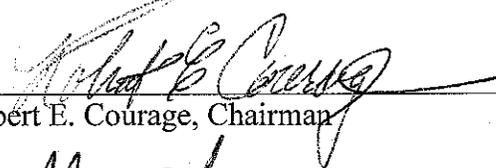
The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, November 23, 2010 at the Water Utilities Department, 564 Nashua Street.

**Adjournment:**

A motion to adjourn the regular meeting was made by Chairman Courage at 7:00 p.m. to enter into non-public session to discuss land acquisition. Commissioner White seconded the motion. All voted in favor.

Respectfully submitted,

Evelyn B. Gendron

  
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Robert E. Courage, Chairman

12/7/2010  
Date

  
\_\_\_\_\_  
Michael E. Putnam, Vice-Chairman

12/7/10  
Date

  
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Dale A. White, Commissioner

12/7/2010  
Date