

## **Board of Water and Sewer Commissioner's Meeting September 21, 2022.**

Agenda items may be taken out of order.

Present: Scott Zajkowski, Robert Sullivan, William Conley, Thomas Fournier Jay Spahl, and George Patrinos

Scott opened the meeting at 6:30 pm with the Pledge of Allegiance

**Accept the minutes of the September 7, 2022, public meeting: *Tom made a motion to accept the minutes from September 7, 2022, Bill seconded the motion, no further discussion, a vote was taken, 4 voted all in favor, 1 abstention Jay Spahl.***

**Warrant Articles:** George presented to the Board the following warrant articles:

1. Lead and Copper Service Line warrant article for \$200,000.00 SRF Funded
2. \$100,000.00 from retained earnings to cover any unforeseen infrastructure projects or expenses. Bob asked what projects are finishing before May. George stated that will still ongoing projects and there will be more starting in March, and he is concerned about unexpected things popping up. Bob stated that we still have the May Town Meeting to transfer money if needed and the capital line item had increased for items like this. George stated that he was concerned about the Water Main Project that is coming up, but whatever the board would like is fine. A discussion occurred regarding the transferring of money and Bob would like to see the revenue and expense report for each monthly meeting and show the percentages.
3. Dump Truck warrant article for \$250,000.00, sent out for 3 bids, 2 were returned. It was for a 12–14-yard truck, chasse, and Madigan body. Western Star came in at 244,672.50, Freightliner came in at \$226,000.00, Western Star is a better truck and that is what George would like to go with. Bob questioned George as to if he just sent out for proposals and didn't go through Combuys, George stated that no, and the highway is doing the same going through state bid list. A discussion occurred about why the need for a larger dump truck. Bob recommended the warrant article saying for dump truck and accessory equipment.

***Tom made a motion for \$250,000.00 for a new dump truck with associated equipment from retained earnings, Bob seconded the motion, no further discussion, a vote was taken, all in favor, passed unanimously.***

***Bob made a motion to fund the Lead and Copper Service Line Project for the amount of \$200,000.00, Tom seconded the motion, no further discussion, a vote was taken, all in favor, passed unanimously.***

**Webster True-up:** Scott stated that Webster has responded and now we are waiting to hear from our consultant Paul Brinkman.

**Policies:** Meter Pit Policy was reviewed, change to #1 changing the word concentrated to located. Change #3 remove from cement and add shall be large enough. Change #4 to add after bedded in 4-6 inches of ¾ inch stone. Change #5 to All meter pits will be approved by Water Sewer Superintendent or designated technician and add at end that Superintendent has authority to approve any alternate meter pit if not readily available.

***Tom made a motion to accept the Meter Pit Policy #W003.001 with corrections, Bill seconded the motion, no further discussion, a vote was taken, all in favor, passed unanimously.***

Subdivision Multi-family policy was reviewed, a discussion occurred that there were a lot of items that needed to be reviewed and changed. There also needs to be a Spec book created and that will help with taking out information not needed in the policy. This will be tabled and reviewed again at next meeting.

Hydrant Policy: The policy was reviewed, and Scott had rewritten some of the policy. Tom stated that the policy should be reviewed and tabled to next meeting.

**Superintendent Report:** It was discussed about the Sewer Plant Operator is going to be retiring in the March time frame. The secondary Sewer Operator will be taking the Sewer Plant Operator's position, and this will open up the Secondary Sewer Operator's position. This is just informational at this time. A discussion occurred about what type of position would be needed, and the board wanted to see all the current job descriptions for the next meeting. Scott asked George if the Stations and water levels were getting better and George stated yes, working on getting better. Tom asked if there were any plans in the future for a new tank. George stated yes, I would like to get another tank and also look at an additional water source. He also stated that the Water Department Garage is in need a new heating system and the Sewer Department needs a new furnace.

**Public/Board Comments:** Bob asked if the board could get a copy of an aquifer map of the town to identify all potential sites.

***Tom made a motion to adjourn, Bob seconded the motion, a vote was taken, all in favor, passed unanimously. Meeting adjourned at 8:47pm.***

**\*\*Documents physically identified, discussed, considered, or voted on by the Board: \*\***

- Posted agenda for September 21, 2022, meeting at 6:30pm Room 315
- Minutes from September 7, 2022
- Superintendent Report
- Warrant Articles Information
- Email regarding Webster True-up
- Policies for review

Respectfully Submitted,  
Jennifer Cournoyer, Administrative Assistant