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John M. Driscoll, *General Manager*

WATER DIVISION

Water Commissioners' Meeting

June 10, 2020

Members present were: Chairman Dana Blais
Clerk/Secretary Chris Stewart

Employees present were: General Manager (GM) John Driscoll
Business Manager (BM) Jennifer Belliveau

The meeting was called to order at 6:16 p.m. by Dana.

The agenda was approved on a motion by Chris seconded by Dana, 2-0 in favor.

The minutes of January 29, 2020 were not available for the meeting.

Old Business:

The General Manager (GM) discussed with the Board the Maple Street Water Main Reconstruction. The GM told the Board the engineering portion are done, the GM recommended shouldering this for 3 years until the \$3.8M Loan is paid off.

The GM notified the Commissioners about the Engineering of Old Royalston Rd (3 pipes) Culvert Replacement. Tighe & Bond sent photos to the GM today. The culvert replacement comes in 3 pieces. Dana asked if it is something the Water Dept. does have to pay for, the GM responded yes, our well is on the other side and we use it daily even though the Army Corp owes the land. Dana asked what the estimated cost would be, the GM said approximately \$46K. He will get the exact cost. Dana asked when can we shut this well off, GM said only certain time of the year that we can run without it. Dana asked if we could wait on this project, the GM stated no we could not, if a truck drives over it could break. Dana suggested just buying steel plates because in 4-5 years we may not be using this well any longer. The GM recommended we do not do that.

The GM informed the Board that the Orchard Lane project was to begin 6/22/20. He also told the Board we have yet to spend any money yet of the \$108K, which should be sent in partial payments to the Town.

The GM mentioned that we have stopped all replacements of meters due to COVID19.

New Business:

The GM informed the Commissioners that Tighe & Bond has started the Water Rate Study. The last one that was done was FY2014, which had a 39% increase in rates. They are close to completing the study, they believe the residential should be paying less and the industrial should be paying more. The cost of the study should not exceed \$12K. We need to provide them with more information.

The GM discussed with the Board the New TMWP Water Utility Specialist. Kyle Banville worked for the private company, Suez, in Gardner. He started as a Step 2 Water Utility Specialist due to his experience and licenses. License wise he can be on call but experience wise he is not familiar with our system yet.

The GM discussed with the Commissioners the FY2021 Water Budget. The Budget has an increase of \$35K from FY2020. There are a few increases, the SCADA systems needs upgrading, electricity slight increase, telephone expenses, and Engineering. There is a decrease in health insurance, Greg Cheney is now on his wife's plan (but we still pay \$6K for his opt out which is less paying for a family plan) and a decrease in hydrants for this year. We have not received a tax bill from the Town of Winchendon in a few years, the Business Manager will check into this. Over-all there is a 2% increase in the FY2021 budget. Dana suggested they look at it and vote next month with Gregg in attendance, Chris did not feel there was much of a change and that they should vote. A vote was taken.

"On a motion by Chris, seconded by Dana, 2-0 in favor the Board voted to accept the FY2021 Water Operating Budget."

Dana – Aye

Chris – Aye

Other Business:

The Manager had two handouts tonight:

1. FY2019 Water Sales & Revenues
2. FY2020 Water Sales & Revenues (draft/preliminary)

There being no other Open Session business to discuss, on a motion by Chris, seconded by Dana, 2-0 in favor, the Water Commissioners' Meeting adjourned at 6:44 p.m.

Respectfully Submitted,



John M. Driscoll
General Manager