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John M. Driscoll, *General Manager*

## WATER DIVISION

### **Water Commissioners' Meeting August 15, 2019**

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

Employees present were: General Manager (GM) John Driscoll (via conference call)  
Water Superintendent (WS) Ron Davan  
Business Manager (BM) Jennifer Belliveau

The meeting was called to order at 6:00 p.m. by Dana.

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

#### **Old Business**

The GM and the WS discussed with the Board the progress made by Tighe & Bond on the engineering and design portion of the Maple St Water Main Reconstruction. From July 2018 thru May 2019 the TMWP had paid \$16,900 to Tighe & Bond and they had since returned to us on June 6 a survey map on the to-be-affected areas of Maple St. The WS was asked to look it over before submittal to make sure the locations of water apparatus were correct. This project would likely be ready to go out to bid the Spring of 2020.

The GM handed out another draft of the water operating budget for FY2020 for \$1,664,644, an increase of 1.0% over FY2019. It was expected that 120.7M gallons of water will be sold due to the volume of water meters that we had replaced starting in FY2016. Also, the local economy had been improving enough that empty houses were getting fewer and even some new ones were being built with new water connections. The GM told the Board that they would have to re-visit this budget discussion at the next water meeting. He had noticed that some of the line item budget increases/decreases made no sense. The GM would look over his second draft budget closely before the next water meeting.

The GM revisited with the Board our adoption of a formal fraud policy for the water department. This was a recommendation by Melanson-Heath that actually went back to their preparation of our FY2018 audited financial statements. The GM had distributed to the Board a generic fraud policy that would put the GM, the WS and the BM on an investigation team should one of them suspect fraudulent activity by another water department employee. The GM had found this version of such a policy to be inadequate since it did not address how to handle fraud if the GM, WS or BM were the one suspected of fraud. He reached out to Melanson-Heath on this and they suggested that in such a situation the Chairperson of the

Board could act as the third member of the investigation team to replace the one who may be suspected of fraud. The GM stated that Melanson-Heath would again ask about our fraud policy while preparing our FY2019 audited financial statements and it would continue to appear in subsequent management letters till the TMLWP enacted some fraud policy. The Board would look over the updated policy and decide later on in FY2020; this would resolve the issue in advance of Melanson-Heath preparing our audited financial statements for FY2020.

The GM informed the Board that the Local 39 Union for the four hourly water employees in operations had accepted the Board's most recent offer of 3%-2%-2% for FY2020-FY2021-FY2022. There would be copies of new contracts available soon since the GM now had them on his computer as a Word file.

### **New Business**

The WS was presented with two awards at a water conference he recently attended. The first award was for our very low UAFW figure of 3.5% for calendar year 2018. The second award was for our very low levels of tested-for substances in our municipal water, as they were some of the lowest in the region. The WS had brought the awards to show to the Board at the water meeting.

The GM had prepared a preliminary water sales summary for FY2019 having only the second half of June 2019 to get through. He had estimated our total water sold at 118,845,450 gallons, 7% higher than in FY2018. He also estimated our water revenues at \$1,616,960, 14% higher than in FY2018. The GM stated that with our miscellaneous income estimated at \$89,165 it was possible we will have collected over \$1,700,000 for FY2019.

There being no other Open Session business to discuss, on a motion by Chris seconded by Dana, 2-0 favor the Water Commissioners' Meeting adjourned at 7:00 p.m.

Respectfully Submitted,



John M. Driscoll  
General Manager