

**Water Commissioners' Meeting  
January 14, 2014**

Members present were: Dana Blais, Gregg Edwards, Chris Stewart

Employees present were: John Driscoll, Tom Berry

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

The agenda was approved on a motion by Chris, seconded by Gregg, 3-0 in favor.

The September 11, 2013 minutes were approved on a motion by Dana, seconded by Gregg, 2-0 in favor.

The October 8, 2013 minutes were approved on a motion by Dana, seconded by Chris, 2-0 in favor.

The November 12, 2013 minutes were approved on a motion by Dana, seconded by Gregg, 2-0 in favor.

The December 10, 2013 minutes were approved on a motion by Gregg, seconded by Chris, 2-0 in favor.

**New Business:**

The Manager had prepared a report to the Board on gallons sold and revenue collected for the first half of FY14 versus the first half of FY13. Water sales to customers were **down** by 8,868,440 gallons or by 12.65%. Water revenue from sales was **down** by 751 gallons or by 0.12%. Water revenue from miscellaneous income was **down** by \$11,412 or by 23%.

The Town had accepted contractor bids for Back Bay Phase VI on Memorial Street in Baldwinville. The lowest qualified bidder had not had good references when they were checked on by the Superintendent and were more of an all-around concrete construction outfit rather than a utility re-location one. Mike Pingpank had conferred with the state on the possibility of not awarding this particular construction project to the lowest bidder and the state had agreed that the Town had done its due diligence with its reference checks and an award to the second lowest bidder would not violate any bidding laws.

Instead of Morias, Mike Pingpank would suggest to the Select Board that they vote to accept the bid submitted by Goncalves. Work would begin in early spring of 2014.

The Manager had made the Board aware of some new potential grant opportunities available again through the CDBG process. This new option focused on several roads in East Templeton, including Sawyer Street, which the Superintendent had made a priority road to start on due to the age and pressure restrictions on the water main and the absence of any town drainage as well. The Manager and Superintendent had done a listing for Mike Pingpank of some recent history of maintenance issues on Sawyer Street and other roads in that area so that he could prioritize the street list based on each one's immediate needs. The CDBG process could not begin unless first an adequate amount of the area's citizens' income surveys were completed and turned into Mike Pingpank, the town's grant writer. The Manager had provided him with mailing addresses for all of the water customers listed in the East Templeton area being considered for this new grant opportunity.

Water vendor warrants that were prepared on December 30, 2013 by the Water Plant were supposed to have been available as vendor checks from the Town to be mailed out on January 3, 2014. The Manager explained to the Board that the January 3, 2014 deadline was not met by the Town due to a single selectmen's office employee being absent that week. Ordinarily this would have moved the deadline a week ahead to January 10, 2014, and this would have been the case had it not been for the selectmen's office employee being absent for two weeks instead of just one. To make matters worse, when this selectmen's office employee returned to work, the vendor checks processed were errantly date for January 20<sup>th</sup> rather than the 17<sup>th</sup>. This pushed the date vendors were to receive their checks from the 6<sup>th</sup> to the 20<sup>th</sup>, a full two weeks. Some notable vendors on this particular water vendor warrant would have their payment unnecessarily delayed:

EarthLink Business	\$89.96, \$385.70
Worcester County Retirement System	\$25,567.06
USA Blue Book	\$258.07
VISA Business Card	\$98.90
Total:	\$26,399.69

Of these the Manager was most unnerved by the apparently missed Worcester County Retirement System. However a loss of telephone access would create chaos for the water stations. The Manager stated to the Board that he had already made a payment to both cable and phone with the company credit card to play it safe. Because of this issue of not processing water vendor warrants when one of the selectmen's office staff is absent, he has sent an e-mail to the selectmen, accountant, treasurer and administrative assistant requesting a remedy to the problem. Instead of a solution the Manager

received a response e-mail from the town accountant stating that he (the Manager) was arrogant.

There being no other Open Session business to discuss, on a motion by Chris, seconded by Gregg, 3-0 in favor the Water Commissioners' Meeting adjourned at 6:45 p.m.

Respectfully Submitted,

John M. Driscoll  
General Manager