

BOARD OF WATER COMMISSIONERS' MEETING

JANUARY 9, 2012

5:30 P.M.

MEMBERS PRESENT: Jack Caten, Niles Busler and Fran McNamara.

GUESTS PRESENT: Supt. Paul Rafuse, Michael MacEachern, James Blanchard and Jean Dinon –clerk.

Jack opened the meeting at 5:35 p.m. This meeting is being audio-recorded.

**DECISION:** The Board voted unanimously to approve the minutes of December 12, 2011.

**OLD BUSINESS**

1. Paul discussed/reviewed/approved budget. Paul said there are some discrepancies in the classification. Paul said the budget is due January 30, 2012. It was tabled.
2. Paul discussed/reviewed/approved proposed changes in employee job descriptions. Paul is going to approve water techs and office staff job descriptions. Board will approve Paul's job description.

**DECISION:** The Board voted unanimously to support superintendent's job description once corrected.

3. Paul discussed/reviewed/approved electrical & equipment improvements/upgrades at Witch's Brook Pump Station #1 and amended Capital Improvement Plan. Paul met with Tom Mahanna. The water quality has improved. There are no black specks. VFD will have to be changed. The motor doesn't need to be. Tom gave Paul three scenarios. Paul said the most expensive scenario would be to get a new generator. Paul said to do scenario #3. Paul is going to ask Unitil if rebates are given on upgrades. Paul is going to get information and present to Board on January 23, 2012 meeting.
  4. Paul reported complete update with added information to Water Department's portion of the Town's website. It has been updated.
  5. Paul discussed/reviewed/approve any further comments, suggestions, ideas re: converging to a district. The deadline for submitting articles is March 1, 2012.
  6. Jean reported vote to distribute surplus funds (free cash).
- DECISION:** Board voted unanimously to approve \$397,502.00 to System Enhancement, Account #061-400-5012.
7. Jean reported that there is still an interest in on-line payments.

**NEW BUSINESS**

1. Paul reported meeting with Capital Planning Committee January 26, 2012 at 6:30 p.m.

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2. Jean reported discussion rounding issues on water bills. Some of our customers have brought this to our attention. The Board wants us to speak to Carraway Computers System and have the bills not round up or down and bill to exactly what is owed.

3. Jean reported accounts receivable report, December, 2011.

4. Jean reported intermunicipal agreement.

5. Paul discussed/reviewed/approved Jean Dinon's letter of resignation dated January 9, 2012.

The next scheduled warrant signing is Monday, January 23, 2012.

Jack adjourned the meeting at 6:52 p.m.

Respectfully submitted,

Jean R. Dinon, Clerk