

Board of Water Commissioners' Meeting
March 12, 2012
5:30 p.m.

MEMBERS PRESENT: Niles Busler and Fran McNamara.

GUESTS PRESENT: Supt. Paul Rafuse, Ron Dion, Michael MacEachern, Jim Blanchard and Brenda Boudreau-clerk.

Niles opened the meeting at 5:44 p.m. This meeting is being audio recorded.

DECISION: The Board voted unanimously to accept the minutes of February 13, 2012.

OLD BUSINESS:

1. Paul presented the Board with the award bid and contract for the Highland Street Mixing System. Niles asked when the project would be completed. Paul stated that after approval they hope to be installing in the first part of May and the tank will be down for a week or two during this process.

DECISION: The Board voted unanimously to award Winston Builders in the amount of \$42,462.00 for the Highland Street Tank Mixing System project.

2. Paul requested that the Board allow us to fill the part-time Billing Clerk position. After a lengthy discussion of office procedure and Paul's unwillingness to learn the billing software, the Board agreed that they would fill a long term temporary position and Niles suggested that light outside duties may be required. Brenda stated that she may be willing to decrease her hours by five if necessary after the two year review.

DECISION: The Board voted unanimously to post the position as a long term temporary two year position at 20 hours a week.

3. Paul reviewed comments for the District informational handouts.
4. Brenda reported to the Board her efforts to streamline the current office duties. At the request of Brenda Kim checked with DOR and reported that the water charges no longer need to be separated, which will alleviate a great deal of repetitive work. In addition Brenda spoke with Dave Carraway and he is tweaking the billing system to pay late and demand charges first.
5. Paul presented the Board with the Capital Planning Committee's Improvement plan and article for FY13.

NEW BUSINESS:

1. Paul requested a vote to approve Brenda Boudreau for the Office Administrator position.

DECISION: The Board voted unanimously to approve Brenda Boudreau for the position of Office Administrator as budgeted at 40 hours per week, 7:30 a.m. - 3:30 p.m.

2. Paul reviewed the proposed articles of Annual/Special town meeting. Paul discussed the possibility of putting the district article on the annual town meeting ballot. Paul received an opinion from town counsel stating that it would have to go to a town vote because the district legislation needs to go in as a motion before the town. Paul requested her opinion in writing. The Board requested that Paul get another attorney's opinion, but before he does they want to make sure the attorney will be paid.

Decision: The Board voted unanimously to place an article on the warrant for a creation of a district by a ballot vote.

3. Paul reviewed the comments/recommendation from Town Counsel re: District article to be put on as a ballot question. Niles wants it to state positive issues as why we want to become a district and how it can benefit the town as well. Paul would like to list all the pros and cons as well. Niles was approached with a question on a quorum and would like to address that as well. Niles believes this could be set up by e-mail.
4. Brenda presented the Board with February's account receivable and appropriation balance reports.
5. Brenda presented the Board with the 1st shut of list for review.
6. Paul reported that he will be attending a meeting at DEP to discuss the update from a contractor and independent testing lab on the PV Solar Panel "snail trailing" issue and effects, if any that they may have on the performance.

The next warrant signing meeting is Monday March 26, 2012

The next schedule meeting is Monday April 9, 2012

The next scheduled warrant signing meeting is Monday April 23, 2012

Niles adjourned the meeting at 7:59 p.m.

Respectfully submitted,

Brenda Boudreau-clerk