

## **BFD BOARD OF WATER COMMISSIONERS MEETING MINUTES**

December 11, 2018 AT THE WATER DEPARTMENT OFFICE.

PRESENT WERE: Board of Water Commissioners: Chairman David Jones and Commissioner Bassett, and Commissioner Whitmore. Also present: Superintendent Thomas Rooney.

- Meeting called to order at 2:30 P.M.
- Warrants and payrolls signed.
- Collectors End of Month Report reviewed and signed
- Superintendent's Projects Report reviewed

Chairman Jones asked for a motion to accept the previous Meeting Minutes. Commissioner Whitmore **motioned** to accept the Meeting Minutes from November 13, 2018, **seconded** by Commissioner Bassett. The **motion passed unanimously.**

### **Capital Improvement Projects**

Superintendent Rooney informed the Board that Water Storage Tank #3 is back in service after being repaired and repainted. Mr. Rooney informed that Board that the new FAA warning beacon, and accompanying control unit, have been installed. Mr. Rooney reported that the beacon is operational. He also informed the Board that there was a problem with the new paint coating on the roof of the tank. The paint flashed because of temperature so the coating has flat finish. The coating should be glossy to withstand sunlight. Mr. Rooney informed the Board that Utility Service Company will return in the spring to recoat the roof of the tank at no cost to the District. Mr. Rooney informed the Board that the only item remaining is the restoration of the site around the tank. He went on to say that the Department would like to remove any grass areas and to replace those with crushed stone to reduce maintenance. Mr. Rooney informed the Board that the retention area for the tank overflow outlet was damaged, and that it would also need to be repaired as part of the site work. He informed the Board that there should be unexpended funds for welding repairs that were not needed. Commissioner Bassett asked Mr. Rooney about the type of material to be used to repair the tank site. Mr. Rooney informed the Board that he believed that ground reclaimed concrete would be used. Chairman Jones asked about paving the tank site to facilitate snow removal. Superintendent Rooney informed the Board that he would discuss the suggestion with Senior Operator Tivey.

Superintendent Rooney reviewed proposed Capital Improvement Projects with the Board. Mr. Rooney listed seven projects based on order of importance. Mr. Rooney provided the Board with an explanation of the Asset Management Grant that the Department is seeking. He also discussed the debt service from previous Water Department projects. Chairman Jones stated his opinion that system repairs and improvements should not be delayed indefinitely. The Board discussed using the Department's System Improvement Fund to finance water system improvements.

Commissioner Bassett asked an explanation of need for a Scada System Improvements Article. Superintendent Rooney explained that each pumping station and treatment facility has electronic controls that are becoming obsolete. Mr. Rooney explained the importance of the Scada system controls. He explained that electrical outages have damaged electrical circuit boards and relays. He also explained that some of the equipment needs to be reconfigured due to changes in operational technology.

### **Project Awards**

Superintendent Rooney informed the Board that Aquiline Utility, Inc. was the low bidder for the Water Main Gate replacement project. He informed the Board that Tata and Howard Engineers conducted a reference check of the contractor, and recommended awarding the contract to low bidder. Commissioner Bassett asked when the project would begin? Superintendent Rooney replied that he would like to start as soon as possible, weather permitting.

Chairman Jones **motioned** that the Water Main Gate Replacement Project be awarded to Aquiline Utility, Inc., **seconded** by Commissioner Whitmore. The **motion passed unanimously.**

Superintendent Rooney informed the Board that he was also ready to award the rehabilitation of Well #3 to the low bidder Maher Services. Commissioner Whitmore **motioned** to award the project to Maher Services, Inc., **seconded** by Commissioner Bassett. The **motion passed unanimously.**

### **FY-20 Fiscal Year Budget Review**

Superintendent Rooney provided the Board with a breakdown of the line item expenditures for two previous fiscal years of the Water Department's operations budget. Mr. Rooney discussed the proposed changes to be made to the FY-20 operations budget line item allocations, and he informed the Board that the proposed operations budget total would be equal to the FY-19 total operations budget. The Board discussed upcoming maintenance projects that will be undertaken, and the Board approved of the proposed operations budget as presented. The proposed budget will be presented to the Prudential Committee for final approval.

### **Water Department Personnel Policy**

Superintendent Rooney asked the Board to review the Water Department's Sick Time Policy. At the Board's request, Mr. Rooney presented the Board with documentation that details the amount of sick time that a Fire Department employee may accrue. The Board discussed the differences between the two policies for Fire District employees.

Commissioner Whitmore suggested that the policy be more equal. Chairman Jones suggested that the policy be changed to increase the number of days that can be accrued. The Board also reviewed the number of days, thirty (30), that an employee is due upon death, retirement or voluntary resignation.

Chairman Jones **motioned** that the Water Department Personnel Policy be changed to allow an employee to accrue one hundred and fifty (150) days of sick time, and that the number of sick days to be paid a death, retirement or voluntary resignation by increase by 25% from thirty (30) days to thirty seven and one half (37.5) days, **seconded** by Commissioner Whitmore. The **motion passed unanimously.**

### **Vineyard Wind Update**

Superintendent Rooney informed the Board of discussions held between Vineyard Wind and the Fire District at a meeting held at the Fire Station. Mr. Rooney discussed the developer's commitment to protect the groundwater by placing containment areas under equipment containing cooling fluids that have the potential to damage groundwater supplies.

### **Matters not reasonably anticipated by the Chair**

The Board of Water Commissioners continued the discussion of the Water Department's Two User Policy. Superintendent Rooney presented the Board with a correspondence from Stantec Consultants regarding water rate policies. The Board reviewed the Water Department's current policy, and the oversight requirements of the policy. The Board instructed Superintendent Rooney to direct the Water Department Collector to discontinue the assessment of Two User Fee.

The Board discussed supervision of various parcels of land owned by the Fire District. The Board instructed Superintendent Rooney to place no trespassing signs on the parcels to prevent unauthorized use of Fire District property.

There being no further business, Chairman Jones asked for a motion to adjourn the meeting. Commissioner Whitmore **motioned** to adjourn the meeting, **seconded** by Commissioner Bassett. The **motion passed unanimously.** The meeting adjourned at 3:52 p.m.

*Respectfully Submitted,*  
*Thomas Rooney*