

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

August 11, 2020 AT THE WATER DEPARTMENT OFFICE.

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

- Meeting called to order at 2:46 P.M.
- Warrants and payrolls signed.

Chairman Jones asked for a motion to approve previous Meeting Minutes. Commissioner Bassett **motioned** to approve the Meeting Minutes from July 14, 2020, **seconded** by Chairman Jones. The **motion passed unanimously.**

### **Staff Performance Evaluations**

The Board reviewed the past year's performance of the Water Department Staff. The Board discussed the salary levels for various positions within the Department to evaluate the equity of pay levels. The Board approved various merit increases for Department staff members based on the Superintendent's performance evaluation.

### **Optional Meter Request**

The Board reviewed an Optional Meter request for 170 Millway. Chairman Jones asked for a **motion**. Commissioner Bassett **motioned** to approve the request, **seconded** by Chairman Jones. The **motion passed unanimously.** Superintendent Rooney explained that District Residents on the Town's sewer system are charged \$7.29 per thousand gallons for water entering the sewer system.

### **Abatement Request**

Superintendent Rooney presented an Abatement Request for a customer on Gelding Lane. The Board evaluated the circumstances of the request, asking for past and current usage by the account. Mr. Rooney explained that the Board has reduced the usage charge in similar instances to the lowest rate per thousand gallons, which would reduce the usage charge by \$102.96. Chairman Jones asked for a **motion** to reduce the usage charge to the lowest step, and instructed that a letter be sent to the customer informing them that no future abatements will be considered. Commissioner Bassett **motioned** that the usage portion of the customer's bill be charged at the lowest rate per thousand gallons, **seconded** by Chairman Jones. The **motion passed unanimously.**

### **Matters Not Reasonably Anticipated By The Chair**

The Board asked the Superintendent to increase the use of the Utility Cloud software program. The Board also asked the Superintendent to request a cost estimate from the Department's computer consultant to implement a paperless work order system in Utility Cloud. Superintendent Rooney mentioned the need for another water rate survey to provide funding for anticipated borrowing.

There being no further business, Chairman Jones asked for a motion to adjourn the Meeting. Commissioner Bassett **motioned** to adjourn the meeting, **seconded** by Commissioner Whitmore. The **motion passed unanimously.** The meeting adjourned at 3:44 p.m.

*Respectfully Submitted,*  
Thomas Rooney