

Minutes 2016 08.17

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Commissioners Present: Marshall L. Harris Chairman, Paul C. DeMaio Clerk

Employees Present: Superintendent: Craig W. Jalbert; Secretary: Dale Barnes-Johnson

Open the Meeting: The meeting was called to order at 3:30 p.m.

Accept the Meeting Minutes: Paul made a motion to accept the meeting minutes of June 15, 2016. Marty seconded and it was unanimously voted. Paul made a motion to accept the meeting minutes of July 20, 2016. Marty seconded and it was unanimously voted.

OLD/NEW BUSINESS:

Hospital Road Pump Rehab Project ~ The only remaining issue is the new diesel fuel day tank. The new unit will not fit in place of the old one; too big. To install it and its control panel in another location across the room will be a very expensive change order. Craig plans to schedule a routine service for the generator and he is hoping the Cummins technician may have some suggestions when he comes out on site.

Department Activity

Hydrant Flushing Program~ hydrant flushing preparations are underway; notices will be published in the newspaper and on the web-site. Flushing begins on September 6th and will continue throughout the month of September during the day and evening hours. To help residents plan accordingly, our schedule is posted on the website with the location and time flushing will take place.

Leak Detection ~ unaccounted for water, or lost water, is up above normal levels. In this circumstance Craig usually has the guys begin leak detection. However, we are still short an employee, hydrant flushing is going to eat up three weeks, meter reading begins after flushing and that brings us into October. Realistically, we can only count on being able dig and repair up to the second week of November. It usually takes us almost two months to complete our leak detection and that is with a full crew. We just won't have the time to get it done and fix what we find so Craig requested and received a quote from Prowler Leak Detection for a comprehensive digital and acoustic leak detection survey that will identify water main leaks, service leaks, hydrants that have not been shut off properly and other problems (cost = \$3,800). Craig believes it will take them approximately 3 to 5 days to survey the 30 miles of pipe we have. They will report any leaks they detect as they move forward so we can repair the issues as soon as possible. The Commission agreed it would be prudent and cost effective to have the survey done.

Geographic Information System (GIS) ~ Tighe & Bond (T&B) has been contracted with the development of a water and sewer GIS for Monson and recently new software has become available that will improve our GIS and allow much easier access to our information. The software's capabilities include mobile access, via tablets, to GIS record plans, curb stop and valve book data with the ability to make changes, add notes and photographs. The plan would be to drop the website based system and in exchange T&B would host our data and we would purchase the software license. The private site hosting fee of \$2,500 would be replaced with a \$1,000 data hosting fee plus a reoccurring license software fee of \$2,500 per year thus increasing the yearly budget amount by \$1,000 to \$3,500/year going forward for the additional capabilities. Craig believes this will be very beneficial to us as we continue to modernize our records. The Commission agreed this upgrade is worthwhile and affordable.

Water & Sewer Personnel ~ there were no qualified applicants for the advertised Certified Operator position. Craig would like to re-advertise the Certified Operator position concurrently with the W&S Maintenance Worker position, including the pay scale and 10 day paid vacation after completion of 90 continuous days of employment. The Commission agreed. Union posting of the W&S Maintenance Worker position is required.

Bridge Crossings ~ Craig will be meeting with Leslie Duthie concerning Conservation Commission requirements.

103R Main Street Water Line Separation ~ the current water line is non-conforming as it is connected to the service of 103 Main and routed through their basement. Craig has advised the present owner of 103R Main Street prior to any property sale that their house must be independently connected to the water system. Fortunately, a water service stub was left for this purpose and is ready to be used.

Water Service Leak (Act. #0015) ~ Craig sent a letter to the homeowner at 50 High Street advising him he must schedule repairs to his leaking water service line by August 10, 2016; the homeowner has contacted the department to finalize plans to move forward in repairing/replacing.

Seasonal Sewer Relief ~ a property owner from Lakeside Drive inquired about a procedure to seek relief from sewer charges while his summer home is vacant during the winter; typically October to May. Because this property has a private water source, there is no mechanism in place (i.e. meter removal) to verify the vacancy; Craig suggested having a locking ball valve (approximate cost \$70) installed by a plumber in front of the water source; the Commission also suggested a form be drawn up and completed by the plumber when the home is winterized and reactivated; monthly sewer charges would be pro-rated accordingly upon notification.

NEXT MEETING: The next meeting has been set for Wednesday September 14, 2016, at 3:30 p.m.

ADJOURN: A motion was made by Paul and seconded by Marty to adjourn at 4:30 p.m. Motion passed unanimously.

Paul C. DeMaio, Clerk

cc: Selectmen