



## **TOWN OF PAXTON Water Commissioners Minutes of Meeting**

**Date: Thursday, December 6, 2018**

**Time: 7:00 p.m.**

**Meeting Place: John Bauer Senior Center, 17 West Street, Paxton, MA 01612**

Attendees: Jack Malone, Commissioner; David Trulson, Commissioner; Travis Thibault, Water Superintendent; Carol Riches, Town Administrator; Tiffany Sidhom, Administrative Assistant

Not Present: Rodney Jenkins, Commissioner

The meeting was called to order at 7:08 pm.

### **Minutes**

Motion (DT) seconded (JM) to accept the meeting minutes of November 11, 2018. Unanimous, all in favor.

### **Gap II Grant update**

(TT) has received three quotes for the work to be done at the pump station in relation to the GAP II Grant. The quote from Brown Electric is in the amount of \$26,080. The quote from LaFleur Electric is in the amount of \$31,856 and includes replacing the existing wall-mounted air conditioning unit as well as repairing the wall, insulation and siding where the existing unit is. The quote from Gregoire Electric is \$21,665 but did not account for the laser align of the motors. As such, Gregoire will be submitting a revised quote.

### **GIS Mapping Grant**

On November 6<sup>th</sup>, (TT) submitted the RFI for the DEP's GIS Mapping Grant. As of December 6<sup>th</sup>, there is no update on who has been awarded funding. (TT) hopes that he will hear by the end of the month.

### **West Street Water Main Upgrade**

On November 27<sup>th</sup>, (TT) met with Karen Gracie and Mike Knox of Tata & Howard to discuss obtaining quotes for upgrades to the West Street water main. Said quotes will cover the upgrade of 12" main from the intersection of Route 122 to the end of West Street. Tata & Howard will provide quotes for engineering and construction costs, both in the form of one lump sum as well as doing the work in phases (potentially three) for the Board's review.

### **Emergency Response Plan Manual**

(TT) advised that Tata & Howard will also be providing a quote for updating the Town's Emergency Response Plan Manual, as it relates to the Water Department. (TT) and David Tardie attended a class at the Leicester Fire Department last month on such plans, and (TT) advised that the Town's current plan may not meet all requirements.



### **MIIA Grant**

(TT) informed the Board that the Water Department has been awarded the full MIIA Grant, in the amount of \$7,075, to purchase a new trench box system. (TT) has contacted Northeast Shoring who has a better box available for the quoted price and is assembling now.

### **Hookups and Disconnections**

On November 15<sup>th</sup>, the main at 771 Pleasant Street was dug up for a new service for a new house being built. Shortly thereafter, the contractor connected the service to the curb stop.

On December 3<sup>rd</sup>, the Water Department conducted a flow test at 2 Pine Street, as required by the Fire Department. (TT) is still awaiting results from the flow test. A 4" may not be necessary. If only a 2" main is required, the fee will be reduced to \$6,250. There will be no additional charge for the domestic line.

(TT) was notified by the Paxton Light Department that power was terminated at the property at 230 West Street. The Water Department attempted to contact the owner by phone (which was disconnected) and by leaving notice at the property. After two weeks, the Water Department shut off water at the property.

(TT) was notified by the Paxton Light Department that the property at 177 Grove Street was abandoned and had a high water bill. The Water Department met the daughter of the owners at the property and discovered that pipes had burst. The Water Department shut off the water to the property at the ball valve before the meter. The Water Department was unable to locate a curb stop shut off and may need to dig at the property to install a curb stop.

### **Asnebumskit Tank**

On November 21<sup>st</sup>, Utility Services conducted the tank inspection at the Asnebumskit Tank as requested by the DEP. As of December 6<sup>th</sup>, (TT) is still awaiting the report.

### **Hydrant Flushing**

(TT) reported that hydrant flushing was completed this past month. The Water Department was unable to flush the entire distribution system due to early weather changes. (TT) has set up an annual schedule so that the Water Department can start flushing earlier in the spring and fall. (TT) advised that every hydrant should be flushed twice a year and reported that a detailed log is kept of all flushing.

(TT) also reported that the Town no longer has any "open left" hydrants in town.

### **Unaccounted for Water / Leak Detection**

(TT) advised that there has been a slight increase in unaccounted for water and he suspects a small service leak in the system. (TT) stated that the Town is pumping about 20,000 – 30,000 gallons more than it should be. Leak detection was performed after hydrant flushing. No leaks were found but the Water Department will be going back out this coming week to continue leak detection.



### **Water Operator – David Tardie**

On November 27<sup>th</sup>, David Tardie passed his Treatment 1 exam, scoring 85%. On December 4<sup>th</sup>, the application for David's license was submitted. (TT) recommends a pay increase. Motion (DT) seconded (JM) to increase David's pay to \$23.50 per hour, effective December 2<sup>nd</sup>.

### **Health Insurance Increase**

(TT) advised that health insurance has increased by 7.5% and has been approved by the Board of Selectmen.

### **OSHA**

(TT) reported that in February 2019, all municipalities will be obligated to meet or exceed OSHA standards. (TT) will be working on getting a trench safety policy in place, based on the document provided by (CR) and obtained through the Department of Labor. (JM) also recommended the collection of Safety Data Sheets upon the ordering of any materials. (CR) advised that a MIIA representative will be coming to meet with Department Heads in January 2019 to perform a walk-through.

### **Water Liens**

(TT) reported that the Paxton Light Department has issued liens for outstanding water bills. There are 19 customers who received liens totaling \$9,432.24.

### **New Water Meters**

(TT) reported that the Water Department has resumed the installation of new water meters throughout town and (TT) is aiming to install an additional 400 meters before June 2019.

### **Equipment**

The Board asked (TT) if there was any equipment that the Water Department may need. (TT) indicated that thermal cameras and soil testing equipment, both relatively inexpensive at a few hundred dollars each, would be helpful. (TT) also indicated that ground-penetrating equipment that uses sonar to provide a computer picture would be beneficial both to the Water Department, as well as other departments, such as DPW. Such equipment starts around \$13,000. (TT) will evaluate the budget at the end of the fiscal year and make a recommendation to the Board.

(TT) reported that there was an issue last month with the scale for the chlorine analyzer at the Maple Street Tank. The chlorine corroded the scale mechanism and the Water Department needed to purchase a new load cell. The cost of said load cell was \$1,300.

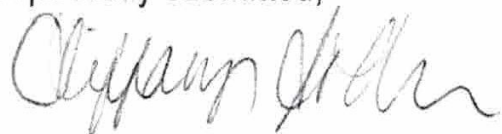
### **FY19 Budget**

The Board reviewed the water accounts, receipts and expenses to date.

**Next meeting tentatively scheduled for January 17, 2019.**

**Motion (DT) seconded (JM) to adjourn meeting at 8:04 p.m.**

Respectfully submitted,



Tiffany Sidhom, DPW Administrative Assistant

Accepted:   
John Malone, Chair