

**BOARD OF WATER COMMISSIONERS
MEETING MINUTES
APPROVED**

NOVEMBER 8, 2017

MEMBERS PRESENT: Philip Knowles, Chairman
Richard Stone, Clerk
Mark Gallagher, Member

STAFF PRESENT: Greg Krom, Water Superintendent
Anne-Marie Yeo, Administrative Assistant

VISITORS: Victor Olsen, Senior Project Manager, Stantec

The meeting was called to order at 7:30 AM.

Minutes

The BOWC reviewed and approved as written the minutes of the October 19, 2017 regular monthly meeting.

Accruals

The Board reviewed the accruals report.

Financials

The Board reviewed the financial reports.

Resource Reports

The Board reviewed the withdrawal reports, manganese report and task sheet report.

Superintendent's Report

The Board reviewed the Superintendent's report.

Correspondence

None

Old Business:

Kinsmen Corp. has nearly completed pouring the foundation for the WTP.

R&D will be installing the transmission lines across Route 1 by cutting the road. The installation will be done at night.

The directional drilling should begin within a few weeks.

The unaccounted for water number for the month of September was 13%. The number for October is not available today due to an updating of the software.

The BOWC wants information from Kinsman regarding the status of the bathroom issue for the WTP.

Stantec has requested a change order for the River Road / Prospect Street project.

Mr. Olson from Stantec attended today's meeting to address any questions and concerns from the BOWC. The change order is an increase of \$32,903.00 to the project.

Hydrant flushing is over for this season.

New Business:

Andrews Farm lost power during a storm in the first week of the month. The DEP and Mr. Conn contacted us to turn on the emergency connection. The concern arises regarding the proper hookup by Boxford. The need arise for a truck to be stationed at the hydrant and feed the water from it, not directly from the hydrant, which has caused us problems in the past. The BOWC will consider an annual fee for emergency availability for fire protection. Mr. Conn will need to communicate with Boxford fire. Greg can prepare a draft proposal.

The Skeffington property that our easement crosses is in the process of being permitted for development. At this time, the owner is unsure how the land will be used.

The meeting adjourned at 8:34 a.m.

The next regular BOWC meeting is scheduled for 7:30 a.m. on December 13, 2017.

Respectfully submitted,

Anne-Marie Yeo
Administrative Assistant