

**BOARD OF WATER COMMISSIONERS**

**MEETING MINUTES**

**DRAFT APPROVED 11/13/19**  
**OCTOBER 10, 2019**

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

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

**VISITORS:**

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

**Minutes**

The BOWC reviewed and approved as amended the minutes of the September 11, 2019 meeting.

**Accruals**

The Board reviewed the accruals report.

**Financials**

The Board reviewed the financial reports.

**Resource Reports**

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

**Superintendent's Report**

The Board reviewed the Superintendent's report.

**Correspondence**

**Old Business:**

**Water Treatment Plant**

The Superintendent told the BOWC that there are some issues that still need to be addressed:

The building and the fire alarm inspections, some painting and the anchoring of the filter vessel. Staffing and union issues are still being discussed. Greg is currently working on a punch list for the project.

**52 Candlewood Drive**

Skeffington well issue, Greg is waiting for quotes for the job. There are 3 parts to the job:

1: making a temporary road into the site 2: site cleanup 3: restoring the landscape

We have only received 1 response to date.

**Well Cleaning**

Perkins Row Wellfield has five wells left to be cleaned.

North Street Wellfield has 40 wells, the cleaning of those wells will begin once Perkins Row cleaning is completed.

**New Business:**

The BOWC unanimously voted to re-appoint Greg Krom as Water Superintendent retroactive from July 2019 thru June 2022.

The Town Accountant has requested that the BOWC designate members to sign the accounts payable warrants. The BOWC chose to have Philip Knowles and Mark Gallagher as the signers. The accounts payable warrants require two signatures.

The BOWC has also chosen to have any one member of the BOWC: Philip Knowles, Richard Stone or Mark Gallagher signs the payroll warrant. The payroll warrant requires one signature.

**FY2021 CAPITAL PLAN**

The BOWC reviewed, approved and signed the FY 2021 CAPITAL PLAN submitted by the Water Superintendent. The interim Town Administrator has added a ranking system for capital requests. The Chairman of the BOWC rejected this form. The Water Department is an enterprise system and any changes or revisions require BOWC approval before use.

The interim Town Administrator also issued a form to be used by non-union employees when requesting time off. This form requires the employee's supervisor to sign off, or in the case of a supervisor's request that the Chairman of the appropriate board sign off. The Chairman of the BOWC also rejected this form because it was not approved for use by the BOWC.

The meeting adjourned at 8:47 a.m.

The next regular BOWC meeting is scheduled for November 13, 2019

Respectfully submitted,

Anne-Marie Yeo  
Administrative Assistant