

**BOARD OF WATER COMMISSIONERS
MEETING MINUTES
APPROVED
NOVEMBER 13, 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 written, the minutes of the October 10, 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 he had contacted Mass DEP regarding a waiver for the automated operation of the WTP. He was informed that the Head of the Northeast Region Drinking Water Section had retired and that the request would be pending due to the transition within the agency. They require the plant be staffed whenever it is running but have granted waivers for automated operations.

The building inspector will be doing a walkthrough of the plant before signing the occupancy permit.

There are 2 change orders to be reviewed:

CHANGE ORDER #8 refers to contract time, labor and materials associated with the addition of a valve to drain the aeration tower. This will result in an increase of \$10, 844.00.

CHANGE ORDER #9 refers to additional labor and materials for slab reinforcement and revised sink location and a credit for labor and materials cost for a pavement coarse. This will result in a net decrease of \$ 5,173.00.

52 Candlewood Drive

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. This project is currently on hold.

Water Withdrawals

Slightly below normal because hydrant flushing was postponed this Fall.

New Business:

Mass DEP will be making a sanitary survey sometime in December.

The Topsfield Stream Team held a mini-symposium on November 2, 2019 which was well attended.

Greg Krom represented the Topsfield Water Department. He was able to address the citizen's questions and concerns regarding the latest and future updates to our water supply.

FY2021 CAPITAL PLAN

The FY 2021 capital plan has been submitted by the Water Superintendent.

The FY 2021 Budget

We should be able to get a good estimate for the budget because the WTP has been in operation for the last several months. The electricity, waste disposal costs and labor will be some of important items.

The meeting adjourned at 8:20 a.m.

The next regular BOWC meeting is scheduled for December 11, 2019

Respectfully submitted,

Anne-Marie Yeo
Administrative Assistant