



TOWN OF HOPEDALE

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Board of Water & Sewer
Commissioners

Robert Burns, Chair
Christine Burke
James Morin

Hopedale Board of Water & Sewer Commissioners Minutes of February 8, 2018

The Hopedale Board of Water & Sewer Commissioners met on February 8, 2018 at 7:00 P.M. in the Draper Room of the Town Hall. Members present were Commissioner Morin, Commissioner Burke and Chairperson Burns.

Consent Items

Minutes of the January 11th meeting – Commissioner Morin made a motion to accept the minutes of the January 11th meeting and made unanimous by Chairperson Burns.

Appointments – None

New Business

- A. Maintenance & Asset Program Review (David Butler) – Dave informed the Board that all the assets have been entered into the new software program. This process took approximately six months and includes over 300 items, model numbers and serial numbers. This software also keeps track of where the item is located and notes can be kept. Chairperson Burns asked if it gives out service bulletins in which Dave responded that it did. Maintenance work orders will be printed on a weekly basis to be accomplished by the following week. Commissioner Burke stated these software programs are great as long as they are kept up to date. She asked if Dave would be teaching others how to use this program. Dave would be the primary user, but has sat down with some of the sewer department employees to review these assets. Commissioner Burke also asked what if work orders don't get done? The work orders will be handed out on Thursdays and should be done by the following Thursday. If not done by Thursday, they will have Friday to complete then Tim is informed that the work order has not been completed on a timely manner.

Tim asked the Board if they wanted to fund the other half of Dave's position. Commissioner Burke stated that was fine with her.

Old Business

- A. Budgets – there were no issues with finance. They had one recommendation, since water and sewer debt will be decreasing next fiscal year but sewer debt will increase drastically the following fiscal year, they are suggesting leaving the sewer assessment alone this upcoming fiscal year. Put this money in retained earnings to offset the following year's sewer debt.
- B. WWTP Upgrades – the dog kennel has been demolished and the trees are down. The supplier will be in next week to do some training. A lot of excavation has been done. They are waiting for frost to go before they start working on the

screening room. Tim stated it is moving along nicely and Methuen Construction is very easy to get along with.

Manager's Report – it has been a quiet month. The raw water storage tank is on hold due to frost. Just need to tie two lines into the tank.

Other topics not reasonable anticipated by chairman within 48 hours – none

Commissioner Burke made a motion to adjourn at 7:30 P.M. seconded by Commissioner Morin and made unanimous by Chairperson Burns.

I attest to the best of my knowledge that this is a true and accurate recording of the minutes of February 8th, 2018.

Robert Burns – Chairperson



Christine Burke



James Morin