

Wilton Water Works

May 28, 2003

COMMISSIONERS PRESENT: Chairperson Jim Tuttle; Tom Herlihy & Charlie McGettigan.

CLERK: Diane Nilsson

AUDIENCE PRESENT: None

Jim Tuttle called the meeting to order at 7:45 p.m.

OLD BUSINESS

Minutes – April 30, 2003

Mr. McGettigan pointed out that on Page 2, Proctor Contract: the word **subdivision** should be replaced with the words **legal agreement**.

MOTION: Mr. McGettigan moved to approve the 4/30/03 minutes as amended. Second Mr. Herlihy and all were in favor.

- Action Items: Pine Valley shutoff done; Jowders Street valve repair done; and possible water leak on Burns Hill Road investigated. Mr. McGettigan met with Sherwin-Williams dealer and found out that their paint does match the Pittsburgh Tank specs. Mr. Herlihy completed the water system emergency plan and sent it to Concord.
- Painting the water tower: Three bids were received. Cornerstone, Pittsburgh Tank and McCormack. McCormack is local and Pittsburgh specializes in water tanks. Mr. Herlihy will get references from McCormack and ask how long it will take them to do the job. Pittsburgh can do the job in 7 – 10 days. The commissioners will study the bids and decide who to hire before the next meeting.
- River & RR Crossing: Mr. Herlihy will compose a letter to send to Mr. Thayer and superiors at Guilford Transportation in answer to Mr. Thayer's letter of September, 2002, with a request that one of them come and see the project on site before rejecting the directional boring idea.
- Proctor contract: Mr. McGettigan will ask Jane or Doreece in the office to contact Mr. Proctor at the end of June and set up an appointment for installation of the meter and backflow device at 40 Madison Street.
- Fencing Pump Station: The Commissioners voted to hire Gate City Fencing to do the job at a cost of \$3,200.00.
- The Commissioners agreed to hire Ken Grant to paint the pump station.
- New Reservoir Work Remaining: Mr. McGettigan will have loam delivered and will plant grass seed. Mr. Herlihy will have signs made to post around the fence.
- Allocation of Funds to New Capital Reserve Accounts: Mr. McGettigan will contact the Selectmen before their June 2nd meeting and also John Hutchinson, Chairman of the Trustees of the Trust Funds, in order to get the Capital Reserve Accounts set up and the funds from the Water Meter Capital Reserve Fund returned to the Water Department General Fund. He will also discuss possible MM accounts for Capital Reserve and general fund accounts.
- Stockwell Brook Letter of Deficiency: The last thing to be completed is to install a weir and measure the speed of the water doing through the dam. The Commissioners met with the engineer at the dam before the

meeting and have the specs as to how to make the weir. Mr. McGettigan will purchase all the materials except the steel, and will build the weir at the highway garage. Mr. Tuttle will purchase the steel.

- Consumer Confidence Report Due July 1st: Kyra is working on it and should have it completed this week.

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NEW BUSINESS

- Emergency Water Supply Connection to Water Tank – New DES Requirement: Mr. Herlihy gave the letter from the State to Mr. McGettigan who will find out more information about this.
- Water Service – Intervale Road Subdivision: The board received a letter from Meridian Land Services inquiring about the water gate locations on Intervale Road that could serve two new lots created from Lot F-48. The Commissioners asked the clerk to send Meridian a letter explaining that a 6” water line exists across Intervale Road from Lot F-48, and that the Town can provide water to the lots, but specifications for installation of the service line will have to be determined by the Commissioners.
- Bulk Water Business: There are currently two companies purchasing bulk water – LaCroix Transportation and Milford Truck. The Commissioners feel it is time to reevaluate the fees. Mr. McGettigan will determine the actual cost of treating a certain number of gallons of water including costs of chemicals and electricity and it will be reviewed in June. Currently Wilton water users pay \$.02/gallon and truckers pay \$.05/gallon.
- Establish Schedule and Set Rates for Backflow Preventor Testing: Mr. McGettigan will find out more information about how this is currently done in Milford and will bring the information back to the Commission.
- Highway Department Work Orders: Mr. McGettigan will try to find the three-ply work orders that are apparently missing.
- Financial Reports: The Commissioners requested that the clerk write a letter to the Selectmen requesting monthly expenses and income reports as well as YTD expenses and income reports to be delivered to the Water Commissioners’ box by the 10th of each month.
- Bank Statements: The Commissioners requested that the clerk write a letter to the Selectmen directing the Town Treasurer to provide the Water Commissioners with a statement detailing deposits and withdrawals from each Water Works account as well as copies of the actual bank statements for each account, also to be delivered to the Water Commissioners’ box by the 10th of each month.
- Status of Brian Adams re. Water Training: Mr. McGettigan will find out whether he is committed to doing the training and, if so, how much training he has had.

MOTION: Mr. McGettigan moved to adjourn the meeting, second by Mr. Herlihy and all in favor. The meeting

was adjourned at 10 p.m.

Respectfully submitted,

Diane Nilsson, Clerk

Posted: 6/3/03

ACTION ITEMS

Charlie McGettigan

- Supervise mailing of Consumer Confidence Report.
- Contact Selectmen and John Hutchinson in order to set up two Capital Reserve Accounts and have water meter funds returned to general account.
- Arrange for Jane or Doreece to contact Sam Proctor after June 15th to set up an appointment for installation of the meter and backflow device at 40 Madison Street.
- Determine actual cost of treating a certain number of gallons of water – chemicals & electricity used.
- Contact Milford Water Department & research rates for Backflow Preventer testing.
- Try to find three-ply carbonless work orders for Highway Department use.
- Talk with Brian Adams about his water training status.
- Arrange for plumber to install meter & backflow device at 40 Madison Street.
- Arrange for loam to be delivered and grass planted at the new reservoir.
- Research DES requirement – emergency water supply connection to water tank.
- Work with Roger Kielig of H.T.E. on salt testing & securing engineering contract for sealed drainage system.
- Supervise fencing of Abbott wellhead.
- Supervise painting of Pump Station.
- Paint or replace propane tank at Pump Station.
- Purchase materials and build weir for Stockwell Dam.
- Replace and relocate hydrant on Russell Street.
- Replace and relocate hydrant on Intervale Road.
- Install 6” gate in main line at Dale & Laurel Hill Street.

Tom Herlihy

- Procure references & time frame from McCormack Painting.
- Contact Guilford – Thayer and superiors – re: directional boring under tracks.
- Have signs made at Patterson’s for New Reservoir.

Jim Tuttle

- Purchase steel for weir.

FUTURE PROJECTS

- Contact Milford Building Inspector re: Sam Proctor's well – be sure that it is properly capped.
- Paint standpipe.
- Holt Road loop project.
- Come up with revised rules & regulations after reviewing those of Milford, Merrimack, Peterborough & Greenville. These to include standardized costs for bringing new service to residences and businesses as well as costs for meter installations, among other things.
- Replace 3 left-handed valves on Abbot Hill Acres Road.
- Complete the water system mapping project.
- Get a price for paving a piece of the parking lot at the Pump Station.
- Survey all Wilton Water Works properties and set the bounds.