

**Wilton Water Works
Thursday, Oct. 23, 2014
Minutes DRAFT**

1 Wilton Water Works held its regular meeting on Thursday, Oct. 23, 2014 at 6:30 PM in the Town Hall
2 Courtroom. Present were commissioners Tom Schultz (Chairman), Bill Condra and Steve Elliott; Water
3 Superintendent Mike Bergeron; Clerk Joanna K Eckstrom. The following agenda was observed:

4 **Call to order** Chairman Schultz called meeting to order at 6:32.

5 **Public input and comment** NONE

6 **Minutes Sept. 25, 2014** On a motion by Mr Elliott, seconded by Mr Condra, the Sept 24th minutes, as
7 written, were unanimously approved.

8 **Accounts Payable (through Sept. 30th)** it was noted that line items were off but bottom line is under
9 target. Expense detail was reviewed; prior to budget work session, commission will re-determine what
10 should be included in each 'master' heading. Mr Elliott asked that Mike Bergeron try to note correct
11 allocation when he does P.O.s, Rfq's or receives packing lists.

12 Mr Schultz will review projected income and expense detail before budget work session is done.

13 Noteworthy that Highway Department came in under its bid for the Iannacci project. Extra sand /
14 gravel at water tank has been spread and packed down making a wider, larger parking area near tank for
15 WWW equipment.

16 Rocca excavation submitted invoice for work at Don King's on Abbot Hill Rd. WWW will pay
17 Rocca and will be reimbursed directly from Don King as this is how the job was quoted. \$6800 total is
18 due from Mr. King.

19 **Preliminary Budget Discussion – 2015** Work session has been scheduled for Friday Nov. 7
20 from 3:00 – 5:00PM. Although there will be no public input, the work session will be posted on town
21 website and at Town Hall and Post Office in a timely manner. (Water works to present its budget on Dec.
22 11 as a courtesy to budget committee. Joe Torre is WWW liaison.)

23 **Accounts Receivable**

24 Jane Farrell announced that town is exploring options for all departments to accept payments on-
25 line. There will be a \$1.50 transaction fee (paid by customer) and department is charged a small
26 percentage. Expect that this could happen in 2015.

27 **3rd quarter billing** should be in mail this weekend.

28 **abatements / adjustments etc.** None

29 **Cost analysis** for various billing frequencies – not yet available; discussion on changing billing
30 frequency deferred.

31 Ms. Eckstrom noted that her Word and Excel programs are 1997-2003 format. Asked that any files sent
32 to her be saved as .doc or .xls as she can't open newer versions. On a motion by Mr Elliott, seconded by
33 Mr. Condra, the commissioners unanimously approved Ms. Eckstrom to upgrade her software, maximum
34 of \$200 reimbursable by WWW).

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35 **Superintendent's report**

36 Generator – underground tank proposal ... WWW had approved Haffner bid as they were the
37 lowest but as they could not deliver for several months (possibly into the new year), purchase will be
38 made with Ciardelli. Grant money must be spent or encumbered by 10/30 or it would be forfeited. A 5 ft
39 w x 5 ft d x 40 ft l trench needs to be dug (highway department to do for time and equipment), then
40 Ciardelli will deliver the tanks.

41 GIS mapping project – Mike attended training (in Concord) today. He will get (CPU) credit
42 toward his water operator credential. He's very impressed with the Waterpoint software and suggested
43 that they be invited to do a demo for any Wilton department interested. Town of Ossipee is very
44 impressed – besides using the software for water, Ossipee uses it for sewer and highway and plan other
45 projects in near future. Cost (for storage) is \$1500 for three years, well worth expense. Mike will be
46 given copy of the hydraulic model that WWW had done a year and a half ago to see if any of this data can
47 be uploaded into the Waterpoint system.

48 Hook ups – as noted, Iannacci and King complete or near complete.

49 Hydrants & Meters – meters installed as needed. one more hydrant is scheduled to be replaced
50 this year.

51 Other – leak at penstock at Pine Valley.

52 **2015 Projects** Maple Street near Larry Duval's; Prince / Tremont water lines need attention; gate valve at
53 Clark Ct; blow out Main and Tremont; exercise gate valves ... all identified as potential projects for 2015.

54 **Other Business:**

55 sewer department to sign intermunicipal agreement soon. WWW is not party to this.

56 Water line extension from Milford to Irving is to be on Milford ballot.

57 **Next meeting – Budget Work Session Friday Nov 7, 3-5 PM courtroom**

58 **Nov. 20, 2014 (one week earlier due to Thanksgiving)**

59 There being no other business, meeting was adjourned at 8:00PM

60 Respectfully submitted,

61 Joanna K Eckstrom, Clerk