

TOWN OF PLAINFIELD
WATER/WASTEWATER COMMISSION
MINUTES OF MEETNG HELD ON September 14, 2015

Minutes Approved on 10/19/15

Present:

____X_____ Mary Lane, Chair

___Absent___ Jim Jamele

____X_____ Karen Starr

(Quorum of WWC in attendance)

Also Present:

Greg Chamberlin -- Chief Operator

Carol Smith -- Clerk

Scott Stewart arrived at 6:00pm

Agenda Item # 1: Call meeting to order, review agenda

- Meeting called to order by Chair Lane at 5:10 P.M.
- Agenda reviewed, and Karen said she wanted to tell the Commission that she can no longer participate because she does not have the time to give anymore. Carol told Karen that she needed to write a letter of resignation to the Select Board. Mary asked Karen if she would be willing to hold off writing the letter, and act as a substitute if we need a quorum, until we find another Commissioner to take her place. Karen agreed to this. Mary reports earlier in the day, she placed an announcement on the Town Website, because of knowing that Karen was ready to leave, and Jim announcing he will leave when his term is over in 2017. Mary will also write up something to be placed on Front Porch Forum and Plainfield People's Page on Face Book.
- No other changes are made to the agenda.

Agenda Item # 2: Review/Approve July 20, and August 28, 2015 minutes.

- Minutes were reviewed. Minutes of 7/20/15 had a number of corrections, pointed out by Mary, who agreed to correct the draft, and post the final minutes to the website. No problems were found in 8/28/15 minutes.
- Mary moves to accept the minutes of July 20, 2015 as amended, Karen seconds the motion, and it passes unanimously.
- Mary moves to accept the August 28, 2015 special meeting minutes as written, Karen seconds the motion, and it passes unanimously.

Agenda Item #3: Clerk's Financial Report

- Carol states the delinquencies have gone down a bit, but she continues to be concerned about the amount of people who say they will make payments, but do not. Commissioners discussed methods of collections allowed in the regulations, and if that needs to be changed. No decisions or motions made.

Agenda Item #4: Chief Facility Operator's Report

- Greg reports he is having problems with curb stops that have not been exercised in possibly 40 years, and hopes they will not have to be replaced. These are being accessed because of the Meter Project.
- The Meter Project has started again. Sax has placed door hangers but they have not received many calls. Greg is not confident that things will run smoothly, and reports one of the meters installed earlier in the morning, was leaking at a home on East Hill Rd. Greg reports that Jason Booth has not sent the letter denying EJP's request for an increase in pay, because of questions Jim Jamele emailed to him. Greg reports he did receive a radio, so he can now stay in contact with the plumbers better.
- Greg reports that Mr Lawrence, who lives in Bunker Hill Circle, refused to allow the plumber to dig a meter pit for Lucy Blue's residence, that is located on his property. The Commissioners suggested that if Greg has any problems when he talks to Mr. Lawrence, he is to back off and let Jim Jamele handle this because he will have to go to the Marshfield Town Clerk's office to look up our Right of Way.
- Greg and Mary reported a few people stopped by the information table at Old Home Days, but not many took the printed materials.

Agenda Item #5: DCS Insurance Letter

- The Commission received a letter from the insurance company that DCS bonded with, wanting us to sign off. Discussion involved questions about what this company wanted since the project is not signed off on yet, however DCS has

completed the main part of their job. Carol will call the insurance company and ask if they want us to hold onto the letter, and sign it when we sign off on the project, or if they would like something else. Carol will report back at the next meeting, unless there is a time limit.

Agenda Item # 6: Water line Improvement Project Follow-up.

- Greg reports to his knowledge, the landscaping and other issues that DCS was supposed to complete this summer, have not been done. Greg will contact Jason Booth, the Engineer with Aldrich & Elliot to see if he knows anything more.

(Scott Stewart arrives, so we decide to change the order of the agenda so we can address his concerns).

Agenda Item # 7: Review Application Forms with Guest, Scott Stewart.

- The Commissioners signed Scott Stewart's final application to build an apartment in his house. He has already been told about the impact fees, the payment plan we created for him, and he has paid the extra \$10 application fee. He reports that is confusing on our application, because it is one application but when applying for both water and wastewater you have to pay the fee for each one. Mary read the minutes to Scott about the payment plan for the WW impact fee. Scott has 2 years to pay this off, or a lien will be placed on his property. Jim Jamele will record the lien. Carol reports she will send a reminder email to Jim.

- Scott reports he thought the zoning process to build the apartment confusing and difficult to understand who he was supposed to get permits from and where. Scott presented his ideas for a flow chart to show what to do in various scenarios. Most of Scott's issues, were not specifically with the W/WW Dept, but with Zoning. Mary informed everyone that the DRB and Planning Commission are working on the Unified Zoning Regulations, and it has been suggested that a checklist be included with the Zoning application. Scott also gave the Commission some ideas on how to update our application and add it to the town website. The Commission will take Scott's ideas into consideration. No decisions or motions were made.

Mr. Stewart left the meeting.

Agenda Item # 8: Review Estimates for Well House Flood Damage Repairs.

- Greg gave the Commissioners 2 estimates for the major work that needs to be done. One is for approximately \$6000, and the other was for

approximately \$7000. He also showed the Commissioners a bill from the gas company to relocate the gas tank. Mary made a motion to accept the bid from Greg Bartlett for approximately \$6000, Karen Seconded the motion, and it passes unanimously. Greg reports that Greg Bartlett has already repaired damage in this same area, so knows to use different materials this time, and will stand by his work. There is no motion for the gas tank relocation, but both Mary and Karen agree it has to be done, so we have to pay the bill.

Agenda Item #9: Personnel Policies/Chair's raise.

- Mary reports Carol said in order for her to pay the Chair in monthly installments, the Personnel Policy has to reflect this. In July, the Commission voted to increase the Chair's pay by \$300, to be paid in monthly installments beginning July 1, 2015. Mary has not received any pay yet, because this must be reflected in the Personnel Policies before Carol can begin this pay rate/schedule. Mary moves to change the Personnel Policy to read: The W/WW Commission Chair will be paid the total annual amount of rate of pay, in monthly installments, to be paid on the last Friday of the month, Karen seconds and the motion passes unanimously.

Agenda Item # 10: Other Business.

- Karen reports since she will not be active in the future, and believes she has not participated much since the fiscal year began, she would like to refuse her pay. She suggests the money be split between Jim and Mary. Mary suggests we wait for Jim and Carol to return to make any decisions about this.

The Commissioners signed the warrants.

Meeting Adjourned

- Karen moved to adjourn the meeting at 7:46 P.M. Mary seconded the motion and it passed unanimously.

Respectfully Submitted,
Mary Lane, Chair