

**MINUTES  
REGULAR MEETING  
Wednesday, 12 April 2017**

**Present:** Commissioners: John G. Harrington, Bill Martin, Ron Wetmore  
Superintendent: Robert Delaney  
Financial Director: Lisa Valcich  
Environmental Compliance Manager: Todd Melanson

1. Meeting was opened at 3:00 p.m. with the Pledge of Allegiance
2. Commissioner Wetmore officially swore in Bill Martin as Commissioner for term 2017 - 2020.
3. Environmental Compliance Report – Todd Melanson  
A document titled “Environmental Compliance Manager’s Report – Water Commissioner’s Meeting 4/12/2017” was distributed. The report and supporting documentation was reviewed, discussed and questions addressed item by item. The report included the following items: Solar Update, District Issues, Town Issues, Water Conservation & Withdrawal, and Outreach.
4. Superintendent’s Report – Robert Delaney  
Mr. Delaney distributed a document titled “Superintendent’s Report – March 12, 2017. The report and supporting documentation was reviewed, discussed and questions addressed item by item. The report included the following items: Emergency Generators Turnpike and Meadowbrook #1 Pump Stations, Mill Road #2 Bids for Well Replacement, Service and Water Main Breaks, Hydrants, Meter Calibration, Crooked Spring WTP, Locke Road Booster Station, Smith Street Treatment Plant  
  
Mr. Delaney reviewed the bids that were received for Mill Road #2 and asked the Commission to award the contract to the lowest bidder, Denis L. Maher Co at a cost of \$45,480.00. Commissioner Wetmore made the motion to accept Denis L. Maher Co. at a cost of \$45,480.00. Commissioner Harrington seconded the motion. The motion was approved unanimously.
5. Financial Director’s Report – Lisa Valcich  
Financial Reports and Analysis – Monthly and YTD financial report and analysis including revenue figures, expense figures, Budget and Article balances was distributed, reviewed and questions addressed.

Other Items: Ms. Valcich provided updates on the following items: election, Architect Update, Upgrading Website, Phone System, Personnel Guide, 5-year capital plan, investment accounts, and Annual Meeting.

Ms. Valcich asked the Commission to approve the Personnel Policy, Revision 6. Commissioner Wetmore motioned to approve the Personnel Policy Guide, Revision 6. Commissioner Harrington seconded the motion. Motion passed unanimously.

6. Treasurer's Report – John Harrington  
Mr. Harrington reviewed the Districts three investment accounts and answered questions relative to investment strategy. Ms. Valcich reviewed historical investment Allocations of each account and strategies
7. Open Session  
Commissioner Harrington inquired about the timing of hydrant painting this year. Mr. Delaney informed the board that he will begin to review with the Water Distribution Manager what hydrants need updated painting and create a schedule for painting.
8. Ron Wetmore  
Commissioner Wetmore did not have any new issues to present.
9. Bill Martin  
Mr. Martin did not have any new issues to present.
10. John Harrington  
Commissioner Harrington asked if we have received quotes from alternative insurance agents. Mr. Delaney reported that it is still in process.
11. Old Business/Action Items  
Action items were reviewed, discussed and updates where necessary.
12. New Business  
No additions at this time
13. Previous Minutes – Mr. Wetmore made a motion to accept the March 15, 2017 CWD Regular meeting, as drafted. Mr. Harrington seconded the motion. Hearing no further discussion, the Commissioners voted unanimously to approve the motion.
14. Upcoming Meetings

Annual Meeting: Wednesday, April 26, 2017 @ 7:00 p.m.

Regular Meeting: Wednesday, May 10, 2017 @ 3:00 p.m.

15. Meeting Adjournment –

The meeting was adjourned at 5:05 p.m. on a motion by Mr. Wetmore. Mr. Harrington seconded the motion. The Commission voted unanimously to approve the motion.

Submitted,

Lisa Valcich  
Financial Director