

**BOARD OF WATER/SEWER COMMISSIONERS**  
**166 John Scott Blvd., Norton, MA 02766**  
**May 22, 2018**

RECEIVED  
NORTON TOWN CLERK  
2018 JUN 13 A 8:45

**6:30pm. Meeting called to order.** Commissioners Luke Grant, Steve Bishop and Thomas Weir present. Also present Bernie Marshall, Rose Melito, Fran Yanuskiewicz and Barbara Cook.

**Minutes:** The minutes of the Board Meeting held May 8, 2018 were read, approved and signed as submitted.

**Action Items:** Valve Actuator – Paperwork is complete, expected delivery date – August.30<sup>th</sup>.

**Superintendent Updates:** Security Cameras – Vending machine location and office upgrade-installation date May 29<sup>th</sup>.

Both ground storage tanks have been cleaned and are back online. The Center Tank is offline for cleaning and should be back online by the end of next week.

Methuen Construction will begin mobilizing, pre-construction meeting 6/6/18- construction to start immediately.

Few water quality complaints during flushing.

Ice Pigging - Consider budgeting for FY-20

Commissioner Grant discussed annual employee reviews. He suggested implementing this policy structured as a positive goals objective, career development tool. Requiring professional responsibility in our internal operations including paperwork, field record keeping, follow up procedures and cross training. Commissioners Bishop and Weir stated that annual reviews are conducted in their respective water departments and agreed Superintendent Marshall should implement annual employee reviews.

**Sharon Donovan:** 79 Pine Street – addressed the Board requesting compensation for costs associated with ruined laundry. Based on policy the Board denied the request and explained their decision. Long term goals of the Treatment Plant, water main replacement, personal responsibility and short term options were discussed.

**Joanne Howard:** 436 Reservoir Street. Requested an abatement on the sewer portion of her last quarterly bill. A broken pipe on January 29<sup>th</sup> caused several thousand dollars worth of damage to her home, but the water did not go into the sewer system. Her average quarterly sewer bill is \$86.52 this bill is \$3,164.47. Commissioner Bishop motioned to abate the sewer portion of the bill in the amount of \$3,077.95. Commissioner Weir seconded the motion. No further discussion. All in favor:

Steve Bishop – aye

Thomas Weir – aye

Luke Grant – aye

So voted.

Page 2

May 22, 2018 – Minutes

Continued.

**Weston & Sampson:** *Sewer* - Fran suggested another attempt with MASS Works for funding on the West Main Street sewer project is worth a shot. With the Board's approval he will inquire further. So approved.

The next three steps for the West Main St. sewer project are:

- Coordinate with Board of Selectmen on funding
- Formalize betterment, interest and how it will get paid
- Establish a MOA with DHCD formalizing costs and payments.

*Water* - Groundbreaking ceremony for the Water Treatment Plant - 6/5/18 @ 10:00am.  
Preconstruction meeting 6/6/18 @ 10:00am.

Reservoir Street Water Main Project – Contract for Office, Construction and Inspection Services in the amount of \$97,800.00. Commissioner Bishop motioned to approve the Contract in the amount of \$97,800.00. Commissioner Weir seconded the motion. No further discussion.

All in favor:

Steve Bishop – aye

Thomas Weir – aye

Luke Grant – aye

So voted.

All appropriately processed bills were signed and correspondence was read.

Next meeting June 12, 2018 at 6:30pm.

Meeting adjourned 9:00pm.

BOARD OF WATER/SEWER COMMISSIONERS  
ACCEPTED AND APPROVED MINUTES FOR THE

Board Meeting Held: May 22, 2018

Respectfully submitted,

Rosemarie Melito  
Office Administrator

Luke Grant  
Luke Grant, Chairman

6/12/18  
Date Approved

Steve Bishop  
Steve Bishop, Clerk

6-12-18  
Date Approved

Thomas Weir  
Thomas Weir, Member

          
Date Approved