

Present:

Mark S. Nunes, Chairman  
Manuel Branco, Clerk

Lee M. Azinheira, Vice Chairman\*  
David T. Hickox, Director

The Vice Chairman arrived at 7:35 a.m. due to a prior commitment.

Carlos Cardoso, WPC Plant Manager      Steven Sullivan, Superintendent Water & Sewer Division\*\*  
Paul Pacheco, Superintendent Services & Infrastructure

\*\*Mr. Sullivan was absent due to a previously scheduled vacation.

The Chairman called the meeting to order at approximately 7:30 a.m.

### **ACTION ITEMS**

**After a motion was made by Mr. Branco and duly seconded by Mr. Nunes, it was voted two (2) in favor and one (1) absent (Mr. Azinheira) to approve and accept the bills payable for the period ending November 29, 2012.**

**After a motion was made by Mr. Branco and duly seconded by Mr. Nunes, it was voted two (2) in favor and one (1) absent (Mr. Azinheira) to approve and accept the payrolls for the weeks ending November 9, 16, and 23, 2012.**

**After a motion was made by Mr. Branco and duly seconded by Mr. Nunes, it was voted two (2) in favor and one (1) absent (Mr. Azinheira) to approve and accept the Meeting Minutes of September 20, October 18, and November 8, 2012.**

### **APPOINTMENT**

#### **Meeting with Mr. Joseph Lemieux – Application for Licensed Utility Layer, Diversified Development**

The Chairman recognized Mr. Joseph Lemieux. The Chairman asked the Director if there were any outstanding monies owed to the Town for Mr. Lemieux last project. Mr. Hickox replied in the negative. The Board members asked Mr. Lemieux what types of projects he planned to be doing. Mr. Lemieux responded that he planned to do small water and sewer tie-ins.

The Chairman pointed out that Workers' Compensation carrier was not listed on Diversified Development's insurance certificate.

**A motion was made by Mr. Azinheira and duly seconded by Mr. Branco to approve the application for a Licensed Utility Layer submitted by Diversified Development with the stipulation that any large project will be submitted for review and pending the submittal of a new insurance certificate listing the carrier for Workers' Compensation insurance. So voted**

#### **Meeting with Mr. Frank Golen regarding SMART Program**

The Chairman recognized Mr. Frank Golen. Mr. Hickox informed the Board that Mr. Golen came to see him last week about his concerns about his SMART base rate fee because he “does not generate any trash.” Mr. Golen does not have an acceptable means of disposing trash that would allow for an accepted abatement.

Mr. Golen addressed the Board and stated that he lives alone and does not generate waste and has never put out a trash bag. He said he didn’t believe he should have to pay the base rate when he doesn’t generate trash. Mr. Hickox explained what the base rate included recycling and use of the transfer station. The Chairman added that the Town also offers a Senior Citizen Discount for qualifying participants. Mr. Golen said he was not interested in sharing his personal information. Mr. Azinheira explained the merits of recycling.

**A motion was made by Mr. Azinheira and duly seconded by Mr. Branco to waive the demand and interest fees on Mr. Golen’s SMART demand invoice with the understanding that he would make payment on the account within two weeks of the date of the meeting, November 29. So voted.**

## **OLD BUSINESS**

### **Update – Water Meter upgrades**

Mr. Hickox reviewed the water meter evaluation and recommendations provided to the Board dated November 2012. The Board agreed that a phase in plan to replace 8,645 meters within four years with the use of in-house staff for installation would be the best approach.

The Chairman asked what the benefits of quarterly billing would be. Mr. Azinheira replied that he believed quarterly billing affords better customer service because the user sees their usage more often and can monitor it more efficiently.

## **NEW BUSINESS**

### **Discussion regarding Specifications/Plan Deposits**

The Board members briefly discussed bid deposits and the idea of initiating a fee. Mr. Azinheira suggested a fee scheduled based on number of sheets included in the specific bid document. Mr. Hickox responded that he would have a review of other surrounding communities’ fee schedules for bid documents and would report the findings at a future meeting.

## **OTHER BUSINESS**

The Chairman asked those present if they wished to discuss any other business that morning.

Although Mr. Joseph Toomey and Al Oliveira, members of the Veterans’ Advisory Board, were not on the Board’s agenda they asked to be recognized. The Chairman informed the gentlemen that the Board would recognize them without an appointment but would not be able to act on the item because it was not on the morning’s agenda.

Mr. Toomey informed the Board members he and Mr. Oliveira were present that morning to ask the Board’s consideration to place a memorial honoring SP4 Robert A. Desrochers, a fallen Vietnam soldier, at the Alden Avenue pumping station. He explained that the soldier lived on Alden Avenue prior to his service tour in Vietnam and his family still lived in the neighborhood. The Board members voiced that they did not have an objection to placing a memorial at the site as long as it would not interfere with ground maintenance or the operation of the pump station. They asked Mr. Toomey to

schedule a site meeting with Mr. Cardoso, Water Pollution Control Plant Manager. The Chairman added that once the site meeting was held the item would be placed on the agenda for action.

On another item, the Chairman acknowledged Mr. Pacheco's efforts during Hurricane Sandy.

The Chairman asked for the status of the Potter Street project. Mr. Hickox responded that the main is in and the services are currently being connected. The road will be scheduled for paving in the spring.

The Chairman informed staff that he received a call regarding a manhole on Theresa Street. Mr. Pacheco replied that he had received a service request on the item.

The Chairman asked if there was any new information on changing to a stronger gauge bag for the SMART program. Mr. Hickox replied that he had a call into Waste Zero and would add the item to the next Board agenda once he received the information.

The Board members agreed to meet again on December 20, 2012, at 7:30 a.m.

Having no further business to discuss that morning, at approximately 8:37 a.m. a motion was made by Mr. Branco and duly seconded by Mr. Azinheira to adjourn the meeting. So voted.

Respectfully submitted:  
Michelle L. DeFranco, Administrative Assistant

Approved: 01/10/13