

JUNE 17, 2019

TOWN CLERK
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Attending: Chairman, Jim Sheehan, Jake Greaney, Jeremy Lapon

Chairman, Jim Sheehan opened the meeting at 4:35PM.

The minutes of May 20, 2019 and February 4, 2019 were accepted by Jake Greaney seconded by Jim Sheehan.

Jim Sheehan welcomed Jeremy Lapon as a Commissioner. He manages engineers for sewer projects.

City of Haverhill

Jim Sheehan has been talking to Haverhill regarding the contract. Jim stated that he would like to see 3-4 % increase on the operating and maintenance.

Eric Harper – Esty's Place

Eric Harper attended the Board's meeting to discuss the fire services and hydrant fee that have been assessed to the property. Eric explained that the Fire Department required a sprinkler system he had a couple of blow offs, Tom Cusick Superintendent at the time stated he wanted hydrants instead of blow offs. Eric is suggesting taking out the hydrants and putting the blow off in again. Jim Sheehan stated that blow offs are unacceptable. Jim Sheehan stated that the Board will take his request under advisement.

Interview for the Superintendent Position

Peter King – This gentleman works for Newburyport maintenance

Colin Stokes – know the town and has done the job

Interview with Peter King

He has been in the trenches and worked half treatment and half distribution in Topsfield and Rowley and is also a paramedic. On a personal note he owns a Christmas Tree farm. He also works with FEMA in Newburyport. He has not experience in sewer. He is a hands on guy no budgetary experience.

Interview with Colin Stokes

Works for the water department already. If he gets the position he will have to get out of the union. Colin took the backflow survey class and passed. He has reading the meters and the backflow was done in record time. Colin felt that communication with the office and crew is very important also working with other departments. For example, he has worked with Renny (Highway Superintendent) for getting water for the baseball field it's a temporary service – seasonal. This will not be turned on till someone with pay of the

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water. Jeremy Lapon asked if he has experience with budgets, Colin stated that he didn't have a lot of experiences. All the reporting to the State Tom had already showed all the reporting behind the scenes and the crew already does the other reporting.

Lead & Copper- That needs to be done every few years. Infrastructure -Well #1 needs some attention the well house is very small and we could use a larger building. SCADA system is great the GIS we have all the tie cards. Merrimac Planning is running that. The water main could be upgraded but it comes down to money.

After the interviews the Commissioners thought were:

Colin know the Town better and Jake Greaney likes promoting from within. Jim Sheehan stated that they were evenly matched, Colin familiar and is comfortable here. The was a discuss on the salary and offer less that what was advertised.

Jim Sheehan motioned that Colin Stokes would be their choice. At the salary of \$85,000.00 he would start at a lower rate and be on probation. His starting salary would be \$78,000.00 at the conclusion of a satisfactory six-month probationary period, your salary would be increased to \$82,000.00 and at the conclusion of one full year, it shall be increased to \$85,000.00 with the following stipulations;

- For the purpose of calculating vacation time under the Personnel Procedure Manual your accrual date will be 07/01/2013
- Cell phone and service to be covered through the water and sewer
- A monthly vehicle allowance of \$100 will be provided and taxable under the IRS regulations;
- You will be required to punch a time clock;
- You must be prepared for and meet with crew each morning for a daily briefing;
- You must coordinate your time off with the Office Manager – the office is expected to be open during regular hours;
- You will be expected to spend 75% of your time in the office and 25% in the field;
- All Code Red notifications shall be done by the Superintendent;
- Evening meetings are expected as part of the position with no compensation time;
- Comp time will only be approved in extenuating circumstances, and upon approval by the Water & Sewer Commissioners.

As the Water and Sewer Superintendent, you will be eligible for all other fringe benefits available to the Town's non-contractual employees per the Town Personnel Manual.

Jake Greaney seconded the motion and were in favor.

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Jim Sheehan motioned to have Pat Rogers to send a letter to Eric Harper and Don Greaney regarding the Sprinkler System fees and hydrants fees stated that the fees with stay in place. Seconded by Jeremy Lapon. All were in favor. Also to call and get Rhonda Ziner, from Whitestone Village into the next Board Meeting.

Jim Sheehan will call Bob Ward from Haverhill.

46 Washington Street

The water department does own the property. **Jake Greaney motioned to give 43 Washington Street back to the Town of Groveland seconded Jim Sheehan.**

Horse Barn Center Street

The Board reviewed the plans and there is a 4" water line – The Board will like to know from Colin how the test pit went. They should be charged for an 8" water line.

They will have a 4" Sprinkler line, 2" domestic line, 8" water line

Fire Flows for the schools (Pentucket)

The web site needs to be updated.

Oak and Maple Street

Jeremy Lapon motioned to waive the system development fees for three homes, he will pay the tapping fees and anything else needed. There needs to triple gate the Salem Street line. Jake Greaney seconded the motion, all were in favor.

Billis Property – nothing new

23 School Street

Colin needs to come in talk about this, and also have the Board take a tour.

Salem Street Quarry – nothing new

Rail Trail – nothing new.

The next meeting will be July 15th

The meeting was adjourned at 7:45PM.

Respectfully submitted,

Pat Rogers