

Meeting Minutes
Charlton Water and Sewer Commission
Date: February 24, 2014

Location: 8A Worcester Road, office at the sewer treatment plant

Attendees:

<u>Members</u>	<u>Present</u>	<u>Members</u>	<u>Present</u>
Joseph Haebler	Y	Robert Lemansky	Y
Alex J. MacKenzie	Y	Paul Gagner	Y
Joseph Spiewak	Y		

Mr. Haebler: I'd like to call the meeting to order. It is 6:06 p.m. and we are at the sewer plant. **Mr. Gagner: Mr. Chair, I make a motion to approve the following warrants: Verizon: \$444.00; Osterman Propane LLC: \$3,342.32; total: \$3,686.32; National Grid: \$9,525.90; American Printing & Envelope Co., Inc.: \$79.00; total: \$9,604.90; Charlton Police Department: police detail by Daniel Dowd on 11/26/13: \$261.92; John G. Wolford: facilitation services regarding water supply services; \$2,638.43; McClure Engineering, Inc.: invoice #11092; services for the period ending January 31, 2014; review of revised design regarding the N. Sturbridge Road sewer extension: \$857.50; McClure Engineering, Inc.: invoice #11090; services for the period ending January 31, 2014 with respect to providing new service at 3A South Sturbridge Road; etc.: \$1,261.25; McClure Engineering, Inc.: invoice #11085; services for the period ending December 31, 2013 with respect to the blowoff monitoring at hydrant: \$2,612.50; reimbursable expenses: \$209.16; total: \$2,821.66; Abatement warrant for 6 Main Street: \$171.49; Commitment warrant for sewer fees: \$214,834.42; Commissioner payroll: January: \$400.00; February: \$400.00; seconded by Lemansky. Vote: Unanimous.** Discussion: The warrant for John G. Wolford is to be apportioned as follows: John G. Wolford: \$2,500.00; Town of Charlton: \$138.43 totaling \$2,638.43.

Mr. Haebler: We may have a visit from the town administrator today concerning the situation with Southbridge. Mr. Lemansky to Steve: What is the surcharge going to be to the MTA? Steve: \$27,349.79. This is for both stations. Steve: Yes. 6:13 p.m.: Mr. MacKenzie arrived. He indicated that with respect to a tracer study, you have to have 24 hour access for tracer studies. Steve: There are 3 samples taken every day: 5 a.m.; 1 p.m.; 9 p.m. I don't know how they are going to access the town hall. Also, the hydrant would have to be turned off. Mr. MacKenzie: You can't sample from a hydrant. Mr. Lemansky: All they are trying to trace is the fluoride. Mr. MacKenzie: You can't have flows that are high. That's why they have to go through a faucet. Steve: The hard drive quit on the copier; a new one was installed and the copier is all set. Whitewater is doing the testing. \$6,500 will be paid to them.

Steve continued: Budget: several high dollar items. I have estimated the dehumidification costs at about \$100,000. I retained the estimate for the driveway as it needs attention. We need to address whether we are going to bring water down the driveway. Grinder pumps: The goal was to replace all the grinder pumps within a five to eight year period so we could then send a letter to the DEP and rid this facility; and put the burden of maintenance of the pumps on the residential owners. I have put a line item in there for 20 more pumps. We have 20 in inventory right now. I have arranged a schedule with Lefort Electric. Plant gutters and downspouts need to be heated to avoid the ice buildup that we had. The shed we have needs to be replaced with a steel building. The cost of a 24'x20'x12' building would be \$9,000. It would include a pad. Steve: It is a place to do maintenance and work on the truck when necessary and would be housed in it at night. We are asking for an insulated building. There will be two doors. Muggett Hill generator. The intent was to mount it on a trailer so it's mobile. I have left

it in the budget since last year. 6:27 p.m. Jody St. George arrived and gave his office report, a copy of which is attached to these minutes. Discussion of dehumidification in the treatment plant. Mr. Haebler: It would have to go out to bid. Mr. Lemansky: When you investigated soft starts, what made you think that you did not want to go that way? Jody: I never said no soft starts. I met with your guy; he gave me information; and it never went anywhere from there. It had something to do with a giant panel which would have been very costly. Mr. Lemansky: It is still an option. Jody, why do you think the effluent readings for January were so high when you look back? It's not like September or November for the turnpikes. The holidays are over. Jody: 5E was our highest for that station--almost 24,000. Mr. Lemansky: Just a lot of people traveling. The readings from McClure on those loggers -- how is that information? Jody: I've only seen one spreadsheet so far. I trust the effluent flowmeter. I believe that's a real number. Steve advised Jody that the Old Worcester Road pump station had used an excessive amount of electricity. We discovered that the heater thermostat had failed. The thermostat was replaced. Jody submitted a sheet he had prepared with respect to grinder pump alarm calls. Grease has been a major factor in clogs. Mr. Lemansky: Maybe we should consider a stuffer with the bills forewarning people of the consequences. Mr. MacKenzie: Do we have a FOGS program? Jody: No. I brought it up when Woodard & Curran was first running the plant; but the thinking was there wasn't enough industry in town then. Mr. MacKenzie: We should address grease with residential homeowners. Mr. Haebler: We should have a FOGS program. Jody: Another issue is that pump chambers need to be kept accessible by homeowners at all times. Mr. Lemansky: That should also be covered in the grease notice. Jody: I also have the invoices for the flow and load and CoMag. I have also provided the backup. We cut our ferric chloride use almost in half for the winter months. Last year the extra ferric chloride cost you \$7,400; this year it was \$3,650. Steve: Jody is important with respect to our discussion about N. Sturbridge Road.

7:05 p.m. Louis Perrin, owner of 40 Sturbridge Road, met with the commission. He has six units; and would like to obtain a meter; but did not want to absorb the cost of an individual meter for each unit. He is on Title V billing. Mr. Haebler: This was owned by Gail Dunn. He is asking to install one meter for the six units. I have no problem. If it goes to condos, then it would be different. Mr. Lemansky: You are required by regulation to go to a meter; so we concur with our general rules; and you can go to a meter without a problem. Mr. Gagner agreed. The commission approved his request to go to meter. Steve will need to order a 1" meter, unless the plumber says a ¾" is ok.

Mr. Spiewak: We do deal with people who have redundant clogs but don't have anything on grease. Mr. Haebler: Until such time as we have a policy in place...Jody: Let's put stuffers in with the bills and see what happens in the next couple of months. Mr. Haebler: We should start working on a policy about grease. Mr. MacKenzie: I will bring a copy of our policy from work.

Steve: Old business: Sewer extension on N. Sturbridge Road. It has been oversighted by our engineer. They are waiting to come back to us. I talked to Gerry Foskett relative to the road and the condition it is in. It would seem prudent to put in laterals in on the other side of the road as well. The manholes if we put them in the right-of-way will be tough to maintain. It was my recommendation that the line itself be put down through the road. We required this of Karl Storz as well and also just beyond the laundromat. Mr. Lemansky: What is the matter with the structures being off to the side of the road? Mr. St. George: We did that on Morton Station Road. There was one structure off the side of the road -- we found the whole cover torn off it from plows. Seeing that and then seeing this -- my recommendation is to keep it in the pavement. I don't want to have issues. It is a wet area. Mr. Lemansky: By putting it out in the street, what is Gerry saying about the road--curb to curb? Steve: Yes. Probably. Mr. Haebler: We have to do this right. Mr. St. George: My first priority is to be aware

of my sewer lines. If it is in the shoulder, there will be nothing but problems. Mr. Lemansky: The rule right now is that if the road is dug up, it is curb to curb. North Sturbridge Road was done about two years ago. You have to give notice. Mr. Haebler: I'll entertain a motion. **Mr. Spiewak: I'll make a motion that we go back to the homeowner; and ask Steve to write a letter back to the homeowner stating that upon further review, the shoulder in the road is not acceptable and therefore, an updated line would have to go down the road and include curb to curb paving and laterals.** Mr. Lemansky: I suggest we write the letter to McClure Engineering and a copy to her. Jody: Is it stupid to say pave the shoulder? **Motion seconded by Mr. Gagner.** Discussion: Mr. Lemansky: The engineer may come up with doing the pressure line off to the side and not disturb the road; would the board then consider it; and bring it up for consideration? They would put in pumps like they do on Sunset Drive. Mr. MacKenzie: That's a maintenance nightmare later on—maybe ten years from now. Mr. Lemansky: We would say that the homeowner that 'the pump is your responsibility'. Mr. MacKenzie: Who owns the main and who maintains it? Mr. Lemansky: The town owns the main. Mr. MacKenzie: With a force main, you are stuck digging it up. **Vote: Unanimous.** 133 N. Sturbridge Road: Discussion of the barn on this property. Mr. Haebler to Steve: We will send a letter to Mrs. Nylin. Mr. St. George had indicated that he had been in the barn numerous times. They used to do metal plating. My biggest fear is that once that barn is connected, that stuff will disappear. Mr. Haebler: Can we get the hazardous waste people in there when we do this? Mr. St. George: Not a bad idea. Mr. Lemansky: We need to talk to Ed Gauthier. He needs to look at the contents in the barn. Mr. MacKenzie: You need to have verification of what is tied into the floor drains; and have a dye test done. Mr. St. George: It was tied in and we untied it a few years ago. The pipe was capped at both ends. Will there be betterments assessed to the properties? Mr. Haebler: Privilege fees. Mr. Lemansky: Anything after six months is called a privilege fee.

7:28 p.m. Robin Craver, Town Administrator, met with the commission. Mr. Haebler: Our last meeting – we voted to get on the agenda for the Town Council meeting in Southbridge. They said they don't like to do that. Steve: I told the secretary in Southbridge that the interest was for our commissioners to talk to the elected officials in Southbridge. She said she would talk to Bob and get back to me. The response came back. Mr. Haebler: He wants to know why we want to meet with them. Maybe I can go and visit him tomorrow in Southbridge. If the board doesn't mind, I'll call him tomorrow and arrange a meeting with him. Mr. Lemansky: If I could go with you. After reading his note and Southbridge saying they have done what they could possibly do--. The issue is we need the Director of Public Works to say with confidence that water can be delivered to the school loop. Once she says that, the only roadblock that I see preventing us from going to DEP and saying we now have water available for the loop...will you then write to ExxonMobil letting them know that water is now available and ask that they put that infrastructure in? All Southbridge needs to do is change the service area. We talked about getting rid of the list. We have 80,000 gallons that we are not using right now. We can dedicate that to the school loop. We can say to DEP that we have potable water and we want you through a Consent Order to let ExxonMobil know that they need to go forward with this. All I'm trying to do is get this contract out, get the bids in; and Southbridge can decide if they want to go with the formal IMA which will then include the pump station; if not, we will ask them to release the water to this new area. **Mr. Lemansky: I make a motion that we vote to instruct the people doing the tracer study to go forward with the tracer study hoping that ExxonMobil will pay for it; and we get back to Southbridge saying that our goal right now is we need to send this water over to that school area; and the benefit to Southbridge is they will be helping Bay Path; and as far as the politicians go, we'll leave it up to them to decide whether they want to do the permanent agreement for the 500,000 gallons; and our benefit is we will have a greater amount of water.** Mr. Haebler to Ms. Craver: Do you have anything to add? Ms. Craver: I met with Bob today. He said the IMA is

premature. Exxon isn't moving until we have water; and Southbridge isn't moving until we have a system we can approve. He was saying he needs a plan. The director is telling him that we don't have a plan that works; that people won't hook up. Bob said the IMA is a quick thing; it is the plan that is the problem. Mr. Spiewak: Either we get an IMA that says we have sufficient water; and when everybody agrees that the system we are about to install can be used, we go forward, or we're never going anywhere. Ms. Craver: I said we need the IMA to get the water. He said that once the IMA is inked, our feet will be held to the fire. I said the IMA and the documents that we have gives the director the ability to say yes or no on any extension – he's not taking a risk. I can't seem to communicate it to him. Mr. Spiewak: I made the motion to go in front of the Town Council and this is why we need to go in front of the Town Council. We have all this crap going on in Southbridge. If they aren't convinced they can be protected, then put it on paper. Exxon is saying we have no water. I want to go and sit with him publicly and state it for the record. We are screwing Bay Path and the residents down there. Ms. Craver: If Charlton comes and criticizes me or my staff...it will be hell to pay. Mr. Spiewak: The intent is not to criticize anyone. We want Southbridge to tell us what they need. Ms. Craver: My suggestion to him was: If you have any trepidation about them going to the council, why don't I have you go to the commission and meet with them. I would like to sit in on the meeting with Bob and Heather. I would suggest that discussion be had at a regular meeting; not televised. Bob asked me if there was anyone in charge. He gets reports from his people. I will suggest a tech meeting. The only thing you can do is get some support and take it to the town at a public meeting as a by-law to see if people want public water. Mr. Spiewak: This is where we continue to fall. In my opinion, this extension just like S. Sturbridge Road; just like turning on Charlton City—the final say comes from Southbridge. We still haven't agreed to provide water—free it up. It is just a stroke of the pen. Then talk about the parameters by which the extension/loop would be approved. Ink the IMA. Changing the IMA does not in any way force Southbridge by default to approve that. Ms. Craver: He is saying he won't approve the IMA unless there is a plan. Mr. Lemansky: We have to do baby steps. The current IMA: are we in agreement that with two simple modifications we can go to DEP and say we are ready for you to do the loop? All we want to do is have the contract service area changed and the list eliminated. Ms. Craver: ExxonMobil won't do it unless there is a permanent agreement. Mr. Lemansky: Let's get the ball started by saying we have enough water for the loop. DEP has told Exxon – you need to make sure there is additional water in the case of problems later on. Hopefully the tracer study in Southbridge will help find something. Marielle Stone will agree to a blowoff for 24 months. We will agree to the blowoff and somehow obtain funding for that. What may happen is Southbridge water may not work for Charlton. We don't need a formal IMA – just a modification that they agree to a blowoff. Mr. Haebler: Can we get back to the tracer study? Are they going to pay for this? **Mr. Lemansky: I make a motion that we initiate the tracer study by fronting the \$6,500 for the tracer study with the expectation that Exxon-Mobil will at some time reimburse us for these funds; seconded by Mr. Gagner.** Discussion: Mr. Haebler: Where's the money coming from? Steve: The ExxonMobil money. Mr. Haebler: Do we have assurance that ExxonMobil will reimburse us? Steve: Not at this time. Mr. Lemansky: This information will let us know whether we should be going forward with Southbridge. Steve presented a quote for the tracer study. Whitewater will participate and McClure will do the assembly of numbers. The conclusion will be done by Dewberry. The total for the tracer study will be \$6,736. Mr. MacKenzie: If we find out after the study that the fluoride doesn't have the residual needed, then we have to find another source of water or a water treatment process. Steve: The tracer study is a must have. It takes two weeks. Mr. MacKenzie: Fluoride holds a longer residual than chlorine, and the EPA changed the residuals requirements last year to a trace. Steve will be at the town hall at 5 a.m. and 9 p.m. for the tracer study. Mr. Lemansky: No one is going to do anything unless Heather says it is ok. They want all the lines in so once things get up and going, they can turn on the whole system. Mr. Haebler: Anything more to be said on funding the tracer study? All

in favor of the motion? **Vote: Unanimous.** Ms. Craver: I will call Bob in the morning. Steve: We will need access to the town hall at the hours of 5 a.m. and 9 p.m. for 14 days. It was agreed to meet on March 3rd at the Town Hall at 6:30 p.m.; no cameras; no cable.

Mr. Lemansky: Another item while Robin is here. The South Sturbridge Road connection that the town of Charlton made to help with the water flow in Charlton City and also to help with all of the water flow because now the water that goes west of Route 169 goes through our entire system, down through Charlton City west to 5E which is the largest water user in town – what has happened is the water pressure has lessened to a degree to where it is now safe for connections to be made on that line. Being made aware from our administrator that there is a property at 100 Sturbridge Road that is about to get connected by Southbridge are two things: we the Water & Sewer Commission should be in the loop about connections in town. Anything west of Route 20 on 169--we should be charging a privilege fee. I was going to have info sent to Heather Blakeley and have requested that we be kept in the loop. Mr. Haebler: I think the privilege fee might work but we have to charge privilege fees for water. The betterment is a whole different ball of wax. The way I read the law, it wasn't put in by us. Ms. Craver: Didn't you have a policy saying that any new water hookup in the town will have to be signed off by you whether it is their line or our line? Mr. Spiewak: There has to be a plumbing permit pulled. Steve: A drainlayer license from us. I have not seen a building permit. The paperwork as far as I know has not cleared the town of Southbridge. I have a call into Southbridge. You have to have a remodeling permit. Mr. Lemansky: Heather could be coming from the point of view of the exemption that is in the current IMA –Southbridge can hook up people in Charlton and that won't affect the volume. From November 15 – April 15 – there are no trench permits issued.

Mr. Spiewak: If they bypass our office, I would like to see the piece of paper. Steve: Building; highway and here. Ms. Craver: Anybody who is hooking up in Charlton whether a Southbridge or Charlton line, you give them a privilege fee. You make your policy and then you follow it. Mr. MacKenzie: How big is the line? Steve: 2". Mr. Spiewak to Mr. Lemansky: I would agree on a privilege fee for people on Stafford Street. If we turn the valve on so that it was just going down 169 and going west again, if this building doesn't go in without all the plumbing that Zorba's was required to do, then they can never shut that valve off. Mr. Lemansky: We need to pay for the infrastructure. Mr. Spiewak: I think we are entitled to charge a privilege fee. Mr. Haebler: We will let Heather know that we have a policy. Steve: I think both Charlton and Southbridge are in the dark. Mr. Lemansky: We need to instruct Steve to get in touch with Cheryl at Highway and the Building Inspector with respect to a trench permit. Mr. Haebler: If Southbridge doesn't get it, then it is a no go. Mr. Spiewak: We've adopted the use of privilege fees. Should we have a conversation with Southbridge? Mr. MacKenzie: I have a policy on privilege fees which I will provide. Mr. Haebler: Try to get it to us for the meeting on March 3. We will go with the idea of a discussion and get the tracer study going. Ms. Craver has communicated with Mark Baldi that we haven't had a quarterly meeting in a long time. I am waiting to hear back from him. Do you want to continue with Jeanne McKnight? Mr. Haebler: I think Jeanne is more in tune to water issues. Ms. Craver: Southbridge will meet on March 4 and March 11. Mr. Lemansky and Mr. Gagner left the meeting.

8:25 p.m. Steve provided spreadsheets to the commissioners; and did a budget review. Grip blower: \$1,600; EQ pumps 2 & 3, the blower and the pump itself: \$1,685 each; they are aged out and would have to be changed out in summer; air compressor – need one in the bi-carb unit at a cost of \$500; composite sampler: we carried this from last year: \$6,000; pressure washer: \$2,500; BFEF motors—again – age; Burlingame pump station –those are the biggest pumps – they have never been pulled; they are roughly \$10,000 each. Steve: The probe – we need three of those (go through three in a year),

ultrasensor unit; the furnace – we have been told for the past three years that it is junk – we will carry it again this year. We need one. Mr. MacKenzie: Why don't we just get it replaced? Steve: That's fine with me. Mr. MacKenzie: Let's just get it done. The reason I asked about the pump station (line 11) – if the pumps are in good shape but the motors are on their way out – pull one at a time, send it out to a rewind company; get the motors redone; get the bearings redone; get new impellers if necessary. The submersible stations have the longest life; and they are so new, they don't know how long they will last. Mr. Spiewak to Steve: Do we have \$8,000 in the budget for this furnace? Steve: Yes. Mr. Spiewak: Let's get it scheduled and get it replaced before cold weather. Mr. Haebler: And with the present budget we have the money. Steve: The hot water heater is 10-15 years old. The jetting tanks: It takes hours to fill up the tanks for the jetters (we lost the big tank). Muggett Hill – we talked about the generator we have out here. We had cost estimates of \$18,000 – \$20,000; wiring and configuration; mounting it on a trailer and putting it in a covered trailer. We talked about the dehumidification. We will know in about 3 weeks what the actual cost will be. The plant air conditioning – we are looking to replace it. The plant ceiling heaters—we generally go through one or two a year because they are aged out. The paving at the plant. I have spoken with Gerry Foskett about this. I am carrying it here. Grinder pumps: DEP said as long as we have the loan to pay off, we own them; and said if you can come up with a program and show they are being replaced, you can pass the cost off to the homeowner. We are in the process of doing that. We're in year two; we replaced 40 in the first year; 20 the second; so I'm looking for money to purchase another 20. Gutters: They are hazardous from ice buildup. The plant needs insulation. Mr. Spiewak: Where do we stand on the capital this year? Steve: We've spent \$168,000 out of \$225,000. Water is a problem. Under the Water Enterprise fund, there is nothing there. I have listed the expenses; but I don't know where the money will come from. Our salaries here have been apportioned out to \$13,000. Engineering: \$13,000 - \$14,000; the principal and interest may have paid. You can't take betterment money and apply it towards operations. That's unfunded. It will have to come out of the General Fund. The salaries are based on a 2% increase. Steve's time: 20 hours of work (overtime) for FEMA; and Carol's time (overtime). Operations in the plant include \$500,000 for Jody; Woodard & Curran: \$481,000; R&M: \$2,500 per month to them; CoMag (\$34,000). The CoMag is operating an additional 5 months (an additional \$13,000); 250,000 gallons per day = "x" amount of dollars; when they go above that, they are able to apply for and get additional chemicals they use if they are pumping 280 - 300,000 gallons. Because we have always taken it out of capital expenses, I have put it in the budget for this year. Flows and loads: \$18,000. Office supplies on a monthly basis is an average has been \$85.00 a month; postage: \$1,200; electricity: \$7,700 a month; gas and propane: \$19,000; telephone in office: \$460 a month; (Mr. Spiewak: have we thought of going to Charter phone?) Steve: They telephone is for all the sites. The town hall had Verizon and Charter. Mr. MacKenzie: The town has a fiber loop doesn't it? The stations: Why don't we do Ethernet? Steve: Jody can answer that question. Mr. Spiewak: The stations probably aren't close to the fiber. Cable: We pay \$99 a month; copier: \$150 for the lease; pump stations: fuel used for them – about \$15,000.

Mr. Spiewak to Steve: What's changed in the water budget? Steve: Everything I listed above – principal and interest is gone – privilege fees and betterments can't be used to pay indirect costs – only to principal and interest. Mr. Spiewak: The sewer fund is an enterprise fund. \$80,000 affects the rate payees; we can't give money to the users because there is no money in the water fund. All of it was allocated to the water and sewer two years ago.

Mr. Haebler: We should revisit the rates. Steve: We are pursuing getting people on to meters. Robin asked for budgets from all of the departments. Mr. MacKenzie: Can we afford to lose much more money out of water? Ms. Craver: You can zero this out or use the ExxonMobil account for your debt. Alex: Mr. Spiewak: Don't we have line items this year – engineering and legal?

Ms. Craver: \$1M in a deficit. Mr. Spiewak: Assuming we will get funded for water/principal and interest. Ms. Craver: We will combine betterments that came in; retained earnings and we will look at the Exxon money. If we need to cover \$300,000, based on what is proposed today, we should have enough. Do you want to go to town meeting to reduce some of these? Do you want to take it down \$15K to \$8K – legal.

Mr. Spiewak: I make a motion that we reduce 38, 39 and 40 in half (maintenance and equipment; legal and other; and engineering); seconded by Mr. MacKenzie. Discussion: Mr. Spiewak: When we have a conversation about rates, we need to do our due diligence. Ms. Craver: This is the first time I have seen your budget. Send it up to me and I will take a look at it. **Vote: Unanimous.** Ms. Craver: Do you want to reduce the capital? Mr. Spiewak: I think we have to, but I don't think we can do it tonight. What are we at on capital Steve? Steve: We appropriated \$282,000; we are at \$168,000. Mr. Spiewak: At our next meeting we can look at what we have spent so far. The big thing we will have to deal with next year is the dehumidification in the plant. **Mr. Spiewak: I make a motion that we approve a preliminary budget based on the latest changes; seconded by Mr. MacKenzie. Vote: Unanimous.**

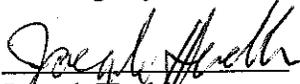
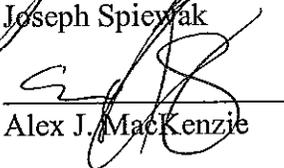
Mr. Haebler: We have the transfer of the water line. Mr. Haebler read documentation regarding Northside Road and Stafford Street accepted by the Water & Sewer Commission (10 sheets attached). Steve: The only thing we have added to that was done by Attorney Cosgrove – a set of drawings done by McClure Engineering is referenced. If that's acceptable, it can be signed, notarized and recorded. **Mr. MacKenzie: I make a motion that we accept and record the Exxon documents to accept the water main on Northside Road; seconded by Mr. Spiewak. Vote: Unanimous.** **Mr. Spiewak: I make a motion that if a signature is required, the chairman is authorized to sign on behalf of the commission; seconded by Mr. MacKenzie. Vote: Unanimous.**

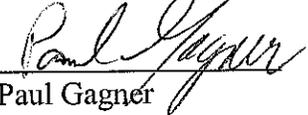
Steve requested that a policy be put in place giving Jody the ability to take the truck home when there is bad weather predicted. About six weeks ago, Jody was out doing his rounds; went from the Muggett Hill pump station to Savers Bank on Route 20. Coming through the drive-through, the ladder caught the eavestrough. The bank has sent us an \$800 to fix it. At that point I gathered the paperwork together and sent it up to the administrator's office. I talked to Robin and indicated I would speak with the commission about it. Example: The truck, when it is here--if we are going to have a snowstorm; we have to get here to get the truck out during a storm, so when snow is forecasted, Jody takes the truck home and I leave the gates open. I don't think we have a formal policy. Mr. Haebler: I know other departments take their truck home. They shouldn't be doing personal business on company time. Steve: Woodard & Curran pays the insurance bill. If we don't own the truck, there has to be a private plate on it. Mr. MacKenzie: Coming in for emergencies – I take a truck home from Framingham – sometimes you have to do a little personal business while you are out – that's my opinion from my experiences. Steve: He was coming back from Muggett Hill where he had to pick up the ladder. The ladder was sticking up since we don't have ladder racks. I can't tell you how many times Jody has thrown a pump in the back of his truck and gone to a call. Steve: We don't know what the insurance company is going to do. Mr. MacKenzie: We don't want to wreck a good relationship. Jody wrote a report about the incident. Ms. Craver: You don't have a policy. Worker's compensation is a big issue. If you weren't on town business, personal insurance would need to be used. Mr. MacKenzie: You have someone who goes the extra mile. Ms. Craver: I will see what comes back from the insurance company and advise you. Mr. MacKenzie: Does the town have a policy on mileage for take home vehicles? Ms.

Craver: There are some people who they give a vehicle to; they understand it is for personal use; and they will cover it 24/7. Mr. Spiewak: We should talk about a policy.

Mr. Spiewak: I make a motion to adjourn; seconded by Mr. MacKenzie. Vote: Unanimous.

Meeting adjourned at 10:02 p.m.

 _____ Joseph Haebler	<u>3-10-14</u> Date
 _____ Joseph Spiewak	<u>3/10/14</u> Date
 _____ Alex J. MacKenzie	<u>10MAY14</u> Date

_____ Robert Lemansky	_____ Date
 _____ Paul Gagner	<u>3/10/14</u> Date