

***Town of Portland***  
***Water and Sewer Commission***  
***February 7, 2022***  
**7:00 PM**  
**Buck Foreman Community Center – 2<sup>nd</sup> Floor**

**Members Present:** Dick Cote, Dave Kuzminski, Jim Nursick, Jim Tripp, Jim McCabe

**Absent:**

**Also Present:** Public Works Director Robert Shea, Shaun Manning – Liaison from the Board of Selectmen

**1. CALL TO ORDER**

Dick Cote called the meeting to order at 7:00 PM

**2. REVIEW AND APPROVE MINUTES**

Jim Tripp made a motion to approve the minutes of the January 3, 2022 regular meeting. Dave Kuzminski seconded. All ayes. Motion passed.

**3. ACCEPT AGENDA**

Jim Tripp made a motion to approve tonight's agenda. Jim Nursick seconded. All ayes. Motion passed.

**4. CORRESPONDENCE & COMMUNICATION**

None

**5. REPORT FROM DIRECTOR**

Public Works Director Bob Shea had just received the most recent bill from MDC. He said we came in about 100,000 gallons over our MDC usage requirement for the year which is good. We did very well with the amount of water we needed to purchase.

Bob credited the guys in the Water Dept. who monitor our well daily.

The quarterly billing went out in January. Things have gotten much better. More meters have been replaced and transmitters installed. The department has worked closely with technical support which has led to changes in the reading equipment and resolving reading issues.

Bob said the commission and the Board of Selectmen will need to discuss changing our current reading system and replacing it with a much more updated system which will include digital reading technology, the use of cellular networks and leak detection.

Funding options for the new system were discussed.

Jim Tripp asked about the possibility of using the 2<sup>nd</sup> payment from the American Rescue Plan expected in June for the new system. He outlined some of the operational benefits.

Bob said the projects funded by the 1<sup>st</sup> payment should go out to bid in the spring.

He reported that vendors on the short list for the additional water source search will present their scope of work and presentations soon. The town must follow state policy on the selection process. The hope is to have a decision by the end of February.

## **6. OLD BUSINESS**

None

## **7. NEW BUSINESS**

None

## **8. COMMITTEE REPORTS/GENERAL DISCUSSION**

### **Discussion Regarding Possible Changes to Meeting Schedule/Time**

A discussion was held about possibly moving the meeting time from 7:00 PM to 6:00 PM or to a different day. Some members said moving the time would bring difficulty due to previously scheduled obligations. Moving it to the second Monday of the month was brought up as an option. No decisions were made. Chairman Dick Cote asked the members to think it over and it would be discussed again at the next meeting.

Chairman Dick Cote asked the members for input regarding cancelling meetings should there be no new information on projects to report.

The commission discussed some of the new and upcoming projects and the importance of meeting monthly for updates. Jim McCabe added that since there is so much going on we need to meet even if it's for a short report or update from the director.

Bob Shea stated that it's important for the Board of Selectmen to be kept updated on the discussions as well.

Dave Kuzminski thanked Shaun Manning, Water & Sewer Commission liaison from the Board of Selectmen for being in attendance tonight.

Jim Tripp added that a lot of work has been done to control costs and to analyze usage and rates, and water and sewer are now both operating in the black.

**9. PUBLIC COMMENT**

None

**10. ADJOURNMENT**

Jim Nursick made a motion to adjourn. Dave Kuzminski seconded. All ayes. Motion passed. Meeting adjourned at 7:24 PM.

**NEXT MEETING - March 7, 2022**

Respectfully submitted,

*Cheryl H. Creem*

Cheryl H. Creem  
Board Clerk