

WEST NEWBURY BOARD OF WATER COMMISSIONERS  
MEETING AUGUST 22, 2022  
4:30 P.M. WATER DEPARTMENT OFFICE

Commissioners present: Robert Janes, Chair, Larry Corcoran and Jack Duggan  
Mike Gootée, Superintendent and Jodi Bertrand, Administrative Assistant

Meeting called to order at 4:34.

Select Board member Rick Parker came in at 5:02 and left the office at 5:40.

Review balances, correspondence and draft minutes from July 18<sup>th</sup>, Janes moved to approve the minutes, unanimous. (Executive session minutes May 5, 2020 and August 17, 2021 are still not being released at this time)

**Interview Applicants-** (Interviews for Superintendent and Operator scheduled for tomorrow, Aug. 23<sup>rd</sup> at 5:00p.m.) Discussion on the resumes sent in and the list of questions Janes and Gootée came up with. Jennings emailed the BOWC's a questionnaire that was quite extensive and with the limited time allotted for each interview it might not allow for enough time for all the interviews. It was suggested that the list of questions might be given to the applicants to take home with them at the end of the interviews so they have more time to review the questions before giving us their answers. The answers to the questionnaire could be used to determine who will be called back for a second interview. Bertrand will type up the list of questions in the order discussed and email to Commissioners to have at the meeting. After going over Jennings questions, it was decided to use them for the second interviews.

**Pipestave Tank Rehab** – DN tank has not given Gootée a clear answer regarding cost since the project was delayed, materials might go up but they said they do not plan to increase the price for labor. Gootée will draft a letter asking the Newburyport BOWC's for an agreement to move forward with the PST Rehab in the spring 2023.

**Capping the Old Brake Hill Standpipe site-** Gootée went back to engineers and they said we don't have to put any Activity Use Limitation (AUL) on the land/deed based on the Lead results.

**Brake Hill Water Tank-** First year inspection was done and we are reviewing the results with engineering firm.

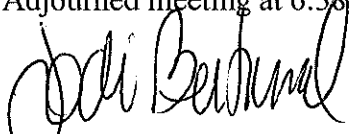
**DEP Loan-** Gootée to review with Town Manager

**Other Matters:**

- Gootée would like put a notice on the website to ask Municipal as well as Private water uses to restrict usage during drought.
- Deer Run (DOT Approval to tie in water main on State Highway)
- Email forwarded from Town Manager from Kevin Bowe.

- Letter drafted by Jack Duggan to Select Board concerning regionalization with Newburyport. Gootée will add the date to the memo and put it in the Select Boards' box.
- Gootée asked Commissioners to set up a date/time next week to interview the last candidate for Operator Position.
- Email from Kevin Bowe was discussed. Bertrand will bold/italicize "If you have not sent in your water payment" and make sure the Town Clerks Office also does this since they are the ones to send this out to subscribers. Bertrand also explained that there are many reminders and updates sent beginning from the initial meter readings being started and through the whole billing process.
- Gootée asked Commissioners to set up a meeting next week with the last Operator candidate. Tuesday, August 30<sup>th</sup> at 8:00a.m. Gootée will ask Donny (WD employee that knows Jason) to verify if Jason can make the interview.

Adjourned meeting at 6:38.

A handwritten signature in black ink, appearing to read "Jodi Bertrand". The signature is fluid and cursive, with the first name "Jodi" and last name "Bertrand" clearly distinguishable.

Jodi Bertrand  
Administrative Assistant