

**WATER SYSTEM COMMITTEE**  
**MINUTES OF MAY 29, 2008**

Town Hall Annex  
5 Highland Street  
Main Conference Room

**Meeting Opened:** 5:05 p.m.

**Members Present:** John Edgar, Keith Forrester, Carol Granfield, Bob Hill, Jonathan James, Miller Lovett, (Selectmen Representative), Richard Roman, and David Thorpe.

**Members Absent:** Chuck Lowth

**Approval of Minutes:** The approval of minutes was deferred.

**Review of Presentation:** Dave went over the presentation he will provide to the Board of Selectmen at its next meeting. The committee provided feedback.

**Upgrade of SCADA System:** Carol sought input from the Committee regarding moving forth with seeking RFPs for the upgrade of the system as was recommended by the evaluation of the plant that was conducted just before the Committee was established. She noted that Bob had received a preliminary quote on the cost, however at that time we did not move forth pending what direction the Committee would be recommending, and not wanting to spend town funds on something that at a later date would be changed. The Committee agreed it made sense to move forth on this now, based on what they have evaluated to date. Carol indicated she will then move forth to have some prequalified bidders and work on an RFP.

There was discussion with Bob regarding the status of the meter replacement that has taken place to date. This is something that needs to be completed.

**Target Plan:** Dave presented a Target Plan to the committee based on some assumptions. He noted that he had spoken with Keith, who verified the information included in the plan.

**Next Steps:** The Committee agreed to invite Ray Korber to review the Target Plan at the next meeting on June 12.

**Recording Keeping (water production):** Dave asked Bob if he could start recording data in a format that will provide all the information necessary, including notes so if there is an unusual occurrence that results in higher numbers (such as flushing hydrants) it will be taken into account. Dave will provide Bob with a spreadsheet to start recording the data.

Jonathan asked if the Committee should recommend going to the odd/even days for use of water now in order to be more stringent with water use. At this time the committee did not believe this was necessary.

**Meeting Adjourned:** 7:10 p.m.

Respectfully submitted,  
Carol M. Granfield