1. **Called to Order/Pledge of Allegiance:**
   
   Michael Mayotte called the meeting to order at 5:45pm. Present were Mark Landry, Paul Konieczny, Maggie Levasseur and Richard Carmignani. Also present was Michelle Jervis, Administrative Secretary. Bob Edmunds was absent.

2. **Approve Minutes:**
   
   Richard Carmignani motioned to approve the minutes of October 7, 2019. Mark Landry seconded. Unanimous Vote.

3. **Reorganization of Committee:**
   
   a. Michael Mayotte nominated Mark Landry to serve as Chair for the Capital Improvement Planning Committee. Maggie Levasseur seconded. Unanimous Vote. Mr. Landry accepted the nomination.
   
   b. Michael Mayotte nominated Maggie Levasseur as Vice-Chair for the Capital Improvement Planning Committee. Richard Carmignani seconded. Unanimous Vote. Ms. Levasseur accepted the nomination.
   

   Richard Carmignani motioned to approve the slate of officers as presented. Maggie Levasseur seconded. Unanimous Vote.

4. **Fall Town Meeting Warrant – Review and Vote:**
   
   a. **Water/Sewer Department – (Article 19)** -Request funds in the amount of $125,000 for Phase III of the Massachusetts Department of Environmental Protection (MassDEP) mandated Inflow and Infiltration (I&I) Study -George Patrinos, Acting Superintendent for the Water/Sewer Department came before the committee. He stated that the $125,000 requested will be for the next phase of the I&I mandated by DEP. We have done the assessment phase and has completed the smoke testing. The funds will be borrowed with a source of funds part of the sewer rate, retained earnings.

   b. **Water/Sewer Department – (Article 20)** -Request for funds in the amount of $100,000 as follows: $50,000 from Water Retained Earnings and $50,000 from Sewer Retained Earnings to purchase Radio Readers and Bases – Mr. Patrinos stated that the funds in the amount of $100,000 is to cover batteries for the readers. These readers go along with the department’s new software. New integrated meters are installed in the house and can send off a signal to the truck; soon the reading can go through a cellphone. These new readers cuts his staff time in half, and the need to go into every home to take a reading is antiquated. These readers can monitor for leak detection, high/low usage/no usage. He stated that the revenue has increased since they have implemented
these devices and the funds requested will be split between the water and sewer retained earnings. Jonathan Ruda entered the meeting.

c. **Water Department** – **(Article 21)** -Request funds in the amount of $900,000 for the design and construction related to connecting a replacement well at Pump Station 3 to the water system, for testing, permitting and drilling of a new wellfield at the Main Pumping Station (Station No. 1) and for the design, permitting and program management of connecting the proposed wellfield at Station No. 1 to the water system. The Water Main Replacement on Mason Road, Mason Road Extension and looping water main onto G&S Drive, rehabilitation on the Dresser Hill Road Water Storage Tank and the Bates Road Water Storage Tank. – Mr. Patrinos stated that the $900,000 he is seeking is mostly for engineering work. Revamping the water pumping system and to get the 3rd water source problem rectified. Also the revamping of the whole station that DEP and the engineers need to work on since our well is too shallow. Another use of the funds would be for new AC piping for Mason Road which currently is a low grade water main which causes numerous breaks. His intent if for a new water main to June Street; across Dudley Oxford Road onto Mason Road Extension up to G and S Drive. Also the State mandates the department to clean the water tanks in which they have granted an extension due to all the work we need to do on the water stations. The tanks have never been cleaned.

After discussion **Richard Carmignani motioned to approve Article 19 request in the amount of $125,000.** Mark Landry seconded. **Unanimous Vote.**

**Richard Carmignani motioned to approve Article 20 request in the amount of $100,000.**  
Maggie Levasseur seconded. **Unanimous Vote.**

**Richard Carmignani motioned to approve Article 21 request in the amount of $900,000.**  
Maggie Levasseur seconded. **Unanimous Vote.**

Mr. Carmignani stated that the CIP will need to submit a plan to and will work with the Town Administrator including the updated information approved at tonight’s meeting.

**Mark Landry motioned to adjourn at 6:25pm.** Maggie Levasseur seconded. **Unanimous Vote.**

Respectfully submitted,  
Michelle Jervis, Clerk