

Foxboro Board of Water and Sewer Commissioners
Meeting Minutes
September 8, 2014

Members in Attendance: Michael Stanton, Chairman; Richard Pacella, Vice-Chairman;
Robert Garber, Clerk
Others in Attendance: Roger Hill, DPW Director; Robert Worthley, Superintendent;
Chris Gallagher, Town Engineer; Aaron Hyre, Director of Technology

The meeting was called to order at 7:00 p.m. by Chairman Stanton.

Matters Discussed:

Status of Info Technology/CAD

The Board is interested in getting an update on the status of technology improvements that are in process. Aaron Hyre is the Director of Technology and Chris Gallagher is the liaison for the Water & Sewer Commission, and will support the work done on the GIS, the computer upgrades, etc. Aaron should also be kept up to date on the day-to-day needs as they arise. The earlier Aaron is informed of these needs or new issues, the better to meet the need. Randy S. and Bill K. are looking to establish a Town-wide IT Steering Committee.

The areas where the updates are most needed is payroll management and the GIS system. Aaron explained that before the GIS can be finalized, there are other things that must happen. GIS is complicated and actually involves six (6) different systems.

Aaron has addressed the undersized CPU and the outdated software. Windows 7 has been installed. The work that Aaron is doing is a plan for the whole town, which will, in turn, benefit the Commission. Right now, he is building a data center that has multiple locations, at the high school and at the public safety building. He is also re-designing the fiber optic network. He expects this work will be completed and up and running by the end of the year.

Some of the issues that should be addressed are:

1. Security – currently many of the websites are blocked and only released on a “need to know” basis, rather than a “need to use” basis, which causes delay in the completion of certain necessary tasks. Aaron is working on setting up a better system.
2. The space for emails on the computer is very limited. Aaron has installed addition memory, but it is not in use yet.
3. The payroll proofing is very involved and time-consuming. This is something that Aaron needs to address.

Roger also brought up the needs inside the building for the new facility at 72 Oak Street. It is expected that the new facility will be done by June, 2015 and it would be good if Aaron could be in from the beginning.

Roger also suggested that the long-term goal for the Water and Sewer Department is to reduce the amount of paper that we generate. Another long-term goal is the change in the new street lights that

will allow for placement of a device to read the water meters. The new device will require new software.

We need to budget and prioritize the needs. Look to get an idea of the cost for Aaron and his team and look to get a budget assessment by mid to late November, 2014.

At this point, it looks like we are making progress and we want to work together toward one goal.

Other Business

1. Roger Hill met with Dan K. from the Stadium Group and he agreed to everything. Roger will memorialize the discussion in a Memorandum to the Planning Board.
2. Roger Hill is meeting with the modular people. The new floor plan for the office space should work out well.
3. Roger Hill will bring up the sewer issues at the next sewer meeting. The issues include how we allocate capacity and a new set of rules and regulations. Roger will look at how other towns allocate capacity, i.e. calculating by the difference in residential/commercial by fixture pattern. A target date for a draft of the new rules and regulations is October 1, 2014.
4. There is nothing new on the Outdoor Advertising.
5. Bob Swanson submitted a quotation for personal services at \$80/hr.

Upon motion duly made by Richard Pacella and seconded by Robert Garber, it was unanimously voted to accept Bob Swanson's quote and to make it renewable annually.

Superintendent's Report

1. The E-bay tank is done and should be all set by the 22nd.
2. Well #15 at Witch Pond is not pumping right now.

The next meeting is September 22, 2014.

A motion to adjourn was made by Richard Pacella at 8:30 p.m.

Respectfully Submitted,

Suzanne L. Zinni

These minutes of September 8, 2014 were approved on October 20, 2014



Robert T. Garber, Clerk