

BOARD OF WATER COMMISSIONERS
REGULAR MEETING OF FEBRUARY 26, 2024

- REGULAR MEETING: The regular meeting of the Board of Water Commissioners was held at the 438 Granby Road on Monday, February 26, 2024. Chair Eden DuPerier called the meeting to order at 5:30 p.m.
- ATTENDANCE:
- | | |
|------------------|---------------------|
| Chair | Eden DuPerier |
| Clerk | R. Scott Williams |
| Associate Member | William L. Schenker |
| Superintendent | Jeffrey Cyr |
| Treasurer/Clerk | Kari Scytkowski |
| Resident | Brian McClafflin |
| Resident | Pauline McClafflin |
| Resident | Mike DuPerier |
| Resident | Mitch Malinowski |
| Resident | Mary Lou Guarnera |
| Resident | Jeff Levreault |
| Resident | Ania Cyr |
| Resident | Olivia Cyr |
| Resident | Robert Authier |
| Resident | Bruce Forcier |
- APPROVAL OF MINUTES: R. Scott Williams made a motion to approve the minutes of February 1, 2024. This motion was seconded by William Schenker. Motion Carried.
- MONTHLY ANALYSIS
REVIEW AND APPROVAL: Jennifer Fernandes presented the February 2024 Monthly Analysis for the Board to sign. Going into February the outstanding amount was \$117,962.85 and we received \$95,381.92 in payments. There were 2 adjustments for the Commissioners to sign leaving our outstanding balance to collect \$22,768.93. Eden praised Leslie Baran for her diligent work in calling customers who are past due. A large portion of the outstanding balance is the Pioneer Valley Nursing home on Granby Rd. which has \$ 9,181.68 past due (2 quarters behind). We reached out to a person in accounts payable as well as 2 executives. One of the executives responded and said they would call us with a payment plan but did not follow through. The Tax Collector and Electric Light in town have also been contacted and they have payment plans with the Nursing Home. We notified the Board of Health to see if they could help connect with someone at the Nursing Home. We will update the Board as things progress.
- JOB POSTING FOR
MAINTENANCE PERSON: Jeff Cyr had sent the Board a job description for the vacant Maintenance position. Jeff noted we require a CDL Class B, DOT medical card, Hoisting engineer license and on call availability. (See Note 1) Once a person is hired, they will have to obtain both their treatment and distribution licenses within the first 2 years of employment. Jeff is very optimistic about the people we will get for applicants and would like to have a deadline for the end of March. Jeff noted if we do not get applicants with the requirements, maybe there needs to be a conversation about letting an applicant time to get the required licenses. Jeff will post the job on Mass

Water Works Association and New England Water Works website. Eden asked who would read the meter in the meantime. Jeff Cyr responded that he will read the meters. Eden thanked Jeff for this as it saves the district having to hire someone temporarily.

AQUEOUS PROPOSAL FOR INDUSTRIAL DRIVE TANK:

Eden DuPerier noted that at a meeting in January the Board voted to approve the inspection and cleaning of the Industrial Dr. tank under other business and someone raised a concern that a vote was taken and it was not on the agenda. Eden noted that the services of Aqueous Infrastructure are in process so we are not late in getting the work done. Eden suggested the Board make another motion to approve the inspection and cleaning of the Industrial Drive Water Tank from Aqueous Infrastructure Management in the amount of \$7,490.00. R. Scott Williams made a motion to approve the amount of \$7,490.00, which was seconded by William Schenker. Motion carried

BUDGET DISCUSSION:

Eden DuPerier opened up the budget discussion and said the Board has had this on the agenda for several meetings. Jeff Cyr spoke to the Treasurer about our annual audits and the cost went up to \$10,000 so Jeff added \$5000 to our audit expense and taking \$5000 from the Skid steer loader account. Jeff noted that the district used to be audited every other year but since the Fire Department purchased a new ladder truck, we are required to be audited every year. Eden opened up the discussion about raises for employees. William Schenker stated he doesn't think the employees should be penalized for raising the rates, the department needed to raise the rates anyways. William Schenker suggested a 3% raise as everything keeps going up. Scott Williams had no comment about raises. Eden added she feels 3% is appropriate as the department is being run effectively and efficiently as the maintenance crew does most of the work themselves instead of contracting outside the department, saving the rate payer thousands annually. William Schenker made a motion to give the Water Department employees a 3% raise, which was seconded by Eden DuPerier. Motion Carried

Scott Williams asked what the cost of the benefits increasing and Jeff responded that health insurance is increasing 8%. The increase amount will be \$15,326.00 if all the plans stayed the same. The Treasurer stated that just health insurance is increasing not dental or life insurance and dental insurance had a decrease of 9% last year. Resident Mitch Malinowski asked if the employees realize that the raise is actually more because the benefits remain the same. Resident Mary Lou Guarnera commented that the Water Department deserves a raise and is run so efficiently saving rate payers hundreds of thousands of dollars by doing the work themselves. Resident Bob Authier asked some questions (See Note 2) about the budget. Jeff broke down what things the various accounts are used for. (Miscellaneous, Vehicle, Shop, Office, Materials and Compensation). Resident Mitch Malinowski wanted people to realize the difference between the Water Board and Prudential Board. Mitch stated that when residents ask questions here at a water meeting you get answers and not degraded. William Schenker made a motion to accept the 2024/2025 budget as presented (See Note 3), which was seconded by Scott Williams. Motion Carried

Jeff stated that now the budget has been approved he will get all the documents to the Clerk/Treasurer for the Annual Meeting booklet if and when a date is decided for the meeting. Eden DuPerier and William Schenker both asked when the


Annual meeting is, the Treasurer responded that nothing has been decided by the Prudential Committee yet.

ADJOURNMENT:

Scott Williams made a motion to adjourn, which was seconded by William Schenker. Motion carried

Meeting adjourned at 5:59 p.m.

BOARD OF WATER COMMISSIONERS


Pauline McClafin, Clerk

Water Systems Operator Person
(Water Distribution)

The Board of Water Commissioners – Fire District No.1, South Hadley is seeking a qualified individual for an entry-level position as laborer. The position involves semi-skilled manual labor and use of various tools and equipment for installing, maintaining and repairing water systems for South Hadley Water Fire District No.1. Requirements for the position include High School Diploma / G.E.D., Massachusetts Class B CDL Drivers license, Valid D.O.T. medical card, Massachusetts Class 2B Hoisting Engineer License. On-call availability and relevant job experience desirable. Applicants will be required to obtain the required Distribution and Treatment Licenses. Pre-hire drug testing required. Starting pay is competitive with an excellent benefit package. Applications can be filled out at the Water Department office located at 438 Granby Road, South Hadley, MA, Monday thru Friday 8:30 AM – 3:00 PM. Applications can also be requested on-line by emailing shwd1water@gmail.com Application deadline is March 28, 2024

Equal Opportunity Employer

Note 1 Minutes
2/26/2024

Our auditors have never had an issue with how our accounts are drawn down

Would it be possible to get a better breakout of following proposed budget items?

- Wages: overtime account 5100-5103. Last meeting it was said that \$80,000 for OT was an arbitrary number. In the 2021/22 budget, it was \$50,000 with \$27,997 turned back in. I understand emergencies are not predictable, but \$80,000 seems high. **The only reason a number is chosen for the OT is for the soft right accounting system to track it. If \$10,000.00 was chosen, it would show it's overdrawn and would be covered in the wages line item regardless.**

• Water Miscellaneous 5400-5408. Could this account be broken down more to justify the \$45,000 a year? **This account is for the following:**

Tech support for software systems

IT services

Classes for license renewals (Distribution and Treatment, Cross connection, hoisting

The actual cost of license renewals.

License reimbursements

Clothing allowances as well as uniform and work boot costs(yearly)

Cylinder leases

Alarm monitoring

Police Details

Petty Cash reimbursements

Annual Subscriptions to various water organizations.

Payment to DEP for annual assessment

Fire suppression system quarterly inspections

EZ Pass

Some Credit Card expenses

Vehicle expenses: 5400-5448. How much is for fuel? How much for vehicle maintenance? This just seems like a catch all. **This account is for the following:**

Fuel costs for all vehicles. \$20,742.64 Diesel and Gas FY23

Vehicle repairs and tires \$10,244.60 (account was over drawn by \$4987.24) Increased in FY24

Shop repairs and improvements 5800-5823. Is this capital account just for the shop repairs and improvements? **Yes**

What account is used for maintenance and upkeep for the main office building? **5400-5444 The Office expense account is used for maintenance and upkeep. (window cleaning, pest control, postage, Furnace Filters, copier services, rug cleaning etc.) as well as postage, supplies etc. for billing. IT services**

Note 2 Minutes 2/26/2024

Materials: 5400-5447. Is this just materials used for the water distribution system?

This is used for water distribution materials as well as items such as ice melt, tools, outside contractors if used for water main related services.

Compensation account: 5400-5453. In 2021/22 budget, \$5,000 was budgeted but not spent. What type of compensation does this cover? **This account has been in our budget for quite a long time and is a placeholder for potential unemployment expenses.**

I believe there is also a clothing allowance given to certain employees. What account does that come from? **The Miscellaneous account**

**REPORT OF THE
BOARD OF WATER COMMISSIONERS
ESTIMATED BUDGET - FISCAL YEAR 2024/25**

Wages	\$	625,647.00
Maintenance & Operations		
Office Expenses	\$	43,000.00
Communication Expenses	\$	8,000.00
Insurance Expenses	\$	40,000.00
Materials	\$	85,000.00
Vehicle Expenses	\$	45,000.00
Heat & Light Expenses	\$	17,000.00
Water Purchase	\$	810,000.00
Legal Expenses	\$	10,000.00
Water Purification Expenses	\$	62,000.00
Miscellaneous Expenses	\$	45,000.00
Corrosion Control	\$	40,000.00
Total Maintenance Expenses	\$	1,205,000.00
Other Expenses		
Retirement	\$	171,000.00
Health & Life Insurance	\$	240,000.00
Office of the Clerk/ Treasurer	\$	17,500.00
Reserve Fund	\$	10,000.00
Travel	\$	3,000.00
Amortization of Debt - Ludlow Facility	\$	64,436.00
Interest on Debt - Ludlow Facility	\$	1,919.00
Amortization of Debt - Newton St.	\$	203,800.00
Compensation Account	\$	5,000.00
Audit Expense	\$	5,000.00
Bond Fee and Issuance Fee	\$	144.00
Total Other Expenses	\$	721,799.00
Capital Projects		
Meter Replacement Account	\$	25,000.00
Computer Equipment and software	\$	2,000.00
Replacement and Installation of New Mains Acct.	\$	100,000.00
Shop Repair and Improvements	\$	3,000.00
Computer Meter Reading Account	\$	2,000.00
Water Tank Upkeep and Repair	\$	15,000.00
Water Main Leak Detection Account	\$	2,000.00
SCADA System	\$	8,000.00
Leaping Wells Watershed Acct.	\$	3,000.00
New Skid Steer Loader Account	\$	90,000.00
OPEB Trust Acct.	\$	50,000.00
Critical Infrastructure Stabilization	\$	50,000.00
Water Tank Stabilization	\$	100,000.00
Total Capital Projects	\$	450,000.00
TOTAL ESTIMATED BUDGET	\$	3,002,446.00
Proposed Funding of Estimated Budget to be raised from		
Water Receipts	\$	2,148,446.00
Available Surplus		854,000.00
TOTAL	\$	3,002,446.00

Note 3 Minutes 2/26/2024