

BOARD OF WATER COMMISSIONERS
REGULAR MEETING OF MARCH 14, 2024

- REGULAR MEETING: The regular meeting of the Board of Water Commissioners was held at the 438 Granby Road on Thursday, March 14, 2024. Chair Eden DuPerier called the meeting to order at 5:30 p.m.
- ATTENDANCE:
- | | |
|----------------------------|---------------------|
| Chair | Eden DuPerier |
| Newly Elected Commissioner | Pauline McClaflin |
| Associate Member | William L. Schenker |
| Superintendent | Jeffrey A. Cyr |
| Office Manager | Jennifer Fernandes |
| Treasurer/Clerk | Kari Scytkowski |
| Foreman | Jeff Levreault |
| Resident | Mitch Malinowski |
| Resident | Mike DuPerier |
| Resident | Gerry Lacasse |
| Resident | Al Zuffoletti |
- NEW WATER BOARD COMMISSIONER: William Schenker welcomed newly elected Commissioner, Pauline McClaflin to the Board.
- RE-ORGANIZATION OF THE BOARD: William Schenker made a motion to reorganize the Board by ballot. This motion was seconded by Pauline McClaflin. Motion Carried
The ballot results are as follows (See Note 1):
Chairperson; 2 ballot votes for Eden DuPerier, 1 ballot vote for William Schenker.
Clerk; 2 ballot votes for Pauline McClaflin, 1 ballot vote for William Schenker.
Results: Chairperson: Eden DuPerier
Clerk: Pauline McClaflin
Associate Member: William Schenker
- APPROVAL OF MINUTES: William L. Schenker made a motion to approve the minutes of February 26, 2024. This motion was seconded by Pauline McClaflin. Motion Carried.
- REQUEST FROM FIRE DEPT. FOR WATER BILL INSERT: Jeff Cyr notified the Board that Captain Jason Houle from the Fire Dept. is asking if the Water Dept. can insert a small notification in our water bills for residents to make sure their house numbers are clearly visible from the street in case of an emergency. (See Note 2) Jeff stated in the past the Board has allowed an insert as long as it doesn't increase our postage and there is no monetary gain. William Schenker made a motion to approve inserting the house number insert for the Fire Dept. into the next April water bills. This motion was seconded by Pauline McClaflin. Motion Carried
- MISCELLANEOUS CHARGES
DISCUSSION AND APPROVAL: Jeff Cyr informed the Board that some of our Miscellaneous charges are below what we pay for materials and need to be updated. Jeff presented an overhead visual of our current charges and proposed increases. (See Note 3) For example

we charge \$150 for a replacement 5/8" meter and it costs us more to purchase. The fees we charge to contractors are extremely low as well. Jeff explained that our tapping fee charge is currently \$60 and the going rate is \$150. Jeff noted we don't gain a lot of revenue from Miscellaneous charges, but when we do have to do this work outside of what we normally do we should be charging what is fair and equitable. Jeff noted our water shut off charge is currently at \$50 and he is proposing increasing to \$75. In addition, sealing fixtures in a home is \$50 and Jeff is proposing and increase to \$75. Jeff explained that when we seal fixtures, we put a copper wire through the hot and cold faucets and a seal. We then send a letter to the Town of So. Hadley notifying them we have change a home from a 2 family to a 1 family home or whatever the case may be. The town then removes a sewer fee to the resident. Pauline McClafin made a motion to approve the recommended changes to the Miscellaneous charges as presented. This motion was seconded by William Schenker.

Motion Carried

TREE DOWN AT
10 KAREN DRIVE:

Jeff Cyr informed the Board that back when we had that wind storm a pine tree came down and shattered a section of fence at 10 Karen Drive. The resident at number 8 Karen Dr. called us as the tree was on Water Dept. property. Jeff spoke with the resident at 10 Karen Dr. and reached out to the Insurance Company and the claim was denied as it was an unavoidable casualty.

PIONEER VALLEY HEALTH
FACILITY ON GRANBY RD.:

Jennifer Fernandes updated the Board that we have finally received payment for the past 2 water bills from Pioneer Valley Health facility. Jeff Cyr spoke with one of the executives at BluPoint Health Care who owns the facility and we were able to get payment within a few days. Jeff Cyr informed the Board that this facility unfortunately owes large sums of money to other town entities and its existence is uncertain.

BUDGET UPDATE AND
VOTE TO RE-APPROVE:

Jeff Cyr notified the Board that the Interest on debt for the Ludlow facility is paid through The Clean Water Trust in 2 payments throughout the year. Jeff thought we would be done with one payment but in fact a second payment of \$644 needs to be added to the budget. The Ludlow Facility Interest on debt line item that was \$1,275 needs to be increase to \$1,919. Jeff also changed the name of the Bobcat Account line item to Skid Steer Loader Account so not to use a proprietary name. (See Note 4). Pauline McClafin made a motion to approve the changes to the FY 25 budget as presented. This motion was seconded by William Schenker.

Motion Carried

PUBLIC COMMENT/
QUESTIONS:

Eden DuPerier mentioned the current by-laws states that the Water Department is to reorganize after the Annual Meeting which used to be the same day as the District election. The District has held elections with the Town since 2018 and the Annual Meeting has been at times months after the election. Eden stated that in order to conduct business properly the Water Board needs to re-organize as soon as possible. Eden stated that as of now we still don't know when the Annual Meeting is going to be. Eden said we need to have a Clerk because if the Chair is

unavailable to attend a meeting the Clerk would run the meeting. We consulted our Attorney to be sure we were okay re-organizing today. Eden said the Water Department will present an article to the Prudential Committee for the Annual Meeting to revise the by-law regarding re-organizing the Board so we don't have to wait months to have a Clerk on the Board. Jeff stated another advantage to changing this by-law is the newly elected member will have a chance to review and vote on the next fiscal budget before it goes to the public for a vote at the Annual Meeting.

Eden DuPerier would like to add an "Above and Beyond" section to take a moment and recognize a few employees at the Water Department for great work. First Leslie Baran has been working hard to contact customers who are 2 or more quarters behind. Leslie takes it very seriously and has been diligently working with customers to get them on a payment plan or pay in full to avoid having water terminated. Eden said she has noticed collections in the past few monthly analysis. Eden would also like to say with the departure of Brad Couture, Jeff Cyr took it upon himself and stepped up to read meters instead of hiring a temporary meter reader.

Resident Mitch Malinowski asked the Board what exactly is the job of the Clerk. Pauline responded that the Clerk signs warrants and if the Chair is absent the Clerk would run the meetings so there is a quorum. Mitch then asked who takes the minutes and does the Clerk take the minutes for Water. Eden responded that at the Water Dept. the Office Manager, Jen Fernandes takes the minutes but at the Prudential Committee the Clerk is paid an additional amount to take the minutes. Mitch said he is inquiring because the Prudential Committee does not do their minutes in a reasonable time and are still approving minutes from 2022. Eden recommended Mitch take that up with the Prudential Committee.

Resident Al Zuffoletti asked how the Water Department gets grant money from the state. Jeff Cyr responded that it depends on the grant and 90% of the time grants that are given the water function is under the town governess. With the Water Dept. being a District, the grants are very few and far between. Jeff stated we have done our GIS and our lead service line inventory, which are a few examples of grants. Jeff said the Water Dept. has been able to take advantage of a few small grants through Mass Works together with the town. Jeff noted that Gaylord Street and Lyman Street were upgraded with Mass Works monies. We also received money for materials on Canal Street and Bardwell St. under urban self-help grant. Al asked if we can just go onto the website to see if there are grants available. Jeff responded that we can look at PVPC (Pioneer Valley Planning Commission) or Urban self help grant in conjunction with the town. Jeff state that because we do most of the work in house, we've been able to really stretch the dollar.

MOTION TO ADJOURN:


William L. Schenker made a motion to adjourn, which was seconded by Pauline McClaflin.

Motion carried

ADJOURNMENT:

Meeting adjourned at 6:01 p.m.

BOARD OF WATER COMMISSIONERS


Pauline McClaflin, Clerk

Chair - Bill Scheu

Clerk - Eden

Member - Pauline

Chair

Eden

Chair

Eden

Clerk
Pauline

Clerk - Pauline

Clerk

Bill

Note 1 - Minutes 3/14/2024



HOUSE NUMBERS

Is your house number clearly visible from the street?

Seconds Count in an Emergency!

Protect your family and your property by having large visible numbers. Firefighters, police officers, and paramedics will find you faster when your home is properly marked.

Use Large Visible Numbers!

Numbers need to be at least 4 inches in height and facing the street. Put the numbers under lighting, and use numbers with a contrasting background, so they will be visible at night.

It's the Law.

Massachusetts General Laws C. 148, S. 59.

Note 2 - Minutes 3/14/2024

MISCELLANEOUS CHARGES

(REVISED AND APPROVED MINUTES 3/10/22)

SERVICE CONNECTION CHARGES:

***** (ALWAYS USE UNLESS NOTIFIED)

	FEES	3/4"	1"	Proposed
***Corporation Stop (lead free)		\$ 80.00	\$ 105.00	
***Curb Stop (lead free)		\$ 105.00	\$ 140.00	\$ 140.00 \$ 175.00
***Service Box & Rod		\$ 80.00	\$ 80.00	\$ 110.00
Copper Tubing (per foot)		\$ 8.50	\$ 12.00	
CTS Tubing (Per Foot)		\$ 0.60	\$ 0.80	
Stainless Steel Inserts		\$ 4.50	\$ 4.50	
Labor (Regular Rate per Hour)			\$ 50.00	
(Overtime Rate per Hour)			\$ 75.00	
INCLUDE POLICE OFFICER CHARGES & ROAD OPENING FEES				
Male Adaptors - MIP x grip cpr		\$ 30.00	\$ 55.00	
Female Adaptors - FIP x grip cpr		\$ 38.00	\$ 50.00	
Couplings - Grip (Adpator cpr to cpr)		\$ 40.00	\$ 70.00	\$ 50.00
3/4" or 1" tapping fee	\$ 150.00		currently 60	
2" Tapping Fee (New)	\$ 225.00			
6" TAPPING FEE MINUTES 7/25/07	\$ 450.00			
8" TAPPING FEE MINUTES 7/25/07	\$ 475.00			
4" Tapping Saddle with 3/4" or 1" Tap			\$ 150.00	
6" Tapping Saddle with 3/4" or 1" Tap			\$ 175.00	
8" Tapping Saddle with 3/4" or 1" Tap			\$ 200.00	
10" Tapping Saddle with 3/4" or 1" Tap			\$ 240.00	
12" Tapping Saddle with 3/4" or 1" Tap			\$ 280.00	
16" Tapping Saddle with 3/4" or 1" Tap			\$ 380.00	
FIRELINE CHARGES (ADVANCED BILLING) INSTITUTED 7/1/80				
CHARGES REVISED EFFECTIVE 7/1/94				
4" Fireline Charge	100.00			
6" Fireline Charge	150.00			
8" Fireline Charge	200.00			
10" Fireline Charge	250.00			
12" Fireline Charge	300.00			
RETURN CHECK CHARGES revised effective 12/4/10	\$ 20.00			
(Any check returned by Customer's bank without payment)				
CERTIFIED LETTER CHARGE (4/06)	\$ 10.00			
RESUMPTION OF SERVICE (Water on Charge) PAYABLE IN ADVANCE	\$ 50.00	\$ 75.00		
(INSTITUTED 5/14/75) CHARGES REVISED EFFECTIVE 12/21/95				
Discontinuance of service for ANY reason will be subject to a service charge payable on resumption of service-payable in advance				
SEALING FIXTURES	\$ 50.00	\$ 75.00		
REPLACEMENT METERS CHARGES (INSTITUTED 6/16/94)				
To be charged to any customer who requests a replacement of meter, after initial installation.				
Size: 5/8"	\$ 150.00	170.00		
3/4"	\$ 170.00	190.00		
1"	\$ 240.00	260.00		
BACKHOE RENTAL 9/13/2001 (Revised effective 9/23/08)	\$ 200.00			
DUMPTRUCK RENTAL 9/12/2002 (Revised 2/5/04)	\$ 100.00			
PAVING ROLLER RENTAL (5/4/06)	\$ 80.00			
BOBCAT RENTAL (12/21/06)	\$ 150.00			

Note 3 - Minutes 3/14/2024

**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 4 - Minutes 3/14/2024