

BOARD OF WATER COMMISSIONERS
REGULAR MEETING OF APRIL 16, 2020

- REGULAR MEETING:** The regular meeting of the Board of Water Commissioners was held via Remote Access Virtual/Electronically due to the current State of Emergency on Thursday, April 16, 2020. R. Scott Williams called the meeting to order at 4:05 p.m.
- ATTENDANCE:**
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| Chairman | R. Scott Williams |
| Clerk | Brian S. McClaflin |
| Associate Member | William L. Schenker |
| Superintendent | Jeffrey A. Cyr |
- APPROVAL OF MINUTES:** Brian S. McClaflin made a motion to approve the minutes of March 5, 2020. This motion was seconded by William L. Schenker. Motion Carried
- GRANBY ROAD PROJECT UPDATE:** Jeffrey Cyr updated the Board the Granby road project is almost complete. Jeff noted the Maintenance Crew changed 15 home services from a 4" water main to a 10" water main. Jeff stated South Hadley Police Chief Gundersen was very accommodating with Police detail considering the project was considered an emergency due to the Mass. D.O.T. Granby Road project being rolled out later this year. Jeff noted that the Maintenance Crew rented a hydraulic mole and excavator to complete the work. If we had contracted the work the project would have cost around \$50,000 to 60,000 and to date, we have spent about \$9,000. Jeff noted the only obstacle he's had with the project is Mass. D.O.T. told him the signs we have are not up to code due to the fact that one can pinch a finger opening/closing it. Jeff ordered new signs for about \$2400 to be in compliance for the future.
- FY 21 BUDGET DISCUSSION:** Jeff Cyr informed the Board that last Saturday 4/11 he received notice via SCADA system the PLC (Programmable Logic Controller) at the Ludlow facility had failed. Luckily Jeff had one replacement, but he had to call Ron Smith of Tighe and Bond Engineering to performing programming. Ron stated that they are old and usually if one had failed it is likely the others will soon fail. Jeff also noted that the radio system for SCADA is no longer supported and we will need to change the radios. Jeff contacted ITI (Industrial Technical Service) and asked the cost of replacing the PLC's and new viper radios at all 6 locations and the costs would be around \$35,000 to \$40,000 for both. Originally Jeff thought he would need to ask the Board to adjust the money allocated for OPEB Trust for the new FY21 budget, but Jeff spoke with the MWRA and we can use the remaining funds from the Newton Street Water Main replacement project we borrowed from them. (See Note 1 for FY21 budget)
- BYLAW AND POLICY ADHOC ADVISORY COMMITTEE (BPAAC) FINAL DRAFT RECOMMENDATION:** Prior to the meeting Jeff had forwarded the Board members a final draft copy of the Bylaw's to be voted on at the Annual Meeting. Jeff asked the Board to look over the draft and provide comments. Jeff noted that the Prudential Chair, Kevin Taugher will also be reviewing tonight at the Prudential virtual meeting at 6pm.

Jeff noted that since the Bylaw Committee has formed they have met 11 times and have worked very diligently to come up with new Bylaw' for the District that Jeff Cyr believes will be good for another 15 to 20 years. The goal is to present the final Bylaw's to the residents at the Annual Meeting. Brian McClaflin noted that he has reviewed and as an ex-employee of the District he feels as though they are very good. Scott Williams stated he has looked over most of it and feels as though they are okay.

ANNUAL DISTRICT MEETING:

Jeff stated Prudential Chair, Kevin Taugher has noted they may try to move the Annual Meeting into a larger facility like the Town is doing for their Annual Meeting to keep social distancing in place. Jeff noted that right now the Town is talking about a potential meeting date of June 17th. Presently, the Prudential Board has postponed the Annual Meeting until May 11th, which is unrealistic at this point. Jeff stated that we as a District should really try to hold the Annual Meeting before the end of the fiscal year or we could face challenges paying future bills. The Governor has not decided if Municipalities can go beyond the Fiscal year adopting the FY21 budget. The Governor has stated that if Municipalities cannot vote on their new budgets by end of fiscal year then the respective Treasurers can use not less than 1/12th of the total budget to pay bills. This may restrict us from getting some of our discounts when we pay certain bills in full like Insurance. Jeff will keep the Board updated.

INSURANCE DISCUSSION:

Jeff Cyr notified the Board that Insurance premiums for Municipalities may be increasing next year due to the Covid-19 pandemic. Jeff has spoken to Cary Jubinville of Jubinville Insurance and Cary stated he believes that the rates should not increase more than 5%. R. Scott Williams stated he would like to see us shop around for bids for better rates. R. Scott noted he has shopped for his own business' and found a significant savings when doing so. Jeff noted that he would like to do this too but not until the fall as the insurance companies need to visit all the different sites to get a clear picture of our structures, and with the Covid-19 pandemic it would be difficult to do and the policies are renewable in August. Brian S. McClaflin also stated he thinks it would be a good idea to shop insurance companies in the fall.

MWRA DISCUSSION:

Jeff has spoken to the MWRA about our disinfection byproduct residual samples. Last year we had an issue with the residuals during June thru November due to an algae bloom that was happening at Quabbin Reservoir. The target was 1ppm (parts per million) and we had 1.5 ppm which elevated our DBP's. Jeff noted the MWRA will require us to give residuals to them weekly at 2 of our 9 sites. Jeff will update the Board as more information becomes available.

MOTION TO ADJOURN:

William L. Schenker made a motion to adjourn, which was seconded by Brian S. McClaflin. Motion carried

ADJOURNMENT:

Meeting adjourned at 4:42 p.m.

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