

BOARD OF WATER COMMISSIONERS
REGULAR MEETING OF DECEMBER 22, 2020

REGULAR MEETING: The regular meeting of the Board of Water Commissioners was held at the 438 Granby Road Office on Tuesday, December 22, 2020. Chairman R. Scott Williams called the meeting to order at 6:00 p.m.

ATTENDANCE:	Chairman	R. Scott Williams
	Clerk	Brian S. McClaflin
	Associate Member	William L. Schenker (Absent)
	Superintendent	Jeffrey A. Cyr
	Office Manager	Jennifer L. Fernandes
	Office Billing Clerk	Kari L. Scytkowski
	District 2 Prudential Chair	Jim Menard

APPROVAL OF MINUTES: Brian S. McClaflin made a motion to approve the minutes of October 28, 2020. This motion was seconded by R. Scott Williams. Motion Carried

LETTER FROM FIRE
DISTRICT 2 PRUDENTIAL
CHAIR JIM MENARD:

District 2 Prudential Chair Jim Menard presented the Board with a Statement of Agreement letter for the Board to sign. The letter states that District 2 Prudential and Water Boards would like to explore ways to increase cooperation, communication with each other by suggesting the respective Boards (Prudential and Water) meet on a regular basis (monthly, quarterly, twice a year, or once a year). (See Note 1) Jim Menard stated that the departments have always worked together and maybe the Boards can trade ideas and learn things from each other. Jim Menard noted that by opening up the lines of communication we can increase the knowledge for newer Board members as well. It also looks good for the Boards and Public to know we are communicating and gaining knowledge from each other. Jim Menard noted that there is no reason not to understand each other's Boards. Brian McClaflin stated that it enhances each other ability and thinks it's a good idea to meet on a regular basis. Jeff Cyr noted that it would be best to meet after the Covid-19 pandemic has died down. Scott Williams agreed that meeting even once a year could help the Districts in many ways. Brian S. McClaflin made a motion to approve and sign the letter presented by Jim Menard. This motion was seconded by R. Scott Williams. Motion Carried

BERWYN STREET
WATER MAIN:

Jeff Cyr updated the Board that the Maintenance Crew has finished the water main project. The cost to the department was \$36,684 about \$45/foot compared to \$210/foot on the open market. Jeff noted that the figure included renting an excavator at a cost of \$4700 for the month. Scott Williams asked if we are able to rent the excavator fairly quickly. Jeff Cyr said we are able to rent pretty quick and there are several companies that offer rentals of an excavator. Brian McClaflin asked why we don't just buy an excavator and Jeff Cyr replied that the Maintenance staff would have to have a Class A license to transport the excavator and we are savings the maintenance and upkeep on the machine.

**EMPLOYEE MANUAL
DISCUSSION:**

Jeff Cyr mentioned he had sent the Board members a highlighted electronic change of the Employee Manual the Department was looking update. He asked if they had a chance to look them over so we could get the new policies in place. R. Scott Williams mentioned that he had not had a chance to go thru the entire Manual yet. Jeff asked if the Board could review for the next meeting so we can vote on it for our next Board meeting. Some of the key changes are Mass. General Laws for Sexual Harassment, the Education requirements for the Maintenance Crew to get licenses and the new Work Boot allowance for the Maintenance Crew.

**GRANBY WATER
DISCUSSION:**

Jeff Cyr updated the Board that he heard from Granby Selectboard member Jen Silva asking if the Water Board was still interested in helping out the Town of Granby with water. Jen Silva stated they have 40% commitment from the business/residents along the proposed project along with payment from 16 potential customers. Jeff told Jen Silva we would need a 50% to 60% commitment per our joint meeting with the Town of Granby from May 28, 2020 (See Note 2). Jeff informed Jen Silva the Board would also like to see written agreement from the Town with letters signed from the customers that they understand the incurred costs to residents. Jeff restated to her that in addition to the \$2000 improvement fee they would need to pay to have pipe go from the water main to their home as well as the costs of abandoning their wells. Jeff also noted to the Board that Mass DOT was going to pay police detail and he thinks that is not going to happen now. The project for Rt 202 to put in new sidewalks and repave was suppose to already be in progress. Jeff noted that Ludlow Construction is slighted to do the work now in April and the water main wasn't included in the bid. Brian McClafflin noted that Granby needs the water up Rt 202 in order to develop more commercial business.

**PRELIMINARY FY22
BUDGET DISCUSSION:**

Jeff presented the Board with a very preliminary budget for FY 21/22. (See Note 3) Jeff stated that he has yet to get the required figures from Treasurer, Terie Fleury so the numbers are very early. Jeff noted our water purchase from MWRA will see and increase of 7.1% (\$70,000) over this past year, due to usage from this year. The increase is attributed to the pandemic with people being home more. Jeff is hopeful that our budget will be complete and approved by the beginning of February.

**COVID-19 VACCINATIONS
LETTER:**

Jeff Cyr put a letter together for the Board of Health Director, Sharon Hart (See Note 4). The letter states that the Water Department staff are considered frontline workers and would appreciate being a part of phase 2 of the Vaccination Program. We provide services for Assisted Living, Long Term Care Facilities and other business in our community as well as specialized skills and licenses required for utility operations and if members become ill it would be difficult to fill in positions for continued operations.

MOTION TO ADJOURN: R. Scott Williams a motion to adjourn, which was seconded by Brian S. Motion carried
McClaflin.

ADJOURNMENT: Meeting adjourned at 7:09 p.m.

BOARD OF WATER COMMISSIONERS

Brian S. McClaflin, Clerk