

BOARD OF WATER COMMISSIONERS
REGULAR MEETING OF JANUARY 27, 2021

- REGULAR MEETING: The regular meeting of the Board of Water Commissioners was held at the 438 Granby Road Office on Wednesday, January 27, 2021. Chairman R. Scott Williams called the meeting to order at 6:00 p.m.
- ATTENDANCE:
- | | |
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| Chairman | R. Scott Williams |
| Clerk | Brian S. McClaflin |
| Associate Member | William L. Schenker |
| Superintendent | Jeffrey A. Cyr |
| Office Manager | Jennifer L. Fernandes |
| Office Billing Clerk | Kari L. Scytkowski |
| Maintenance Worker | Samuel Bernash |
- APPROVAL OF MINUTES: William L. Schenker made a motion to approve the minutes of December 22, 2020. This motion was seconded by Brian S. McClaflin. Motion Carried
- EMPLOYEE MANUAL DISCUSSION: Jeff Cyr asked the Board members if anyone had any questions to the changes that were done to the Employee Manual. A few 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. After a brief discussion, Brian S. McClaflin made a motion to approve the revised Employee Manual. This motion was seconded by William L. Schenker. Motion Carried
- STEP RAISE DISCUSSION FOR SAM BERNASH: Jeff opened up the discussion that Samuel Bernash is due for his step increase. Jeff noted that Sam is a very hard worker and has been an asset to the Department and is always there to help out. After a brief discussion, Brian S. McClaflin made a motion to approve the step increase for Sam Bernash from \$27.42 to \$28.95 effective February 20th. This motion was seconded by William L. Schenker. Motion Carried
- FY22 BUDGET DISCUSSION: Jeff presented to the Board a budget for FY22 (See Note 1). Our increase in water purchase from the MWRA was initially thought to be about 7.1% increase and will only be a 4.2% increase from \$840,000 to \$803,000. Jeff noted that Hampshire County is dropping our Health Insurance rate by 2% so Jeff kept the budget the same as last year at \$240,000. Some of the accounts that will need increases are: Water Tank Stabilization at \$100,000, Meter Replacement Account at \$10,000, Leak Detection at \$5000 and Water Tank Upkeep at \$15,000 as it was missed being put on the warrant for this past Annual Meeting. Jeff is proposing using \$807,161 from surplus and the balance from Water Receipts. Brian McClaflin opened up the discussion of giving the employees a 3% raise. Brian stated he wants the employees to know they are appreciated and would like to give a raise. Bill Schenker noted he would like to give a 2% raise to employees. Scott Williams noted he is concerned about the future when our economy gets back our

country will have so much debt to pay back that it will affect our customers. Scott Williams suggested compromising and giving a 2.5% raise to employees. Brian McClafin suggested they stagger the rate for employees, so the gap between the Management and the workers doesn't continue to get bigger. Brian suggested using a formula similar to what the Fire Fighters used to use so that the gap between employees would stay the same and not increase. William Schenker suggested in addition to the raise, he would like to see an additional \$20 a week for Kari Scytowski to close the gap a bit between her and the Office Manager. Jeff will put together a spreadsheet for the Board with the different rates and increases for the next Board meeting.

ANNUAL REPORT MATERIAL:

Jeff Cyr forwarded to the Board the letter that will go into the Annual Report from the Board of Water Commissioners on what was accomplished within the past fiscal year.

INVESTMENT ACCOUNTS AT BARTHOLOMEW & COMPANY:

Jeff Cyr updated the Board that Jennifer Fernandes and Kari Scytowski discovered during balancing the end of the month that our balances on 3 accounts did not have additional funds that were voted on at the Annual Meeting. The accounting system in house and the monies that should have gone to Bartholomew for investing were not transferred by the Treasurer. The Water Tank Stabilization (801) should have had \$75,000 added, Critical Infrastructure Stabilization (808) should have had 420,000 added and OPEB Trust Account (810) should have had \$100,000 added. Jeff noted the Treasurer receives quarterly reports from Bartholomew on our investments, so we've missed out on 2 quarters of interest in these accounts. Kari Scytowski noted that she believes the Fire Department has also missed out on monies not transferred from the Annual Meeting into investment accounts. Scott Williams will speak to the Treasurer and Prudential Chair John Wojciechowski about these Accounts.

GRANBY WATER DISCUSSION:

Jeff Cyr updated the Board that he attended a meeting for the work to be done on Granby Road and noted that the Town of Granby was not in attendance. Jeff stated that Ludlow Construction won the bid to put in sidewalks on both sides of Granby Road starting at Dartmouth St. and continuing up until the Granby line. There was not mention of Ludlow Construction doing any water main work for the Town of Granby. Jeff noted that it looks like right now the project for Granby getting our water up Granby Road is not going to happen.

SOUTH HADLEY COMMISSION ON DISABILITY:

Jeff Cyr received a request via email from Susan Dunderdale, Chairperson of the South Hadley Commission on Disabilities to put an insert into our next water bill. (See Note 2) The insert would make customers aware that if you or someone in your household has a disability, they can fill out a survey to help the Community identify specific needs.

Jeff noted in the past the Board has agreed to the insert so long as it doesn't increase our postage. The Board agreed to putting in an insert into our April Water bills for the South Hadley Commission on Disabilities for the Community so long as it doesn't increase our postage.

MOTION TO ADJOURN:

William L. Schenker a motion to adjourn, which was seconded by Brian S. McClafin.

Motion carried

ADJOURNMENT:

Meeting adjourned at 7:20 p.m.

BOARD OF WATER COMMISSIONERS

Brian S. McClafin, Clerk