

BOARD OF WATER COMMISSIONERS  
REGULAR MEETING OF FEBRUARY 3, 2021

- REGULAR MEETING: The regular meeting of the Board of Water Commissioners was held at the 438 Granby Road Office on Wednesday, February 3, 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. McClafin     |
| 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 January 27, 2020. This motion was seconded by Brian S. McClafin. Motion Carried
- FY22 BUDGET DISCUSSION: Jeff presented to the Board a spread sheet with a breakdown of a 2.5% raise for employees done 2 ways. (See Note 1) The first breakdown is the 2.5 % raise done by maintaining the same differential percentage between Superintendent and Foreman and Foreman and Maintenance and Office Manager and Billing Clerk. This method maintains that the Superintendent will never be more than 20% of the Foreman; Foreman will never be more the 23% than the Maintenance Staff; The Office Manager will never be more than 20% of Billing Clerk. The second method is done by adding the 2.5% to employees pay rate as is, which widens the gap between Management and employees. Jeff Cyr then suggested to the Board that if they want to adopt this Differential Methodology that maybe they might want to consider removing the .25 cent increase the Maintenance Crew gets for having their T1, D2 license that raises don't apply to. The Board then addressed giving Kari Scytkowski a bump up from \$27.10/hour to \$\$28.83 to help close the gap between her and Office Manager Jen Fernandes. Jeff then presented the final FY22 budget (See Note2). Jeff noted that our Guardian Dental insurance is not increasing as previous thought by the Treasurer. After a discussion on raises and the new FY22 budget, William Schenker made a motion to accept the new FY22 budget, approve a 2.5% raise for Water Department employees using and adopting the Differential Methodology and to get rid of the .25 cent increase on the Maintenance Crew. This motion was seconded by Brian McClafin Motion Carried
- REVIEW OF POLICY FROM PRUDENTIAL BOARD: Jeff Cyr presented the Board with 2 handouts that were prepared by a labor Attorney for the Prudential Committee. John Wojciechowski, Prudential Chairman reached out to Scott Williams and asked if the Water Board could review the documents and agree to adopt for the Water Board Members. One Document is listed as "South Hadley Fire District No. 1 Elected Officials Communication Protocols" the second is listed as "South Hadley Fire District No. 1 Prohibited Discrimination & Unlawful Harassment Policy". (See Notes 3 & 4)

Scott Williams stated that he feels our Employee Handbook covers a lot of what are in these documents. Brian McClafin noted that these documents do not list the Water Department or Board in any way and is doesn't feel as though they should adopt or apply to the Water Board. Scott Williams noted that the Prudential Board would like to hold a joint meeting to discuss these documents. William Schenker mentioned he is okay with having a joint meeting but feels we do not need to adopt these documents. Scott Williams said he will reach out to Prudential Chair John Wojciechowski about a date for a joint meeting.

ACCIDENT WITH  
W2 WATER TRUCK:

Jeff Cyr informed the Board that someone backed into the W2 Water Truck while the Maintenance Crew was shoveling hydrants. There was minimal damage to the bumper (\$1200) and the individual is going to take care of the repairs.

MOTION TO ADJOURN:

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

ADJOURNMENT:

Meeting adjourned at 6:44 p.m.

BOARD OF WATER COMMISSIONERS

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Brian S. McClafin, Clerk