

BOARD OF WATER COMMISSIONERS
REGULAR MEETING OF March 18, 2021

REGULAR MEETING: The regular meeting of the Board of Water Commissioners was held at the 438 Granby Road Office on Wednesday, March 18, 2021. Chairman R. Scott Williams called the meeting to order at 7:00 p.m.

ATTENDANCE:	Chairman	R. Scott Williams
	Clerk	Brian S. McClaflin
	Associate Member	William L. Schenker
	Superintendent	Jeffrey A. Cyr
	District Counsel	Mark Beauregard
	Clerk/ Treasurer	Terie Fleury
	Prudential Chair	John Wojciechowski
	Prudential Clerk	Bruce Perron
	Office Billing Clerk	Kari L. Scytkowski
	Maint. Foreman	Jeff Levreault
	Maintenance Worker	Samuel Bernash

APPROVAL OF MINUTES: William L. Schenker made a motion to approve the minutes of February 3, 2021. This motion was seconded by Brian S. McClaflin. Motion Carried

DISCUSSION REGARDING
SIGNING OF WARRANTS: Jeff informed the board that he was unaware if the weekly warrants were signed for the present week. Terie Fleury informed the group that they were signed By Scott Williams and William Schenker. Terie went on to say that the protocols for signing warrants was going to change. She will now call all members to have them come to her office to have the warrant signed. Brian McClaflin questioned why the change in protocol. He went on to say how it was much more convenient when Jeff picked up the warrants and obtained the Boards signatures. Scott Williams agreed. Terie explained that she is in charge of the warrants and felt this would be a better system. Jeff felt that the Board was in charge of the warrants. He went on to say that the water dept. sends the information to the Treasurer, who then produces the warrants for signature. Jeff went on to say that the Treasurers' office is the corner stone of the District where all monies come in and all monies go out. Jeff went on to say that the bill warrants are produced at the Water Dept. and if all warrants were going to be in the possession of the Treasurer, was that process going to originate in the Treasurers' office as well. Terie agreed that she would now produce all warrants for signature by the Board of Water Commissioners. Jeff asked what will happen if the treasurer is on vacation and her response was that Kari would handle it. Jeff requested that Terie send copies of all water warrants following signature considering we maintain records in the Water Dept, Office. Terie agreed they would be sent. Terie was inquiring about the possibility of obtaining just one signature and Attorney Mark Beauregard responded by saying there must be a majority of members for legal purposes. John Wojciechowski remembered a similar conversation and Jeff explained that when Ira Brezinski was interim Treasurer/Clerk, he inquired about the Municipal Modernization act which allows for one signature. Jeff was unclear how that

would get adopted. William Schenker asked if there would be protocols set as far as when the warrants would be ready each week for signing. Terie responded that typically warrants are ready on Monday evening but usually a Tuesday or Wednesday would be better. Brian McClafin asked if a specific Board member is not available to go to her office, what would happen. Terie responded that she would be willing to drive the warrants for convenience. Jeff reminded the Board this will be more costly due to the fact that Terie is paid mileage. Previously, Jeff would utilize the Water Dept. vehicle.

SOFTWARE DISCUSSION FOR BILLING SYSTEM:

Jeff Cyr informed the Board that our current CUSI billing system recently informed us that they cannot utilize the ACH function. ACH is a module that allows customers to apply regular payment towards their water bill. Our Billing system is 17 years old and an upgrade is available. The new version of CUSI is UMS. The UMS system is very similar to our current system in regards to screens and functionality. There are add on modules that can be purchased based on needs of a particular water system. Jeff informed the Board that cost of the upgrade would be \$33,382.00 inclusive of a \$1000.00 credit for the ACH module we have already paid. Jeff went on to say he reached out to the MWRA regarding the possibility of allowing loan money to be used for the upgrade. Carl Leone from the authority authorized the funding. Following a brief discussion, William L. Schenker made a motion to approve the upgrade of the billing system, which was seconded by Brian McClafin. Motion carried

BACKFLOW TESTING SOFTWARE:

Jeff Cyr informed the Board that our current backflow reports are generated through our water billing system. This requires multiple paper copies to be produced. Our two Backflow coordinators, Jeff Levreault and Sam Bernash along with the Supt. held a virtual meeting with swift comply software. This system is a cloud-based program that allows the testers to perform the test in the field and immediately email a copy of the report to the responsible party. Jeff also informed the Board that a tablet with data capability would be purchased as well. Jeff was looking for an in-house system but they have become obsolete. The new system would be done with a tablet in the field as well. After a brief discussion, Brian McClafin made a motion to approve the software in the amount of \$4000.00, which was seconded by R. Scott Williams. Motion carried.

CELL TOWER RENTAL REVENUE DISCUSSION:

Jeff informed the Board that he attended the Prudential Committee meeting at 4: There was a discussion regarding the cell tower revenues that are collected annually. With two Prudential members in the room, Jeff cautioned about deliberating this issue. Terie Fleury presented a trial balance sheet to everyone showing a balance of \$226,741.56 (see note 1). Terie went on to say that considering the Prudential Committee pays insurance for the water tanks she's curious why all the revenues go towards the Water Dept. Jeff presented an explanation of how this process has evolved since the first rental came in in 1993 with Bell Atlantic (now Verizon). Jeff mentioned the intent of the revenues was to pay for the re-painting of the water tanks due to the high cost. Jeff also requested

from Terie a copy of the insurance policy that states the Prudential Committee pays insurance on the water tanks. To Jeff's knowledge, there is no insurance paid on the tanks. Terie said she would send it to the Board of Water Commissioners and was instructed by Chairman Williams to send it to Jeff considering he runs the Water Dept. Bruce Perron referenced a letter that was written by attorney Beauregard stating that the Prudential Committee had oversight and ownership of all Water Dept. appurtenances. Attorney Beauregard responded by stating he didn't recall the actual language of the referenced letter but would look into it. Terie Fleury was questioning the process in which surplus is used. Jeff responded that the Water Dept. surplus consists of Cell rentals, unspent funds from the previous fiscal year, water rents collected above our commitment and remaining surplus from the previous budget cycle. Jeff went on to say that having cell rentals on a tank is good revenue, but the cost of painting can add significant cost due to painting all of the brackets, plates, conduits, etc. for all the various companies to keep continuity in the coating systems on the tank. Jeff was inclined to reach out and get an estimate of what the Alvord St. Tank will cost. The discussion was tabled until further notice.

MOTION TO ADJOURN:

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

ADJOURNMENT:

Meeting adjourned at 7:55 p.m.

BOARD OF WATER COMMISSIONERS

Brian S. McClaflin, Clerk