

BOARD OF WATER COMMISSIONERS  
REGULAR MEETING OF APRIL 25, 2023

REGULAR MEETING: The regular meeting of the Board of Water Commissioners was held at the 438 Granby Road on Tuesday, April 25, 2023. Clerk R. Scott Williams called the meeting to order at 5:00 p.m.

ATTENDANCE:

Newly elected Commissioner	Eden DuPerier
Clerk	R. Scott Williams
Associate Member	William L. Schenker
Superintendent	Jeffrey A. Cyr
Office Manager	Jennifer Fernandes
Maintenance Worker	Sam Bernash
Treasurer/Clerk	Kari Scytkowski
Fire Chief	Bob Authier
Resident	Brian McClafflin
Resident	Pauline McClafflin
Resident	Mitch Malinowski
Resident	Gerry Lacasse
Resident	Paul Tardif
Resident	Mike DuPerier
Resident	Al Zuffoletti
Resident	Rich Zaluga
Resident	Bruce Forcier

NEW WATER BOARD COMMISSIONER: Scott Williams welcomed newly elected Commissioner, Eden DuPerier to the Board. Eden thanked Scott.

RE-ORGANIZATION OF THE BOARD: Scott Williams was told that per our by-laws we shouldn't re-organize the Board until after the Annual Meeting. Scott said he will re-organize now if the Board members all decide to. After a brief discussion, the Board unanimously decided to wait until after the Annual Meeting on April 27, 2023 to re-organize the Board per our by-laws.

APPROVAL OF MINUTES: William L. Schenker made a motion to approve the minutes of March 20, 2023. This motion was seconded by R. Scott Williams. Motion Carried.

LETTER OR RESIGNATION FROM KARI SCYTKOWSKI: Scott William read the letter of resignation (See Note 1) from Kari Scytkowski as she has taken the job as the District Clerk/Treasurer won in the District election. William Schenker made a motion to accept the letter of resignation from Kari Scytkowski. This motion was seconded by Eden DuPerier. Motion Carried  
Scott Williams thanked Kari and William Schenker said it was a pleasure to have Kari at the Water Department for 13 ½ years and wishes her luck in her new position.

BILLING CLERK  
DISCUSSION:

Jeff Cyr had given the Board members a copy of the job description (See Note 2) for hiring a Billing Clerk to replace Kari Scytowski. Jeff noted that the job much like the job for a Maintenance person has an entry level starting pay and then 4 step increases annually. Jeff mentioned we can run an ad in the Town Reminder, a local paper and put on the Indeed site for job seekers as well as post on our website and Fire station and the Town Hall. Eden DuPerier made a motion to accept the job description as described and advertise for 2 weeks. This motion was seconded by William Schenker. Motion Carried

ANNUAL MEETING  
DISCUSSION:

Jeff Cyr distributed the Articles to the Commissioners to read at the Annual Meeting for Thursday, April 27, 2023. As a courtesy Jeff will bring down these Articles to the Prudential Board members so they can follow along. Scott Williams asked not to read Article 28 which is part of his portion of the Articles that proposes a raise for Water employees as he didn't fully support it. Eden DuPerier stated she will switch Articles read at the meeting with Scott.

PITTROFF AVENUE  
WATER MAIN UPDATE:

Jeff Cyr updated the Board that the Maintenance crew began Pittroff Avenue yesterday. The crew started at the cul-de-sac and had a couple of issues. They had to cross an electrical duct bank and unfortunately, they jeopardized a phone line that was not marked by Verizon. The South Hadley electric light was kind enough to come out and take a look at and repair for us. Jeff spoke to Police Chief, Gundersen and met Jeff at the project to discuss traffic flow. Jeff told Chief Gundersen that the first phase is from the cul-de-sac to the road at the Whiskey Barrel and the second phase will be from Whiskey Barrel to Noel St. and done when school is out in June to minimize school traffic rerouting. Chief Gundersen is thankful the department is considering the school traffic and has allowed us to detour the traffic one way on Pittroff for phase two. Jeff noted we did not rent an excavator for the first phase as the cost was \$6000 for a month, so the crew will use our backhoe for the first phase. Jeff reached out to Chief Authier for the hydrant placement and we will place the hydrant per his recommendation.

MD7 FOR AT&T:

Jeff Cyr notified the Board that he received a letter from MD7 an agency that is representing AT&T to reduce the rents for the cell site at the Alvord Street water tank (See Note 3). Currently AT&T is paying \$2310 a month and they are looking to reduce it to \$2100 a month with a 5% increase every 5 years instead of a 10% increase. After a brief discussion, William Schenker made a motion to recommend to the Prudential Committee to stay at the current \$2310/month with the 10% increases. This motion was seconded by Eden DuPerier. Motion Carried

MONTHLY ANALYSIS  
& WATER RECIEPTS:

Jennifer Fernandes presented the Board with the March monthly analysis showing we've taken in \$21,300.38 and the current outstanding of \$9,122.46. Jennifer stated that in April we billed \$406,401.64 and as of today we've collected about 79% of what we've billed. Jennifer said that our ACH monthly auto pay continues to be successful and in April we had 123 customers that have taken advantage of the program

RESIDENT BRUCE  
FORCIER REQUEST:

Resident Bruce Forcier said with the Board reorganized he is hoping that after 7 months the Board will reconsider his Freedom of Information act and stop protecting the Superintendent. Bruce stated the past Chairman had been stonewalling him and he is hoping with the new Board will comply. Bruce gave the Board a letter from the Secretary of State. Scott William asked Bruce Forcier if he already got phone records. Bruce replied that he did get some but it is not exactly what he requested. Eden suggested that the Board refer this to our legal counsel. Eden DuPerier said there are a lot of state statutes in the letter that legal counsel would need to look at as the Board is not going to interpret the letter until legal counsel is notified. Bruce Forcier said legal counsel had looked at the letter during a joint meeting back in November, and legal said that the Secretary of State and Attorney General are probably too busy to address. Eden DuPerier made a motion to take the letter that references the phone issue to have it reviewed by legal counsel with the recommendation to be brought back to the Board with the next steps. This motion is seconded by William Schenker. Motion Carried

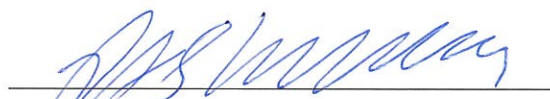
MOTION TO ADJOURN:

William L. Schenker made a motion to adjourn, which was seconded by Eden DuPerier. Motion carried

ADJOURNMENT:

Meeting adjourned at 5:29 p.m.

BOARD OF WATER COMMISSIONERS

  
\_\_\_\_\_  
R. Scott Williams, Clerk

Kari Scytkowski  
617 Granby Rd.  
South Hadley, MA 01075

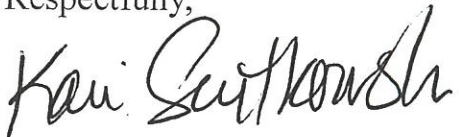
April 14, 2023

Board of Water Commissioners  
Fire District No.1  
438 Granby Rd.  
South Hadley, MA 01075

Dear Board Members:

Please accept my letter of resignation from the Water Department. I have thoroughly enjoyed my past 13 -1/2 years working at such a great place with great staff. I also have been fortunate to gain great knowledge of municipal operations, which has allowed me to further my career as the Clerk/Treasurer of Fire District No.1. I want to personally thank you for all your support through the years and look forward to maintaining a great relationship with the Board in my new role.

Respectfully,

A handwritten signature in black ink that reads "Kari Scytkowski". The signature is written in a cursive, flowing style.

Kari Scytkowski

Note 1 - Minutes 4/25/2023

## WATER DEPARTMENT- FIRE DISTRICT NO.1

### JOB DESCRIPTION

#### BILLING CLERK

#### QUALIFICATIONS:

1. Three to five years proven track record of positive people/customer service skills.
2. Skilled in operating a personal computer- proficient in Microsoft Word and Excel
3. Proficient in basic accounting and calculation of monies.
4. Familiar with updating Website information
5. High degree of accuracy and attention to detail
6. Must be Self- motivated.

#### WORK HOURS:

This position is 7.5 hr. daily for a total of 35 hrs. per week. Must be flexible to work additional hours if necessary and on occasion with short notice.

#### STATEMENT OF DUTIES:

This position is responsible for maintaining accurate and up to date records and files of customer accounts; process and check meter readings for billing; preparation of bank deposits; enter and post payments; answer telephone and process customer requests. Problem solving, organizational skills and computer operation to include Excel spreadsheets are essential.

#### SUMMARY OF DUTIES:

#### BILLING:

Transfer meter information to interrogators for meter reading from meter reading software and export readings into the billing system when readings are completed; check unread meters and exceptions to assure readings are correct; contact customers regarding high/low reading. Stuff and mail bills according to post office regulations.

Note 2 Minutes 4/25/2023

#### MAINTANANCE OF ACCOUNTS:

Set up accounts and maintain information to include current name, address, telephone, email note history and files. Maintain accurate customer information to include meter number, radio number, size and install dates.

#### PAYMENTS:

Mail payments must be opened, verified, sorted, balanced to assure checks and payments due are correct; prepare bank deposits; enter payments, verify accuracy and post payment to customer account; print and file payment registers. Counter payments are received as cash or check payments entered on account noting cash or check, bills stamped or receipt generated for customer, balance at the end of the day.

#### CUSTOMER SERVICE:

Telephones are answered promptly and professionally; customer requests are processed immediately or in a timely manner with a return call. Customer requests to include account balance and history, payment problems, account change, consumption concerns, property sale final figure and new owner information. Problem solving is essential to assure the customer concerns are addressed appropriately.

Perform any other duties as assigned.

**WATER DEPARTMENT - FIRE DISTRICT NO.1**

**438 GRANBY ROAD**

**SOUTH HADLEY, MA 01075**

**JOB POSTING FOR BILLING CLERK**

The Board of Water commissioners – Fire District No.1, South Hadley is seeking a qualified individual for a billing clerk with Hours from 8:00 a.m. to 3:30 p.m. Monday through Friday. Responsibilities include maintaining accurate records/files of accounts; process/check meter readings; bank deposits; enter/post payments; customer service skills inclusive of answering phones and processing requests. Problem solving, organizational skills and computer experience a must. Must be proficient in computer skills including Microsoft applications such as Word and Excel. Three-to-five-year record of people/customer service skills, attention to detail and self-motivation. Applicants must have at a minimum, a High School Diploma or G.E.D as well as a valid driver's license. A pre-hire drug test will be required. Starting pay is competitive with excellent benefit package. Application must be filled out at the Water Department office located at 438 Granby Road, South Hadley, MA Monday through Friday between the hours of 8:30 a.m. – 2:30 p.m. **Application Deadline will be May 12, 2023**

Equal Opportunity Employer



# MD7

April 21, 2023

Jeff Cyr  
438 Granby Road

South Hadley, MA 01075

Re: Communications Facility located at 73 Alvord Street, South Hadley, MA 1075

Contract #: 77244 / FA#: 10072454

Dear Jeff,

As you are aware, AT&T Mobility ("AT&T") has partnered with MD7 to work with you to facilitate certain modifications to the cell site lease on your property. These modifications will allow AT&T to meet current business requirements and enhance your site's value to the network.

#### **Changes in the Wireless Industry**

Recent industry developments are changing how wireless telecommunications carriers operate. In the past, carriers focused on rapidly building out their networks in order to provide the best coverage. Today, while consumers are enjoying greater services and better coverage than ever before, operating costs continue to escalate. As a result, the wireless industry is also focusing on operating networks as efficiently as possible.

#### **Eliminating Risk and Increasing Value**

AT&T is addressing this shift by reviewing its cell site portfolio. AT&T has partnered with MD7 to offer selected landlords like you the opportunity to minimize the business risks associated with industry uncertainties and to increase the value of your cell site lease.

#### **Criteria for Cellular Site Retention/Rent Guarantee Period**

AT&T is willing to offer the following option to secure a longer-term lease with you:

- **\$2,100.00** per month, commencing **July 1, 2023**
- **5%** rent increase every 5 years, commencing **June 1, 2027**
- Extension of Lease through **May 31, 2047**

In order to maintain its long-term flexibility, AT&T will also require the following lease provisions to address future technological and network changes:

- **Right of First Refusal**

"Notwithstanding any other provisions contained in the Agreement, if at any time after the Effective Date, Landlord receives a bona fide written offer from a third party seeking any sale, conveyance, assignment or transfer, whether in whole or in part, of any property interest in or related to the Premises, including without limitation any offer seeking an assignment or transfer of the Rent payments associated with the Agreement or an offer to purchase an easement with respect to the Premises ("Offer"), Landlord shall immediately furnish Tenant with a copy of the Offer. Tenant shall have the right within ninety (90) days after it receives such copy to match the financial terms of the Offer and agree in writing to match such terms of the Offer. Such writing shall be in the form of a contract substantially similar to the Offer, but Tenant may assign its rights to a third party. If Tenant chooses not to exercise this right or fails to provide written notice to Landlord within the ninety (90) day period, Landlord may sell, convey, assign or transfer such property interest in or related to the Premises pursuant to the Offer, subject to the terms of the Agreement. If Landlord attempts to sell,



convey, assign or transfer such property interest in or related to the Premises without complying with this paragraph, the sale, conveyance, assignment or transfer shall be void. Tenant shall not be responsible for any failure to make payments under the Agreement and reserves the right to hold payments due under the Agreement until Landlord complies with this paragraph. Tenant's failure to exercise the right of first refusal shall not be deemed a waiver of the rights contained in this paragraph with respect to any future proposed conveyances as described herein."

This letter of understanding is subject in all respects to the preparation, execution and delivery of a definitive amendment in form and substance mutually agreeable to each of us. This letter will not be legally binding between us with respect to the proposed business relationship, but instead serves as a statement of our mutual intent to work toward entering into such an amendment.

AT&T values its affiliation with you and hopes to continue a long and mutually profitable relationship in the years to come. After having reviewed these options, please contact me prior to April 26, 2023.

Thank you for your consideration.

Sincerely,

**MD7** Denise Haar

*Lease Consultant*

d: (469) 421-9102 f: \_\_\_\_\_  
a: 10590 West Ocean Air Drive, Suite 250  
San Diego, CA 92130  
e: dhaar@md7.com

**Authorized Agent for AT&T Mobility**

cc: Gregory D. Ohmer

*Director-Network Planning, AT&T Mobility*

