

BOARD OF WATER COMMISSIONERS
REGULAR MEETING OF FEBRUARY 16, 2012

REGULAR MEETING: The regular meeting of the Board of Water Commissioners was held at the 438 Granby Road Office on Thursday, February 16, 2012. Clerk William L. Schenker called the meeting to order at 6:30 p.m.

ATTENDANCE

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| Chairman | John A. Mikuszewski |
| Clerk | William L. Schenker |
| Associate Member | David T. Daly |
| Superintendent | Jeffrey A. Cyr |
| Legal Counsel | Mark Beauregard |

PRUDENTIAL COMMITTEE

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| Clerk | Raymond J. Miner |
| Assoc. Member | Kevin Taugher |
| Fire Chief | Robert Authier |
| Captain | Kurt Schenker |
| Treasurer/Clerk | Monica Walton |

APPROVAL OF WARRANTS: The weekly warrants were signed by all Board Members.

APPROVAL OF MINUTES: William L. Schenker made a motion to approve the minutes of February 2, 2012. This motion was seconded by David T. Daly. Motion carried

JOINT MEETING WITH PRUDENTIAL COMMITTEE: Jeffrey Cyr presented to the Board and Prudential Committee our proposed budget for 2012/2013. (See Note 1) John A. Mikuszewski made a suggestion to the Prudential Board a 2% salary increase to the district employees as a 3% salary increase would greatly impact the budget in a still struggling economy. Kevin Taugher stated he Monica Walton and Chief Authier were still working on the final figures for the Fire Department budget and would like to table the finalization of salary increases till they have a better idea the impact it would have on the Fire Department budget. Kevin Taugher stated for him, Chief Authier and Monica Walton this was the first year having to project and figure the budget. Kevin said he would contact Jeff Cyr when they have final figures and possibly attend the next meeting. Jeff will update the Board when he heard back from the Prudential Board.

REPRESENTATIVES FROM TIGHE AND BOND 7:00 P.M.: Omer Dumais, Vice President of Tighe and Bond announced to the Water Board he would be stepping down as Vice President and begin working only part time starting next month. Omer introduced Peter Valinski, the new Vice President and Tony Da Cruz as the two gentlemen who would be taking over any projects the Water Department would need them for.

FINAL BUDGET DISCUSSION
AND APPROVAL:

Jeffrey Cyr presented the Board with the proposed final budget for FY 2012/2013. (See Note 1) Jeff included figures reflecting a 2%, 2.5% and 3% increase for wages. The largest increase of 13.2% was our purchase of water to the MWRA. The increase primarily is due to the UV disinfection treatment construction starting in the spring. Pending our final meeting with the Prudential Board the budget has not been finalized or voted on.

LETTER FROM JIM REIDY
DPW SUPT.FOR RADIO
REPEATER AND ANTENNAE
AT ALVORD ST TANK:

Jeffrey Cyr notified the Board he received a letter from Superintendent Jim Reidy at the D.P.W. requesting to install a radio antennae and repeater on the Alvord Street water tank. The Board decided to table the decision till our next Board meeting.

TWO WAY RADIO
UPGRADE PROPOSAL:

Jeffrey Cyr informed the Board the 2-way radio system we have for the office and Maint. Shop had been acting up and giving us a lot of static. Jeff Cyr contacted WPCS International Inc. to look at and repair the current static issue. During the repair WPCS said our radios are so old, parts were no longer available. Jeff Cyr asked for a proposal to upgrade to a new radio system. Jeff received a proposal for \$5775.00 to install new 2-way radios (See Note 2). David T. Daly made a motion to accept the proposal for new radios not to exceed \$5775.00. This motion was seconded by William L. Schenker. Motion Carried

EMPLOYEE MANUAL
DISCUSSION:

Jeff Cyr informed the Board he would like to thoroughly review and approve the revised employee manual at the next scheduled meeting. He stated one of the most significant changes in the manual was a section that specifically states what licenses are paid for by the Dept. Jeff reviewed past minutes in order to produce the license issue in order to eliminate assumptions. During Jeff's review of minutes, it led to the discovery that the Dept. required maintenance employees to have a Massachusetts Class B Drivers license and the Water Department would reimburse for the renewals. David Sudyka recently approached Jeff for reimbursement of his license and Dave does not have a Class B license. It would be beneficial to the Department for him to have it so he can drive the larger trucks. The Board remains firm with the Departments policy to pay for Class B renewals only. The Board will discuss the finalization of the new employee manual at the next Board meeting.

MAJOR CAPITAL
IMPROVEMENT FUND:

William L. Schenker is recommending that the Water Department start to fund an improvement account for major future capital projects. Mr. Schenker is concerned if a water main located within a major roadway or our 16” pipeline were in need of replacement that the Water Department would have to bond the funds needed and go up a substantial amount on the water rates all at one time. Jeff Cyr contacted Tom Scanlon, our Auditor if this would be possible. It was recommended by Mr. Scanlon that if that we really were serious about putting a fund together for future capital projects the Board would need to vote on it and then submit a letter to the Dept. of Revenue with our request in order for them to approve the fund and if there was a cap on how much we would be able to have. The representatives from Tighe & Bond suggested we put together a chart or graph of what we are going to replace in future what our water rate increases would look like, and how we would fund the account over time. Jeff Cyr will work on a chart of the costs and present for discussion at the next Board meeting.

MOTION TO ADJOURN:

William L. Schenker made a motion to adjourn, which was seconded by David T. Daly. Motion carried

ADJOURNMENT:

Meeting adjourned at 7:49 p.m.

BOARD OF WATER COMMISSIONERS

William L. Schenker, Clerk