

BOARD OF WATER COMMISSIONERS
REGULAR MEETING OF March 1, 2012

REGULAR MEETING: The regular meeting of the Board of Water Commissioners was held at the 438 Granby Road Office on Thursday, March 1, 2012. Clerk William L. Schenker called the meeting to order at 6:30 p.m.

ATTENDANCE	Chairman	John A. Mikuszewski
	Clerk	William L. Schenker
	Associate Member	David T. Daly
	Superintendent	Jeffrey A. Cyr

PRUDENTIAL COMMITTEE

Chairman	Raymond Hopfe
Clerk	Raymond J. Miner
Assoc. Member	Kevin Taugher
Fire Chief	Robert Authier
Captain	Kurt Schenker

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 16, 2012. This motion was seconded by David T. Daly. Motion carried

JOINT MEETING WITH PRUDENTIAL COMMITTEE: Kevin Taugher presented to the Board with the proposed fire budget for 2012/2013. (See note 1). Kevin Taugher stated he and Chief Authier were still working on trying to get a handle on the true cost of the ambulance. Kevin stated they were fortunate to only have a \$46,000 increase resulting in a 5 cent increase in the tax rate. After a brief discussion, William Schenker made a motion to increase wages by 2% for all the District employees. This motion was seconded by David T. Daly. Motion carried. Prudential Committee member Kevin Taugher made a motion to adjourn their portion of the meeting at 7:15 p.m. This motion was seconded by Raymond Hopfe. Motion carried.

FINAL BUDGET DISCUSSION AND APPROVAL: Jeffrey Cyr presented the Board with the proposed final budget for FY 2012/2013. Jeff revised the figures from the last meeting to reflect a 2% increase for wages. All other line items remained the same. Following a review of the final budget, David T. Daly made a motion to approve the budget for FY12/13. This motion was seconded by William L. Schenker. Motion Carried.

REQUEST FROM PLANNING
BOARD FOR WATER BILL
INSERT:

Jeffrey Cyr presented a copy of a proposed flyer from the Sustainable Design Assessment Team (SDAT) for insertion with our water bills being mailed out April 1st. (See note 2). Jeff informed the Board we have allowed other agencies in town to insert in the past and that the proposed insert will not add postage cost to the Water Dept. After a brief discussion, David T. Daly made a motion to approve the insert with the water bills. This motion was seconded by William L. Schenker.

EMPLOYEE MANUAL
DISCUSSION:

Jeff Cyr began the discussion by asking the Board if they had any specific questions on the revised employee handbook. William L. Schenker stated he would like Part - time employees added to list of abbreviations and definitions (page 3). Jeff will add Part time employees to the list and present for review at the next meeting. William L. Schenker informed everyone that he had concern with the current sick time policy. Mr. Schenker expressed concern about not having a cap on the amount of sick days the employees could accrue. (see note 3) He felt this policy could possibly be taken advantage of by employees for long periods of time. Jeff informed everyone that the current policy states any sick time over a period of three days requires a doctors' note to qualify for payment of sick time. Jeff feels the current policy is specific to Mr. Schenker's concerns of long term usage of sick time and will seek an opinion on the cap from Attorney Mark Beauregard. William L. Schenker made a motion to cap the accrued sick time to 300 days pending approval from attorney Beauregard. This motion was seconded by David T. Daly. Motion carried. Jeff will update the Board at the next meeting. Jeff Cyr referred to the addition of three personal days within the sick time policy. The policy states: *Employees will be offered up to 3 personal (sick) days within the calendar year. It is understood that on occasion an employee may need the day off for an emergency, such as, but not limited to: taking care of another member of the family such as a sick child, but that the employee is not sick. If a personal day is taken, it will be removed from the employees' accumulated sick time.*

Jeff said this section was recently adopted by the Fire Dept. Following a brief discussion, the Board agreed to allow the section. David T. Daly had a question regarding the radius that an employee can be within when they are on -call. Jeff informed everyone that requirement was specifically addressed on Page 18, which states the on-call person must be within 15 miles at all times during the on-call period. The Board will discuss the finalization of the new employee manual at the next Board meeting.

REPORT OF THE BOARD

OF WATER COMMISSIONERS: Jeff presented the Board with a copy of the Report of the Board of Water Commissioners at the last meeting and asked Board members if they had any questions or concerns. The Board approved the report to be included in the annual report.

MAJOR CAPITAL
IMPROVEMENT FUND:

Jeffrey Cyr presented a 5-yr. pro forma budget of the possible effect on rates if we began to include \$250,000.00 or \$100,000.00 for a pipeline replacement stabilization acct. to the Board on the overhead projector. (see note 4) Jeff informed the Board that he had also increased the following line items in each FY budget: The Water purchase line item by the yearly amounts presented by the MWRA, the retirement acct. by approximately 11%, The Health dental and life acct. by approx 8%. Jeff also pointed out that he had calculated using an average of \$300,000.00 in surplus funds to fund each budget. The results of the presentation would lead to an increase of approximately \$1.13 the first year and approximately .30 each year thereafter. William Schenker has concerns that if the Board does not begin the process of saving for large capital items and raising rates gradually, future costs could be a lot higher resulting in raising water rates being extremely high in a shorter period of time. Jeff stated he was in agreement with saving for large capital projects as long as we can still continue our effort of replacing water mains in house.

MOTION TO ADJOURN:

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

ADJOURNMENT:

Meeting adjourned at 8:10 p.m.

BOARD OF WATER COMMISSIONERS

William L. Schenker, Clerk