

BOARD OF WATER COMMISSIONERS  
REGULAR MEETING OF FEBRUARY 7, 2013

REGULAR MEETING: The regular meeting of the Board of Water Commissioners was held at the 438 Granby Road Office on Thursday, February 7, 2013. Chairman William L. Schenker called the meeting to order at 6:30 p.m.

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

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

APPROVAL OF MINUTES: David T. Daly made a motion to approve the minutes of January 17, 2013. This motion was seconded by John A. Mikuszewski. Motion carried

BUDGET UPDATE  
AND DISCUSSION:

Jeff Cyr presented the Board with the proposed final budget (See Note 1). Jeff updated the Board that he inquired to Monica Walton, Treasurer about the 35% of the total Retirement figure the Water Department has to pay for the FY 13/14 budget. Jeff suspected that the Water Department may be paying a larger percentage than required, due to the fact that in the past several years the Fire Department has grown significantly and our percentage hasn't changed. After the last joint Board meeting with the Prudential Board on 1/17/13, Jeff asked Monica if she could get formula/figure for how this 35% is calculated. Last week Jeff contacted Mary at Hampshire County Retirement to inquire how formula is figured for Water Department portion of Retirement. Jeff presented the Board with a spreadsheet of Water Department salaries not including overtime, required to calculate the percentage for Water Department (See Note2). Jeff Cyr discovered that the percentage we should be paying is 21.97%, compared to 35%, a \$47,000 difference. The District also gets a discount for paying the Retirement in full, which we have done annually. Jeff Cyr sent the District Treasurer Monica Walton an e-mail with a spreadsheet he put together to help him understand how the assessment process worked. He also asked her if we receive our percentage of the discount when we pay the Retirement in full. Monica responded that our portion we pay toward Retirement would be 24%. After a brief discussion, the Board agreed they would like a further investigation of exactly how the 24% is calculated and what happens to the discount received to the District for paying Retirement amount in full. The Board approves the FY 13/14 budget, contingent upon a breakdown of the 24% retirement figure and what happens to our portion of the District discount.

ANNUAL REPORT  
MATERIAL REVIEW:

Jeff Cyr presented the Board with report of The Board of Water Commissioners for the Annual Report. The Board has reviewed and agreed approval of the letter for the Annual Report.

FENCE DISCUSSION AT  
ALVORD STREET TANK:

Jeff Cyr notified the Board that the area around the Alvord Street restricted from trespassers is covered with dog feces from all the dog walkers. They are gaining access around the current fence line. Jeff proposed extending the fence to close up the access to dog walkers. Jeff has been in contact with Gene Lauzier whose land abuts the water tank to ask for approval of extending the fence. Mr. Lauzier gave the Water Department permission to extend fence. Jeff presented to the Board a proposal from Brodeur-Campbell Fence Co. for 70' of chainlink fencing for \$1,685.00 to close up the access area around the Alvord Street tank (See Note 3).

John A. Mikuszewski made a motion to accept the bid of \$1,685.00 from Brodeur-Campbell Fence Co. This motion was seconded by David T. Daly.

Motion Carried

WESTBROOK ROAD  
EASEMENT DISCUSSION:

Jeff Cyr informed the Board that the water main feeding Westbrook Road and Cypress Drive goes from the side of #89 Mountainview Street through the woods about 900 ft. to Westbrook Road. There is an easement at 89 Mountainview 20ft. wide allowing us access to the water main and maintenance above. The Maintenance crew has inspected this main installed back in 1965 and has grown in over the years. If we ever had a water main break it would be very difficult and a lengthy process to repair. Jeff presented to the Board a video of a Forestry Mulcher Mower that could easily mulch small trees, shrubbery and vines to clear the woods for access to the water main if ever there was a break. Jeff found that Bobcat of West Springfield has one of these Forestry Mulchers available for rent for \$2100/week. Jeff Cyr feels the Maintenance could clear the woods in approximately 2 days time with this equipment and then annually we could maintain with our own equipment.

TRAINING CONTACT HOUR  
CLASS APPROVAL:

Jeff Cyr updated the Board that the Maintenance Crew needs contact hours for their distribution licenses. There is a training class in Marlboro, MA on March 21<sup>st</sup> that is worth 5 ½ credits and is only \$50 for the class. Jeff would like to send Wayne Walton and Scott Levreault. The Annual Spring Conference held in Worcester will be attended by Jeff Cyr and Jeff Levreault at a cost of \$100.00 each. In addition, there are also free credit classes given by Mass Rural Water Association on March 12<sup>th</sup> for a cross connection class and March 21<sup>st</sup> for a leak detection class. John A. Mikuszewski made a motion to approve the classes for the Maintenance Crew to keep their licenses updated. This motion was seconded by David T. Daly.

Motion Carried

2012 UTILITY TRUCK  
ACCOUNT:

Jeff Cyr notified the Board that the work for the new W-4 Utility truck is complete, so we can close the Utility Truck account and transfer the remaining money back into surplus. Jeff noted that there is a balance of \$43,337.40 in that account. After a brief discussion, David T. Daly made a motion to close the New Utility truck Account and transfer the \$43,337.40 back into surplus. This motion was seconded by John A. Mikuszewski.

Motion Carried

MEETING WITH MWRA  
MARCH 7, 2013:

Jeff Cyr extended an invitation to the Board to attend a meeting put on by MWRA on Thursday, March 7<sup>th</sup> at the Blue Hills Conference Center, at Quabbin Reservoir. The meeting is to discuss the updates on the Ultraviolet project in Ware and the amount of Chlorine the MWRA provides. The MWRA is required to maintain a .75 residual for South Hadley, and Jeff feels that may be low considering our consumption has dropped significantly since the original disinfection optimization study was performed back in 2000. Jeff will suggest the possibility of a new optimization study at that meeting. The Board will check there schedules and get back to Jeff about attending.

WATER MAIN BREAKS:

Jeff informed the Board that there was a water main break on January 27, 2013 on Mountainview Street. Jeff stated that there was also a water main break on East Street in South Hadley at the Easthampton Savings 6" Fireline on February 1, 2013. The leak happened at midnight and due to the fact that Easthampton Savings owns the Fireline, Jeff made an executive decision to repair the leak as apposed to shutting the Fireline off and calling Easthampton Savings about the leak and waiting for someone to repair. The Fire Chief Bob Authier has stated in the past that if a Fire line is out of service and it is not repaired immediately someone is required to be within the effected dwelling until it is repaired. Jeff noted an easement was never conveyed to the Water Department upon construction allowing us to bill Easthampton Savings for the cost of the leak.

2 METER FAILURES  
LEFT ON BOOKS:

Jennifer Fernandes notified the Board that there is still 2 Meter Failures on the books for at total of \$1361.29. 10 Ranger St. So. Hadley has a remaining balance of **\$668.67** (original mtr failure \$1240.74 9/2002) left of their meter failure not including her regular water bill of \$99.92. 16 Ludlow Rd. So. Hadley has a remaining balance of **\$692.62** (original mtr failure \$1034.67 5/1999) not including their regular water bill balance of \$89.16. The resident at 16 Ludlow Rd. is asking if the Board would consider discounting their meter failure balance if they could pay it in full. After a brief discussion John A. Mikuszewski made a motion to give both of the meter failure customers at 16 Ludlow Rd. and 10 Ranger Street a 20% discount of just what is left on their meter failure amount if it is paid within 30 days. This motion was seconded by John A. Mikuszewski.

Motion Carried

Jennifer will compose a letter for both customers for Supt. approval and mail the letters to both Meter Failure customers.

MOTION TO ADJOURN:David T. Daly made a motion to adjourn, which was seconded by John A. Mikuszewski.Motion carried

ADJOURNMENT:Meeting adjourned at 7:32 p.m.

BOARD OF WATER COMMISSIONERS

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David T. Daly, Clerk