

BOARD OF WATER COMMISSIONERS
REGULAR MEETING OF JUNE 27, 2013

REGULAR MEETING: The regular meeting of the Board of Water Commissioners was held at the 438 Granby Road Office on Thursday, June 27, 2013. Chairman David T. Daly called the meeting to order at 6:30 p.m.

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

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

APPROVAL OF MINUTES: John A. Mikuszewski made a motion to approve the minutes of May 9, 2013.
This motion was seconded by William L. Schenker. Motion Carried

HYDRAULIC MODEL
PRESENTATION
TONY DA CRUZ
OF TIGHE & BOND:

Tony da Cruz and Lesley Eckert of Tighe & Bond presented the completed Hydraulic Model of our water distribution system (See Note 1 presentation book). Tony began the presentation by stating the last time a partial Hydraulic Model was done was in the mid to late 1990's and it was only pieces of our system. The Hydraulic Model is another tool to look at issues in our water distribution system and to identify any known deficiencies in our system. Tighe & Bond used GIS data (geographic information system); billing system data & CVA (Chicopee Valley Aqueduct) data as well as information on the 2 water tanks and the Ludlow booster pump station. Tighe & Bond also did a flow test on 15 hydrants to measure the pressure and flow rate. The Hydraulic Model program can be used to create just about any water scenario in our distribution system. Tony & Lesley presented several simulations; An average demand day and maximum demand day and what effect it would have on our distribution system. Lesley also presented the available fire flow on a maximum day and average day as well as daily water age on a busy day and average day. Another great proponent to the Hydraulic Model is we can see based on aging water mains and excessive use of an area the areas we should prioritize on improving.

32B REPORTING REQUIREMENT
MONICA WALTON, FIRE

DISTRICT NO. 1 TREASURER: Jeff Cyr presented to Board the required breakdown comparison of Hampshire County Group Insurance vs. the State GIS premium costs (See Note 2) that Monica Walton submitted to the State Secretary of Admin. & Finance represented by the Hampshire County Group Insurance Trust. The Prudential Committee and the Water Board signed the document stating we opt out of the States GIS Insurance as there would be no savings to either employees or to employer.

MT. VIEW ST. WATER MAIN
REPLACEMENT UPDATE:

Jeff Cyr updated the Board that the Mt. View project is moving along rather smoothly. The Maintenance crew will be done installing the water main in approx. 2 days. The excavator we rented will go back and the first section has been pressure tested and chlorinated. The tie in's to customers' service will begin next week or the week after. Jeff noted that the Fire Department has been very cooperative with us in opening the gate at the end of Mt. View that leads through to Red Bridge Lane to allow the residents easy access to and from their homes.

BUTTERY BROOK
DISCUSSION:

Jeff Cyr updated the Board that he spoke to Mr. James Reidy, Superintendent of the D.P.W. Mr. Reidy came to terms that if he hits a hydrant he will submit the claim to his insurance company and pay for any damages done to a hydrant. Mr. Reidy referred to his original proposal to us for help in the BATTERY BROOK revitalization project (See Note 3). Mr. Reidy is proposing for us to pay for half of the cost of pipe in addition to all the necessary fittings and labor by our Maintenance crew for the new water main and fire hydrant. Our crew will also help with the upgrade on the water services for the new restroom, drinking fountain, etc. for the BATTERY BROOK project. Mr. Reidy also told Jeff this work would be in exchange for not having to pay for the overlay costs of Mt. View and Carlton Streets. David Daly was concerned with the BATTERY BROOK misappropriating the funds as part of the project funds are from a grant. Mr. Daly found out that our contribution to the BATTERY BROOK revitalization will not conflict in any way with the grant portion of the project. Jeff stated that our contribution to BATTERY BROOK revitalization project would not exceed \$15,798. After a brief discussion, David T. Daly made a motion to contribute to the BATTERY BROOK revitalization project not to exceed \$15,798 on the condition that we will not be held responsible for the overlay on Mt. View and Carlton Streets. This motion was seconded by John A. Mikuszewski. Motion Carried

COLLECTIONS DISCUSSION: Jennifer presented the month end Monthly Analysis Report to the Board showing a current outstanding amount of \$349.28 for the end of the FY 12/13. Jeff Cyr noted that this figure is a record low for the water department collections, and stated that although it is a record low it does include credits. The true outstanding collection figure is \$6,170.75 and credits of \$5,821.47 leaving the current outstanding of \$349.28. Jeff notified the Board that he asked the office staff to try to collect as much as possible for the end of fiscal year. Jennifer contacted Sharon Hart, Director of Board of Health and asked if she would work with us to help with collections. Sharon agreed and drafted and sent a form letter from her that we could put with our letter and we would deliver to each household by door hanger (See Note 4). We delivered 27 door hangers with the Board of Health letter and got responses from all 27 past due customers.

SERVICE LEAK ON
71 WESTBROOK RD. &
COMPLIMENT LETTER:

Jeff Cyr informed the Board that he discovered a service leak at 71 Westbrook Road while doing a meter change out. Mr. Wayne Wells, resident of 71 Westbrook Road called to thank the Maintenance Crew for the prompt response

and great job done and the crew left a very clean and good looking area. (See Note 5).

**WORKERS COMPENSATION
FOR FY 13/14:**

Jeff Cyr informed the Board that our Workers Compensation premium for the FY 13/14 has increased by \$9,894 vs. last year. We contacted our agent Eileen Bresnahan of Bresnahan Insurance to inquire about the increase. Eileen contacted Ace Ins. Co. and she was able to get a loss runs paid to date from them. Eileen noted to us the increase is due to David Sudyka's accident in 2012. The company has paid out to date approximately \$125,000 toward the claim. Jeff informed the Board that the increase will exceed what we have appropriated in our insurance account for this next fiscal year. Jeff stated there will be no need for a special meeting for the additional funds because it is not a Capital Expense. The Maintenance Accounts can be overspent as long as the total for all of Maintenance & Operations as a whole are still in balance.

MOTION TO ADJOURN:

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

ADJOURNMENT:

Meeting adjourned at 7:50 p.m.

BOARD OF WATER COMMISSIONERS

John A. Mikuszewski, Clerk