

BOARD OF WATER COMMISSIONERS
REGULAR MEETING OF MARCH 3, 2016

REGULAR MEETING: The regular meeting of the Board of Water Commissioners was held at the 438 Granby Road Office on Thursday, March 3, 2016. 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 28, 2016. This motion was seconded by John A. Mikuszewski. Motion Carried

PERSONNEL
DISCUSSION: Phyllis LeDuc, Billing Clerk presented the Board with a letter of retirement as of April 1, 2016. Phyllis spoke of her 16 years with the Water Department and how enjoyable it was to work with a great group of individuals. The Board thanked her for her years of service.

FY17 BUDGET
DISCUSSION: Jeff Cyr discussed with the Board that if we did hire another 20 hour employee, it will impact the Budget as Phyllis does not take health insurance from the District. The Board discussed the needs of the office and Jeff Cyr and Jennifer Fernandes discussed with the Board trying to run the office with just Jennifer and Kari for a trial period to determine if another employee is needed to be hired in the future. Jeff and Jen will keep the Board updated.

FLUSHING SYSTEM ON
DEAD END MAIN @
BRUNELLE'S MARINA: Jeff Cyr presented to the Board Pictures of a blow off, designed and fabricated by Jeff and our Maintenance Crew to flush water to maintain chlorine residuals at the end of the 12" Water Main at Brunelle's Marina. The new blow off is 2" and is located prior to the isolation valve prior to the bridge. It has the capacity to flush 60 gallons a minute and is fully automated by the use of a timer. The device is located in the ground within a large plastic pit that has a shut off and drain for cold weather. The blow off will most likely be run from Spring to Fall as needed to maintain chlorine residuals at the end of the line. Our existing blow off is ¾" in size.

INSURANCE UPDATE:

Jeff Cyr updated to Board that Chris Pintarich from Berry Insurance of Franklin, MA came out to visit the different facilities that we have to get a better understanding of the insurance needs in order to provide a proposal. Bresnahan Insurance provided coverage pages with no prices so Chris and other insurance companies can see what we currently have for coverage. Jeff Cyr will contact Cary Jubinville of Jubinville Insurance in South Hadley, Ma as Cary has been communicating with Jeff that they are interested in bidding. Jeff noted that he is hoping to have proposals be the end of May.

**COLUMBIA GAS AT
SHOP BUILDING:**

Jeff Cyr stated that Columbia Gas was out to change the gas meter in the shop and discovered there were high levels of CO2 being emitted from a heater located in the supply room. Jeff called Russ Blanchard of Home Energy Solutions and replaced the old gas heater as there was a crack in the heat exchanger. The cost to replace the old gas heater with new one and new thermostat was \$2000 (See Note 1). After a brief discussion, David T. Daly made a motion to approve payment of \$2000 to Home Energy Solutions. This motion was seconded by John A. Mikuszewski.

Motion Carried

**2 YEAR LEAPING WELLS
DAM SAFETY REPORT:**

Jeff Cyr informed the Board that we are due to have a Safety Report done on the Leaping Wells Reservoir Dam. Jeff spoke with Tony DaCruz of Tighe and Bond Environmental Engineers and a proposal was put together to have Tighe and Bond do the required Safety Report. The cost of the proposal is \$4500. After a brief discussion John A. Mikuszewski made a motion to approve the proposal from Tighe and Bond for \$4500. This motion was seconded by David T. Daly.

Motion Carried

**ANNUAL CONFERENCE IN
WORCESTER, MA:**

Jeff informed the Board the Annual New England Water Works Spring conference in Worcester, Ma is coming up on March 30, 2016. Jeff stated that he and Wayne Walton will attend. The cost is \$260 for both to go. John A. Mikuszewski made a motion to approve the \$260 for Jeff Cyr and Wayne Walton to attend the Annual New England Water Works Spring conference in Worcester, Ma. This motion was seconded by David T. Daly.

Motion Carried

PROJECTS DISCUSSION:

Jeff Cyr informed the Board that the Town has Washington Avenue on their list of paving for FY17 and in coordination with that he would like the Maintenance Crew to replace the main on that street as well as the valve at the end of Washington that connects to Newton. The valve does not shut down, so if there is a break on Newton Street in that area would not be able to be shut down. Jeff noted that they would also like to replace the main on Hildreth Avenue.

LAND AT END OF EAST STREET:

William L. Schenker proposed to the rest of the Board that he thinks it would be helpful to the Town if we offered some of our land to them for the purpose of building a new Council on Aging facility. The Water Department currently owns land at the end of East Street (9 acres). The Board discussed this at length and thought it would be good to offer 4 of the 9 acres to the Town for the sole purpose of building a new Council on Aging facility. The land could be accessed at the end of East Street or at the end of Karen Drive. David T. Daly made a motion to offer 4 acres of buildable land at the end of East Street to the Town of South Hadley for the sole purpose of building a new Council on Aging facility. This motion was seconded by John A. Mikuszewski. Motion Carried

COPIER DISCUSSION:

Jeff Cyr and Jennifer updated the Board that we received a call from Judi Nossal of Connecticut Business Systems (CBS) that there was a March special on the Xerox Work Centre 5335 black and white multi-function copy, print, scan fax, e-mail machine. The special is on the 60 month lease that includes 3500 a month black and white copies a month, unlimited toner and parts as well as service for the length of the lease. The monthly rate would be \$194 vs \$252 a monthly savings of \$58 and \$696 a year. Jeff signed lease paperwork to secure a machine in the warehouse and ran wiring through the office for the installation of the new machine. Jeff will keep the Board updated.

MOTION TO ADJOURN:

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

ADJOURNMENT:

Meeting adjourned at 7:17 p.m.

BOARD OF WATER COMMISSIONERS

David T. Daly, Clerk