

BOARD OF WATER COMMISSIONERS
REGULAR MEETING OF FEBRUARY 2, 2017

REGULAR MEETING: The regular meeting of the Board of Water Commissioners was held at the 438 Granby Road Office on Thursday, February 2, 2017. Clerk John A. Mikuszewski 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 January 19, 2017. This motion was seconded by William L. Schenker. Motion Carried

LEAPING WELLS RESERVOIR
ACCESS DISCUSSION:

Jeff reported back to the Board that he spoke to legal Counsel, Mark Beauregard regarding the recent trespassers on the reservoir. Mr. Beauregard suggested we contact the So. Hadley Police in writing to ask if they would add the reservoir to their daily checks. William L. Schenker asked if our insurance has coverage if there is an issue. Jeff stated that our liability insurance will cover issues if there is an accident on the property. Jeff also noted that we have several yellow and white reflective signs up around the perimeter of the reservoir. After a brief discussion, the Board thought putting up a fence on the Raymond Center side would help deter people from getting to the reservoir. Jeff Cyr will get prices for a fence and report back to the Board.

DISCUSSION WITH MWRA
REGARDING TIMELINE OF
FUNDING FOR NEWTON
STREET:

Jeff Cyr informed the Board he spoke with Elaine Donahue, MWRA Project Manager regarding the zero percent loan through the MWRA for the 4500 ft. Newton Street water main replacement project. Elaine told Jeff she is excited to assist us with the process to loan us the money for the project. Ms. Donahue suggested we should start application process in October 2017 so we can hopefully obtain the funds in November. Jeff presented to the Board a step by step process and timeline for the project. (See Note1). Jeff asked Elaine Donahue if all the funds are not entirely used for this project does the remaining money have to go back to the MWRA. Elaine Donahue stated that money should be used for additional "project specific" tasks within our District, so long as we provide receipts for where it was used. Jeff spoke with Tony DeCruz of Tighe and Bond Engineering, Tony recommends bidding in December 2017 and contracting for following year. Jeff noted there is a contingency on the preliminary bid of 20% that is standard. Jeff noted that the project would most likely be completed in 1000 to 1500 feet increments to reduce traffic and stress on residents and business'.

T-MOBILE LEASE AGREEMENTS
FOR ALVORD ST. AND
INDUSTRIAL DR. TANKS:

Jeff Cyr informed the Board that both cell sites for T-Mobile lease agreements are up for renewals in August 2017 and June 2018. Jeff was contacted by Black Dot, a contractor for T-Mobile that they are negotiating on T-Mobile's behalf. Jeff spoke with a Shawn from Black Dot who wanted to offer a lump sum for the cell sites instead of a monthly payment. Jeff informed Shawn that we would not be interested in a lump sum, and that decision is voted by the District. Jeff will keep the Board updated as things progress.

MOTION FOR EXECUTIVE
SESSION:

William L. Schenker made a motion to go into executive session for personnel discussion. Open session will reconvene into open session at the conclusion of executive session. This requires a roll call vote

David Daley: Aye
John Mikuszewski: Aye
William Schenker: Aye

Meeting entered executive session at 7:03 p.m.

RETURNED
INTO OPEN MEETING:

Meeting reconvened into open meeting at 7:14 p.m.

ADMINISTRATIVE SALARY
SURVEY REVIEW:

The Board discussed wage adjustments. William L. Schenker made a motion to make a \$30 per week wage adjustment for Superintendent, Jeff Cyr in addition to the 3% raise. Also to make a \$10 per week adjustment for Foreman, Wayne Walton in addition to the 3% raise. This motion was seconded by John A. Mikuszewski. Motion carried

E-WASTE MAILING
REQUEST FROM SUSAN
KING:

Jeff Cyr informed the Board that Susan King from South Hadley High School is asking us to insert an e-waste flyer into our bills for the April 2017 billing as we have done in the past. Jeff reminded the Board that this insert does not affect our postage costs at all. The Board agreed to help out the High School Band & Choir by allowing the insert into our bills for April.

UPCOMING ELECTION
MAILING REQUEST FROM
MONICA WALTON:

Jeff Cyr informed the Board that the Treasurer, Monica Walton is asking us to insert an informative election notice into our bills for the April 2017 bills. Monica stated she would like to increase the advertising. The Board agreed to insert the election notice as it will not affect our postage costs.

UPCOMING LIONS
CLUB DOG SHOW AT
BUTTERY BROOK PARK:

Board meeting member, William L. Schenker is asking if we can insert an informational notice for an upcoming Dog Show at the Buttery Brook Park on Willimansett Street into our April 2017 bills. Jeff expressed that as long as the insert is one third the height of an 8 ½ X 11” paper we will be able to do all three inserts without it our postage increasing.

MOTION TO ADJOURN:

John A. Mikuszewski made a motion to adjourn, which was seconded by William L. Schenker
Motion carried

ADJOURNMENT:

Meeting adjourned at 7:36 p.m.

BOARD OF WATER COMMISSIONERS

John A. Mikuszewski, Clerk