

BOARD OF WATER COMMISSIONERS
REGULAR MEETING OF MAY 24, 2018

REGULAR MEETING: The regular meeting of the Board of Water Commissioners was held at the 438 Granby Road Office on Thursday, May 24, 2018. Chairman John A. Mikuszewski 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

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 April 26, 2018. This motion was seconded by William L. Schenker. Motion Carried

RE-ORGANIZATION OF BOARD MEMBERS: William L. Schenker made a motion to Re-organize the Board Members as follows:

Chairman	David T. Daly
Clerk	William L. Schenker
Associate Member	John A. Mikuszewski

This motion was seconded by John A. Mikuszewski Motion carried

NEWTON ST. WATER MAIN UPDATE: Jeff Cyr updated to Board that the Newton Street water main replacement project is going well. Jeff noted that there are 9 house services and 11 street tie-ins left to do. Jeff stated that a few of the remaining streets will be challenging to tie to the new main. Haluch Water has been ahead of schedule so far. The old water main from Gerry's Music to the High School has been shut down. Haluch water hit some Verizon phone lines in front of Sweet Peas business at 344 Newton Street, but only 5 phone services were affected by the accident. Jeff said he would like to continue replacing the water main on Newton Street since the project is going well and we have the funds to do so. Jeff spoke to Mr. Haluch about getting an estimate to replace the main between Camden Street and the old Big Y at 500 Newton Street. Jeff will keep the Board updated as things progress.

COMPUTER SERVER UPGRADE FOR OFFICE UPDATE: Jeff Cyr informed to Board that Complete IT installed the new server for the online customer payments on our website and will be installing new Auto read software for the new interrogators. They also installed a new upgraded antivirus for all systems called Bitdefender. All the office computers and files will now be backed up to the new server nightly. We are waiting to transfer all records to new server till after the next billing and meter readings are completed. Jeff will keep the Board updated.

FIBER OPTIC
UPDATE:

Jeff Cyr apprised the Board that the new Fiber Optic lines have been run from the street to office and shop. We now pay over \$400 a month in internet and phone bills for both buildings. With the new fiber optics we will now only pay \$215 a month through So. Hadley Electric Light. We will receive new phones and the shop will now have Wi-Fi. Jeff noted that within a week or so we should have the new internet and a few weeks after that we should have the new phones.

PERSONNEL
DISCUSSION:

Jeff Cyr opened up a discussion of a new Foreman for the Department and suggested Jeffrey Levreault as a candidate. After a brief discussion John A. Mikuszewski made a motion to offer Jeffrey Levreault the position of Foreman starting July 1, 2018 at \$34.40/hour. This motion was seconded by William L. Schenker. Motion Carried

The Department will place an ad for a new Maintenance worker in the first few weeks of June in hopes to hire someone the first few weeks of July. Jeff opened up a discussion about clarifying the Licensing policy now that we will be hiring a new employee. (See Note 1) A suggestion was made for us to pay for the classes and license tests and new employee(s) must complete the licensing within the first two years of employment. If an employee does not pass the first test(s) the test(s) must be paid by the employee. Jeff also suggested the new employee obtain the Treatment license first so they can be on call and check the Ludlow facility. A minimum requirement to be a Maintenance employee is to already have a Hydraulics(Hoisting) and Class B license. After a brief discussion, William L. Schenker made a motion to adapt the new licensing policy (See Note 1). This motion was seconded by John A. Mikuszewski. Motion Carried

IMPROVEMENT
FEE INCREASE:

Jeff Cyr discussed our Improvement fee(s) for new homes have not changed in the 20+ years he has been with the Department. A suggestion was made to increase the improvement fee from \$1200 per family unit to \$2000. John A. Mikuszewski made a motion to increase our improvement fee from \$1200 to \$2000 per family unit effective January 1, 2019. This motion was seconded by William L. Schenker. Motion Carried

TOWN FIXTURE
WATER TESTING:

Jeff Cyr informed the Board the Town of South Hadley has approved testing all town water fixtures. Jeff spoke to Rick Larson from Umass who informed him that Steve Rhode at the MWRA and they agreed to do the testing for schools only within the entire town for at no cost. Jeff invited the Board to a meeting with members of the town to discuss this testing, next Thursday, May 31st at 9:30 am at the Water Department.

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

ADJOURNMENT: Meeting adjourned at 6:57 p.m.

BOARD OF WATER COMMISSIONERS

William L. Schenker, Clerk