

06.13.2022

## **Select Board Meeting Minutes**

*Town Hall - Select Board's Conference Room*

**Monday, June 13, 2022 @ 6:00 p.m.**

*All meetings of the Select Board are recorded*

**Location: Select Board Conference Room**

***All meetings of the Select Board are recorded except Executive Session***

Date of this meeting: June 13, 2022

Meeting Notice: This meeting held Pursuant to Chapter 20, Acts of 2021

Notice: Hybrid meeting with limited technology until new equipment comes in the future. In the event of any technical difficulties, we will ensure a recorded tape of the proceedings is placed upon the Town Web page after the meeting.

The Public Body convened in Open Session according to M.G.L. c.30A, S21 (b) (1). The scheduled meeting of the Select Board was called to order by Chairman Russ Fox at 6:00 p.m.

**ATTENDANCE:** Chairman, Russell S. Fox – Present  
Vice-Chairman, Doug Moglin - Present  
Clerk, Jason Perron - Present  
Chief Administrative Officer, Karl J. Stinehart – Remote  
Administrative Assistant, Robin A. Solek – Present

### **Chairman roll call attendance of Board Members present for meeting.**

#### **Public Comments:**

Deb Herath, 3 Shore Road thanked Selectman Doug Moglin for attending the lake demonstration on 6/11/22. It was also noted later and acknowledged Selectman Jason Perron also was present.

Michelle Pratt, Berkshire Avenue, is not in favor of an additional marina at 141 Congamond Road. The lakes are already overcrowded. CRC is in favor of 75' transient docks for the restaurant; 150' foot docks will narrow the navigation in and out of the tunnel. CRC would like to share a presentation with the Select Board.

For verbatim please visit [www.southwickma.org](http://www.southwickma.org). 6/13/22 audio minutes.

**Zoom:** There were none.

### **6:05 p.m. David Sutton Buildings & Grounds Rail Trail Emergency Access update related to Point Grove Road:**

Discussion of emergency access road for PD & FD. No money is required and it is 100% Town Property. This will aid in managing motorized vehicles to stay off the Rail Trail. As they are prohibited unless emergency ones.

- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to approve the emergency access as recommended by D. Sutton Buildings & Grounds Supervisor.

**Roll Call Vote:** R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.

The Select Board and D. Sutton talked about a second year option with Tynic Landscaping Services. The Town has been happy with Tynic's services and agreed to the 2 year option and cost escalator with rising fuel prices.

- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) approve 2<sup>nd</sup> year option for Town Buildings Landscaping Services Contract (Tynic) with cost escalator.

**Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.**

**6:15 p.m. Review and make re-appointments or appointments to Southwick Police Department, Fire Department and Emergency Management Departments as shown on attached list to the Agenda pursuant to MA Attorney General Office Guidance:**

- **A MOTION** was made by Mr. Moglin, seconded by Mr. Fox (Vote-Yes: 2; Abstain: 1 J.P) to appoint the Fire Department appointees and the Police Department appointees. Please see the attached list. CERT, RACES and SEMA will have a separate appointment.

**Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.**

**Payables, Payroll and Minutes:**

- Acknowledge Payroll Warrant #2229 dated 6/7/22, in the amount of \$294,652.99.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to approve the Open Session Minutes 6/6/22.

**Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.**

- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to approve the Executive Session Minutes 6/6/22 as amended.

**Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.**

**Meeting Discussion Items, Action Items, Bills, Mail, Correspondence, Vendor and/or Personnel Contracts, Personnel Decisions, Policy Adoptions, Payroll Actions, Old Business, New Business, Etc.-Possible Motions/Votes:**

- The Select Board acknowledged the SFD retirements for Captain Paul Johnson and Privates Gaugh and Humphries.
- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to designate Johnson and Humphries for non-firefighting support roles at the Southwick Fire Department.

**Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.**

- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to approve request for SFD helmets designation as surplus of Captain Johnson and Private Humphries.

***"Mr. Fox wanted to remind everyone that Captain Johnson and Private Humphries were part of the graduating class of 1975, the greatest class ever."***

**Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes. A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to accept a donation in the amount of \$1,300.00 from Jeffrey and Susan Turrini to the Southwick Police Department.

**Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.**

- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to accept \$750.00 donation from People's Bank for Master Plan Gift Account.

**Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.**

- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to appoint Roger Cataldo to Traffic Control Officer subject to SPD/State HRD standards.

**Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.**

- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to re-assign Robert Deluca from Reserve Officer to Traffic Control Officer

**Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.**

### **New Business:**

- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to sign Invoice # 22, in the amount of \$886.31 for FY 19 for Community Assistance Program.

- **Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.**

- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to sign Invoice #23, in the amount of \$936.20 for FY 19 for Community Assistance Program.

- FY 23 Sewer Rates discussion and adoption. The Westfield rate needs to be incorporated.

The Select Board will review the DPW Director's Sewer Rate Study and vote at the June 27, 2022 Select Board meeting. The Town's expenses and debt service exceed the sewer revenue. Please see attachment.

- Road and infrastructure projects. The Select Board and DPW Director toured the town roads for identifying high-need projects.

**A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to approve an estimated cost of \$1,890,000.00 with additional ARPA funds to bring total funds to about \$2,000,000.00 per DPW Director memorandum recommendations. Please see attachment.

**Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.**

- Comcast Hearing to be held on June 27, 2022 contract expires in September.
- Meeting with Senator Velis, Chairman Fox, Dick Grannells, Chairman Lake Management, and Sabrina Pooler, ConCom CPC Coordinator there was an informal discussion on dredging Congamond Lake necessary to keep the lakes clean. There could be some Federal funding available along with applying for a grant to help with the cost.

### **Old Business:**

- North Pond violations site waiting for Fish & Game Agreement.
- Town Hall HVAC Design almost complete.

- Sewer System IMA with City of Westfield update
- Board and Committee procedure to notify and appoint members in process
- Deputy Fire Chief Recruitment Process
- Citizen awareness of Board and Committee openings. Mr. Moglin announced that if any citizens have an interest on serving a Board or Committee, please visit the town webpage, Ch.15 for more information or contact the Select Board's Office @569-5995.

**A MOTION** to go into Executive Session Pursuant to M.G.L. Chap. c. 30A, S21 (2) & (3) and Ch. 214, Section 1B at 7:00 p.m.

SFD Chief Anderson Re: Collective Bargaining Strategy with Local 4919 FF Unit and Litigation

**Executive Session RE: M.G.L. Chap. c. 30A, S21 (2) & (3) Ch. 214, Section 1B and;**

**Exception #2:**

Move to go into Executive Session to conduct collective bargaining sessions, with nonunion personnel and to:  
not to reconvene in Open Session

(Chair Must Declare).

Move to go into Executive Session to conduct contract negotiations with nonunion personnel, and to:

not to reconvene in Open Session

(Chair Must Declare).

declare that an open meeting may have a detrimental effect on the bargaining position of the body, and to

not to reconvene in Open Session

(Chair Must Declare).

**Exception #3:** Move to go into Executive Session to discuss strategy with respect to collective bargaining and that the Chair Move to go into Executive Session to conduct strategy sessions in preparation for negotiations with nonunion personnel, and to

Not to reconvene Open Session

(Chair Must Declare).

Move to go into Executive Session to discuss strategy with respect to litigation, and that the Chair declare that an open meeting may have a detrimental effect on the litigating position of the body, and to:

not to reconvene in Open Session

(Chair Must Declare).

RE: Ch. 214, Section 1B

A person shall have a right against unreasonable, substantial or serious interference with their privacy. The superior court shall have jurisdiction in equity to enforce such right and in connection therewith to award damages.

**Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.**

Respectfully submitted,



Robin A. Solek

Administrative Assistant

6:15 pm

Appt.

6/13/22 vote: 4-2  
Abstain: 1 J.P.

4 Russell A. Fox



# ATTACHMENT #1

Board Name	Position	Appointed By	First Name	Last Name	Calculated End Date	Notes (add or delete)
Animal Control	Member	Select Board	Royal	Bridges	6/30/2022	
Animal Control	Member	Select Board	Lizanne	Bennett	6/30/2022	
Animal Control	Member	Select Board	Dawn	Angel	6/30/2022	
Animal Inspector	Member	Select Board	Lizanne	Bennett	6/30/2022	
Chief Police Department	Chief	Select Board	Robert	Landis	6/30/2022	
Police Dispatch	Member	Select Board	Peter	Coe	6/30/2022	
Police Dispatch	Member	Select Board	Robert	Eak	6/30/2022	
Police Dispatch	Member	Select Board	James	Frenette	6/30/2022	
Police Dispatch	Member	Select Board	Keith	Stromgren	6/30/2022	
Police Dispatch Part Time	Member	Select Board	Wendy	Cordeiro	6/30/2022	
Police Dispatch Part Time	Member	Select Board	David	LaBombard	6/30/2022	
Police Dispatch Part Time	Member	Select Board			6/30/2022	Vacant
Police Officers	Member	Select Board	Rhett	Bannish	6/30/2022	
Police Officers	Member	Select Board	Bradford	Fisk	6/30/2022	
Police Officers	Member	Select Board	Thomas	Krutka	6/30/2022	
Police Officers	Member	Select Board	Paul	Miles	6/30/2022	
Police Officers	Member	Select Board	Matthew	Olson	6/30/2022	
Police Officers	Member	Select Board	Roger	Arduini	6/30/2022	
Police Officers	Member	Select Board	Michael	Bridges	6/30/2022	
Police Officers	Member	Select Board	Gregory	Burt	6/30/2022	
Police Officers	Member	Select Board	Ernest	Malone	6/30/2022	
Police Officers	Member	Select Board	David	Massai	6/30/2022	
Police Officers	Member	Select Board	Garrett	Parker	6/30/2022	
Police Officers	Member	Select Board	Kelly	Miller	6/30/2022	
Police Officers	Member	Select Board	Kyle	Sanders	6/30/2022	
Police Officers	Member	Select Board	Marc	Siegel	6/30/2022	
Police Officers	Member	Select Board	Andrew	Smith	6/30/2022	
Police Officers	Member	Select Board	Michael	Taggart	6/30/2022	
Police Officers	Member	Select Board	Michael	Westcott	6/30/2022	

Reserve Police Officers	Member	Select Board	Jeremiah	Cain	6/30/2022
Reserve Police Officers	Member	Select Board			6/30/2022 Vacant due to retirement 6/30/2022
Reserve Police Officers	Member	Select Board	Michael	Girard	6/30/2022
Reserve Police Officers	Member	Select Board	Gregory	Priest	6/30/2022
Reserve Police Officers	Member	Select Board	Kyle	Allen	6/30/2022
Reserve Police Officers	Member	Select Board			6/30/2022 Vacant moved to Traffic Control Officer
Reserve Police Officers	Member	Select Board	Donald	Day	6/30/2022
Reserve Police Officers	Member	Select Board	Alejandro	Sanchez	6/30/2022
Reserve Police Officers	Member	Select Board	Thomas	Shea	6/30/2022
Reserve Police Officers	Member	Select Board			6/30/2022 Vacant
Reserve Police Officers	Member	Select Board	Kevin	Hanna	6/30/2022
School Crossing Guard	Member	Select Board	Shawn	Angel	6/30/2022

#### New Postions

Traffic Control Officer	Member	Select Board	Kevin	Bishop
Traffic Control Officer	Member	Select Board	Robert	Deluca
Traffic Control Officer	Member	Select Board	Anthony	Malone
Traffic Control Officer	Member	Select Board	Rose	Hanna

6/13/22 vote: Y. 2  
Abstain. 1 J.R.

Russell A. Fox



Board Name	Position	Appointed By	First Name	Last Name	Calculated End Date	Notes (add or delete)
Fire Department	Chief	Select Board	Russell	Anderson	6/30/2022	
Fire Department	Deputy Chief	Select Board	Richard	Stefanowicz	6/30/2022	
Fire Department	Paramedic/FF Employee	Select Board	Stephan	Backman	6/30/2022	
Fire Department	EMT/FF Employee	Select Board	Carolyn	Bradbury	6/30/2022	
Fire Department	Paramedic/FF Employee	Select Board	Joshua	Girard	6/30/2022	
Fire Department	EMT/FF Employee	Select Board	Brian	Schneider	6/30/2022	
Fire Department	Paramedic/FF Employee	Select Board	Jeffrey	Hamberg	6/30/2022	
Fire Department	EMT/FF Employee	Select Board	Elizabeth	Karolides	6/30/2022	
Fire Department	FF/ EMT	Select Board	Lisa	Anderson	6/30/2022	
Fire Department	FF/ EMT	Select Board	Antony	Angotta	6/30/2022	
Fire Department	FF	Select Board	David	Avalone	6/30/2022	
Fire Department	FF/EMT	Select Board	Angelina	Avondo	6/30/2022	6 Month appointment
Fire Department	FF	Select Board	Mathew	Barden	6/30/2022	
Fire Department	FF/ EMT	Select Board	Eric	Brogan	6/30/2022	
Fire Department	FF	Select Board	Tyler	Buscemi	6/30/2022	
Fire Department	FF	Select Board	Gregg	Condon	6/30/2022	
Fire Department	FF	Select Board	Dennis	Day	6/30/2022	
Fire Department	FF/ EMT	Select Board	David	Dubchak	6/30/2022	
Fire Department	Member	Select Board	Michael	Ferraraccio	6/30/2022	
Fire Department	Lieutenant	Select Board	Christopher	Garvey	6/30/2022	
Fire Department	FF	Select Board	Matthew	Gaugh	6/30/2022	
Fire Department	Member	Select Board	Darren	Goddard	6/30/2022	Resignation
Fire Department	FF/ EMT	Select Board	Nicholis	Hope	6/30/2022	
Fire Department	Lieutenant	Select Board	Patrick	Hope	6/30/2022	
Fire Department	FF	Select Board	David	Humphrey	6/30/2022	
Fire Department	Lieutenant	Select Board	Brandon	Johnson	6/30/2022	
Fire Department	Member	Select Board	Paul	Johnson	6/30/2022	Retirement
Fire Department	FF	Select Board	Timothy	Mannion	6/30/2022	
Fire Department	Paramedic	Select Board	Michael	Marafuga	6/30/2022	
Fire Department	FF	Select Board	David	Matsuk	6/30/2022	
Fire Department	Paramedic/FF Employee	Select Board	Michael	Newman	6/30/2022	
Fire Department	Lieutenant	Select Board	Christopher	Moccio	6/30/2022	
Fire Department	FF	Select Board	Steven	Pinette	6/30/2022	

6/13/22

Vote 4: 2

Abstain: 1 J.P

Y. Russell A. Fox



Fire Department	Paramedic/FF Employee	Select Board	Juan	Rivera	6/30/2022
Fire Department	Paramedic/FF Employee	Select Board	Clarke	Robinson	6/30/2022
Fire Department	FF/ EMT	Select Board	Joseph	Sitler	6/30/2022
Fire Department	Lieutenant	Select Board	David	Smith	6/30/2022
Fire Department	Paramedic	Select Board	Scott	St. Martin	6/30/2022
Fire Department	Pastor	Select Board	Dan	Valeri	6/30/2022
Fire Department	Inspector	Select Board	Ralph	Vecchio	6/30/2022
Fire Department	FF	Select Board	Steven	Shaw	6/30/2022
Fire Department	FF	Select Board	Cooper	Smith	6/30/2022
Fire Department	EMT	Select Board	Ashley	Sherlin	6/30/2022
Fire Department	FF	Select Board	Aaron	Sherlin	6/30/2022
Fire Department	FF	Select Board	Ryan	Todesco	6/30/2022
Fire Department	FF	Select Board	Michael	Moccio	6/30/2022
Fire Department	Lieutenant	Select Board	Patrick	Hawley	6/30/2022
Fire Department	Member	Select Board	Menli	McCreight	6/30/2022 Resignation
Fire Department	Member	Select Board	Nicholas	Chambers	6/30/2022 Resignation
Fire Department	Member	Select Board	Michael	Girard	6/30/2022 6 Month appointment
Fire Department	Paramedic	Select Board	Morgan	McDonough	6/30/2022
Fire Department	Paramedic	Select Board	Jessica	Bishop	6/30/2022
Fire Department	Photographer	Select Board	John	Deforest	6/30/2022
Fire Department	FF/EMT	Select Board	Shane	Hope	6/30/2022 6 Month appointment
Fire Department	Paramedic	Select Board	Julia	Skoczylas	6/30/2022
Fire Department	FF	Select Board	Jessica	Merluzzi	6/30/2022
Forest Fire Warden	Chief	Select Board	Russell	Anderson	6/30/2022

Vote: y: 2

Abstain: J.D

Russell A. Fe

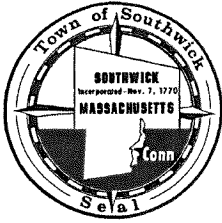


**Board Name**

<b>Board Name</b>	<b>Term Length</b>	<b>Appointed By</b>	<b>First Name</b>	<b>Last Name</b>	<b>Calculated</b>	<b>Calculated End Date</b>	<b>Title</b>
Community Emergency Response Team	1 Year	Select Board			7/1/2021	6/30/2022	
Community Emergency Response Team	1 Year	Select Board	Eric	Carroll	7/1/2021	6/30/2022	Member
Community Emergency Response Team	1 Year	Select Board	Charles	Darling	7/1/2021	6/30/2022	Member
Community Emergency Response Team	1 Year	Select Board			7/1/2021	6/30/2022	
Community Emergency Response Team	1 Year	Select Board	Charles	Dunlap	7/1/2021	6/30/2022	Member
Community Emergency Response Team	1 Year	Select Board	Pauline	Dunlap	7/1/2021	6/30/2022	Member
Community Emergency Response Team	1 Year	Select Board	Keith	Stromgren	7/1/2021	6/30/2022	Member
Community Emergency Response Team	1 Year	Select Board	Iain	White	7/1/2021	6/30/2022	Member
Radio Amateur Civil Emergency Service	1 Year	Select Board	Eric	Carroll	7/1/2021	6/30/2022	Member
Radio Amateur Civil Emergency Service	1 Year	Select Board	Charles	Darling	7/1/2021	6/30/2022	Member
Radio Amateur Civil Emergency Service	1 Year	Select Board	Charles	Dunlap	7/1/2021	6/30/2022	Member
Radio Amateur Civil Emergency Service	1 Year	Select Board	Pauline	Dunlap	7/1/2021	6/30/2022	Member
Radio Amateur Civil Emergency Service	1 Year	Select Board	Keith	Stromgren	7/1/2021	6/30/2022	Member
Radio Amateur Civil Emergency Service	1 Year	Select Board	Iain	White	7/1/2021	6/30/2022	Member
Southwick Emergency Management Agency	1 Year	Select Board			7/1/2021	6/30/2022	
Southwick Emergency Management Agency	1 Year	Select Board	Eric	Carroll	7/1/2021	6/30/2022	Member
Southwick Emergency Management Agency	1 Year	Select Board	Charles	Darling	7/1/2021	6/30/2022	Assistant Director
Southwick Emergency Management Agency	1 Year	Select Board			7/1/2021	6/30/2022	
Southwick Emergency Management Agency	1 Year	Select Board	Charles	Dunlap	7/1/2021	6/30/2022	Director
Southwick Emergency Management Agency	1 Year	Select Board	Pauline	Dunlap	7/1/2021	6/30/2022	Member
Southwick Emergency Management Agency	1 Year	Select Board	Keith	Stromgren	7/1/2021	6/30/2022	Assistant Director
Southwick Emergency Management Agency	1 Year	Select Board	Iain	White	7/1/2021	6/30/2022	Member

Table d 6/13/22

will be separate appointment



COMMONWEALTH OF MASSACHUSETTS

# Town of Southwick

454 COLLEGE HIGHWAY SOUTHWICK, MA 01077

## Department of Public Works

Telephone (413) 569-6772 Fax (413) 569-5001

June 10, 2022

To: Select Board (as Sewer Commissioners)

From: Randal Brown, P.E., NGICP, DPW Director

### **ATTACHMENT #2**

Re: Sewer Rate Study

Dear Select Board,

This letter provides a financial summary of the Sewer Division and a request to consider a rate modification. Sewer rates were last raised in 2021 to the current rate of \$9.25/1,000 gallons.

The Town's expenses and debt service continue to exceed the sewer revenue. Moneys are typically transferred from the Town's general fund and Sewer Retained Earnings to compensate for this difference.

There are 4 main expenses for the Sewer Division, summarized as follows:

1. Debt and Interest Payments – 44% of total expenses (average of last 3 years)  
The Debt and Interest payments cover the original sewer expansion project in the early 2000's plus the sewer interceptor project which was completed in 2014. In FY23, the amount of debt/interest payments will be \$606,905.
2. Salaries, Operation and Maintenance (not including flow fees) – 20%  
Salaries, Operations and Maintenance costs (not including flow fees) cover the daily expenses of the sewer division. These expenses typically increase 2-3% from year to year to account for salary adjustments and increased operating costs.
3. Sewer IMA Payment to Westfield – 18%  
The IMA loan repayment to Westfield ends in FY24, which will eliminate the annual IMA payment which is approximately \$240k/year.
4. Sewer Flow Fees to Westfield – 18%  
Under the terms of IMA Amendment 4 signed in February 2022, Westfield raised Southwick's flow fee rate as follows: FY22 (second half) - \$5.17; FY23 - \$5.58; and FY24 (thru October) - \$7.52. This accounts for a 60% increase in FY24, or \$170,000 annual cost, over the last rate in IMA Amendment 3. A new IMA with Westfield must be negotiated soon to determine the new rates beyond October 2023. For the purposes of this analysis, it is assumed that the new rates will be in line with the FY24 rate in the current IMA with an annual 4 - 8% increase, which is consistent with the rates Westfield is charging their customers through FY27.

There are 5 main sources of revenue into the Sewer Division, summarized as follows:

1. User Fees – 33% of total revenue (average of last 3 years)

This includes the fees collected through sewer bills which are collected semi-annually. In FY23, revenue collected from user fees is expected to be \$470,000 if there are no rate adjustments.

2. Draw from Unreserved Retained Earnings – 19%

In FY23, \$345,283 will be taken from Sewer Unreserved Retained Earnings to help balance the budget, leaving \$188,854 in the account. The Unreserved Retained Earning Account can no longer be relied upon as a revenue source beyond FY23.

3. Betterment Payments Paid to Town – 19%

Receipts from betterment principal and interest payments has been steadily declining by an average of 7% each year. In FY16, this revenue was \$338,733 and in FY23 it is projected to be \$222,000. Over 50% of sewer users have already paid off their loan early thus avoiding paying interest charges to the Town. These payments were originally established to mirror the Town's loan payments for construction of the original sewer system. However, the Town is still paying the loans but not recouping any interest from these accounts. DPW previously suggested the Town should consider applying any early betterment payments to the Sewer Department's debt as a principal payment. This would hurt the Sewer Division's short-term finances, but provide a better outlook long-term by minimizing any non-recouped interest payments that is still being paid through the Town's loans.

4. Town Subsidy – 18%

The Town Subsidy typically covers the IMA payment to Westfield, but in past years the Town has also contributed additional funds to help balance the budget. Here is a summary of the Town Subsidy over the past few years.

	To Cover IMA Payment	Additional Contribution	Total Town Contribution
FY14	\$247,586	\$175,641	\$423,227
FY15	\$245,986	\$127,076	\$373,062
FY16	\$246,733	\$143,827	\$390,560
FY17	\$245,663	\$105,176	\$350,839
FY18	\$246,428	\$137,534	\$383,962
FY19	\$250,079	\$88,319	\$338,398
FY20	\$245,587	\$50,000	\$295,587
FY21	\$239,985	\$0.00	\$239,985
FY22	\$227,638	\$0.00	\$227,638

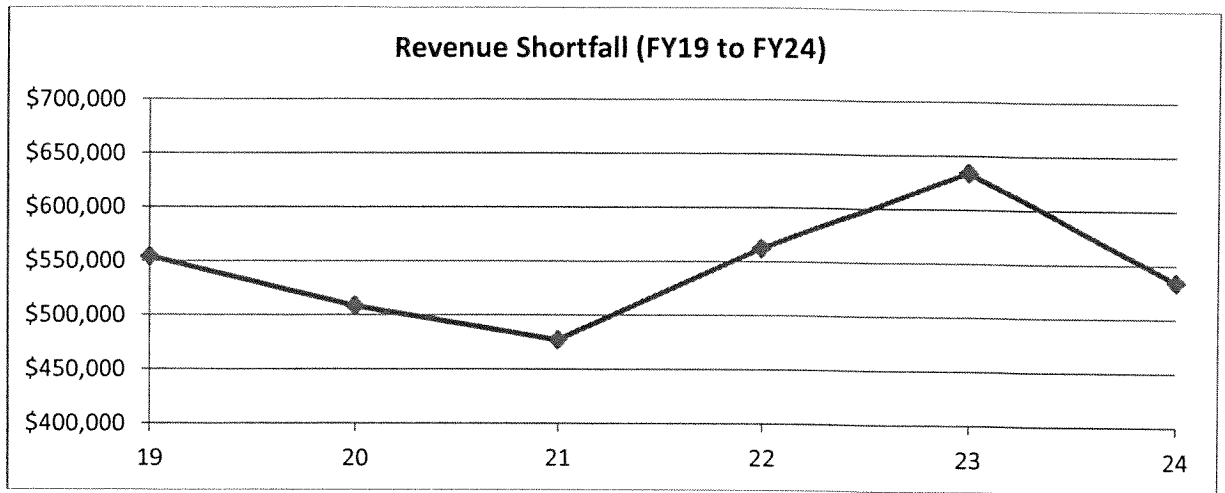
5. Unapportioned Sewer Revenue – 9%

Unapportioned Sewer Revenue varies from year to year, but typically ranges from \$100,000 to \$150,000. However, as homeowners continue to pay off betterments early, this number will eventually lower.

6. Other – 2%

Sewer expenses are expected to peak in FY23 primarily due to the increase in sewer flow payments to Westfield, then drop by 7% in FY24 after the last IMA loan payment is made. A significant portion of the savings from the last IMA payment are offset by the increase in flow fees to Westfield under IMA Amendment 4.

The following chart shows the actual and anticipated shortfall in funding between revenue collected from user fees and betterment payments vs. sewer expenses from FY19 to FY24.



In prior years, this difference was made up by transferring funds from Sewer Retained Earnings accounts and via the Town Subsidy. As noted earlier, the Sewer Retained Earnings account can no longer be counted on as a revenue source beyond FY23. Further, DPW understands that the Select Board prefers to discontinue the Sewer Subsidy after the last IMA payment is made in early FY24. Betterment payments and unapportioned sewer revenue are also major sources of funding, however the Town has no control over the amount of revenue coming in from those sources. That will leave user fees as the only funding source available to make up this difference, which in FY24 is expected to be approximately \$530,000.

DPW feels that a rate increase should be considered at this time to account for the revenue shortfall. DPW also requests that the Select Board consider increasing the Town Subsidy to help offset the impact to the sewer users.

The following table shows the anticipated annual increase in revenue based on various rate increases.

Rate Increase	New Rate (\$/1,000 Gallons)	Projected Annual Increase in Revenue
10%	\$10.20	\$45,000 to \$55,000
20%	\$11.10	\$90,000 to \$100,000
40%	\$12.95	\$185,000 to \$195,000
60%	\$14.80	\$280,000 to \$290,000
80%	\$16.65	\$370,000 to \$380,000
100%	\$18.50	\$465,000 to \$475,000
115%	\$19.90	\$535,000 to \$545,000

If the Sewer Commissioners wishes to completely eliminate any contributions from the Town's General Fund and solely rely on user fees to cover all expenses for the Sewer Division except the IMA payments that end in FY24, the sewer rates will need to be increased by 115% to the rate shown in the above table.

The main issue plaguing the finances of the Sewer Division is a lack of new users. As you are aware, several votes to help facilitate the Phase II expansion failed at recent Town Meetings. The Town is in need of adding several hundred to a thousand new customers. Once the system expands to this size, revenue collected from the new users would help offset the rate impacts to the current sewer users that are required at this time. The only significant new sewer users in the

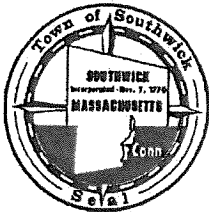
past 5 years include the School District and Lakewood Village apartments, however these customers will only marginally improved the Sewer Division's bottom line. Suffield in currently in discussions to expand their sewer system by a connection to the Town's, which would likely generate some revenue to the Sewer Division, but that is still in the planning and concept stage.

I would be happy to discuss this in more detail.

Sincerely,

A handwritten signature in black ink, appearing to read "Randal Brown". The signature is fluid and cursive, with the first name "Randal" being more prominent than the last name "Brown".

Randal Brown, P.E., NGICP  
DPW Director



COMMONWEALTH OF MASSACHUSETTS

## Town of Southwick

454 COLLEGE HIGHWAY SOUTHWICK, MA 01077

### Department of Public Works

Telephone (413) 569-6772 Fax (413) 569-5001

June 10, 2022

#### ATTACHMENT #3

To: Select Board

From: Randal Brown, P.E., DPW Director

Re: Road and Infrastructure Projects

Dear Select Board,

Thank you for your efforts to secure funding for roadway and infrastructure improvements. Here is a summary of available funding for the upcoming year:

\$700,000	2022 Annual Town Meeting Appropriation
\$374,709	FY23 Chapter 90 Apportionment
\$245,986	FY23 Winter Roads Assistance Program (WRAP) Apportionment
\$300,000	ARPA Funds
<b>\$1,620,695</b>	<b>Total Available</b>

In addition, DPW understands that the Select Board may consider additional ARPA funding which will increase the total to over \$2m.

As you know, there is no shortage of important projects to use these funds. Below is a list of high-need projects that have been identified in the Pavement Management Program (listed in alphabetical order per group) to address issues such as deteriorated roads, failing and undersized drainage, and other safety concerns.

#### Paving and Drainage Replacements

	<u>Estimated Cost</u>
1. Fred Jackson Road (paving and drainage)	\$1,600,000
2. <b>Fred Jackson Road (drainage only)</b>	<b>\$600,000</b>
3. Kimberly Drive	\$260,000
4. Matthews Road	\$460,000
5. Meadow Lane neighborhood	\$410,000
6. <b>Miller Road (to Gillette Avenue)</b>	<b>\$130,000</b>
7. Point Grove Road	\$630,000
8. <b>Robin Road</b>	<b>\$370,000</b>
9. Powder Mill Road	\$580,000
10. Rising Corner Road	\$160,000
11. Sam West Road	\$930,000
12. South Loomis Street (north section)	\$770,000

*Yvonne J. Fox*  
*[Signature]*

Surface Treatments

13. Crack Sealing - various roads	\$80,000
14. Microseal – Hummingbird Hollow, Mockingbird Lane, Pine Knoll, and Falcon Crest	\$180,000
15. Microseal – Hunters Ridge and Mallard Lane	\$130,000
16. Cape Seal - Partridge Lane	\$120,000
17. Microseal – Pearl Brook and Hidden Place	\$120,000

Sidewalk Replacements

18. Falmouth Road neighborhood	\$220,000
19. Gargon Terrace	\$360,000
20. Granville Road (Evergreen Terrace to Bugbee Road)	\$260,000

Small Drainage Replacements

21. Buckingham Drive near #33	\$80,000
22. Feeding Hills Road near #188	\$60,000
23. Hillside Road near #54	\$15,000
24. Klaus Anderson Road near #10	\$90,000
25. North Loomis Street @ George Loomis Street	\$15,000
26. Point Grove Road near State Line	\$20,000
27. Woodland Ridge Infiltration and Outfall	\$120,000

DPW proposes the locations in **bold** which estimates at a cost of \$1,890,000. This would leave a small contingency if the Select Board approves additional ARPA funding to bring total funds to about \$2m as noted above.

DPW is happy to discuss these projects in more detail. It is likely that the Board has other projects in mind as well which should be discussed and considered. Please note that many contractors have work lined up several months out, if not through the rest of the year. In addition, several of these projects require in-house designs if new drainage is being added. DPW will push to advance these projects as quickly as possible, but it is unlikely that paving won't begin until fall at the earliest (2023 is more likely).

Some projects that require extensive drainage repairs may need an in-house design completed first. Otherwise, DPW will be ready to send out bid advertisements for the selected projects shortly after Select Board approval. If there are funds left over after the bidding process, DPW will recommend additional work to utilize the remainder of funds.

The costs presented in this letter are estimated based on historical pricing of similar projects. Actual costs won't be known until bids are opened and construction is complete.

If you have any questions, please let me know.

Sincerely,



Randal Brown, P.E., NGICP  
DPW Director

*Please Print \*\*\***Legibly**\*\*\**  
*Sign in Below*

Sign in sheet