



COMMONWEALTH OF MASSACHUSETTS

Town of Southwick

454 COLLEGE HIGHWAY SOUTHWICK, MA 01077

Department of Public Works- Water Division

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

Water Commissioners Meeting Minutes Thursday, July 12, 2018

Members in Attendance: Edward Johnson, Chairman
Dave Meczywor

Others Present: Randy Brown, DPW Director
Christie Myette, Office Manager

Guests: N/A
Absent: Luther Hosmer

The meeting was recorded.

The meeting of the Water Commissioners was called to order at 6:00pm in Conference Room 2.

Review of the June 7, 2018 Minutes

A MOTION was made by Dave Meczywor to accept June 7th, 2018 minutes as written. This was seconded by Edward Johnson. Motion passed.

The Commitment for June was signed by The Commissioners.

There were several Elderly Rate Applications submitted and approved.

DPW DIRECTORS REPORT:

1. Tighe & Bond is continuing the design efforts for the College Highway Water Main & Pump Station improvement project. It looks like the project will be bid out next winter then construction should start next year.
2. Water bills were issued in late May due June 20th. The non-payment shutoff process will be starting in August.
3. Randy attended a meeting with Mass Water Works Association regarding the update to the Water Management Act. The Water Suppliers in the Westfield River Basin are now scheduled to have our permit updated in 2019.
4. Well #2 was repaired with a new motor drive. The Well was out of service for about 2 weeks in the middle of June. The cost was about \$22,000.00.

5. The water flows in the Westfield River have dropped to a level which requires the Water Department to implement a mandatory water use restriction per the Water Management Act Permit through MassDEP. The restriction will go into effect as of tomorrow (July 13th). A handout was provided to the Commissioners.

A work order summary was presented to Commissioners.

APPOINTMENT

NONE

OLD BUSINESS

COLLEGE HIGHWAY WATER MAIN & PUMP STATION

This was discussed under the DPW Directors Report.

NEW BUSINESS

METER READING FEE- FALL BILLING & FALL METER READING SCHEDULE

A timeline for the next few months was provided to the Water Commissioners for the fall meter reading schedule. We also will be sending out a postcard to those residents who have yet to upgrade their water meter. There are about 90 addresses left who unless they make an appointment for the meter upgrade by a certain date they will be subject to another manual reading fee. During the last billing cycle the manual read fee was \$50.00. The Commissioners discussed raising the fee on the upcoming fall billing.

*A **MOTION** was made by Dave Meczywor to raise the manual meter reading fee to \$100.00 for the fall billing cycle. This was seconded by Edward Johnson and the motion passed.*

WATER DEPARTMENT ASSESSMENT

A handout was provided to the Commissioners from the Town Accountant which outlines the fees that the Town assesses the Water Department. The Commissioners reviewed this and the Water Commissioners Chairman was looking into meeting with the Select board Chairman to discuss this assessment more in depth.

*Dave Meczywor made a **MOTION TO ADJOURN** this was seconded by Edward Johnson the meeting was adjourned at 6:18 pm.*

Respectfully Submitted By,

Christie Myette
DPW Office Manager

Ed Johnson, Chairman

Luther Hosmer

David Meczywor