



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, March 21, 2019

Members in Attendance: Edward Johnson, Chairman  
Dave Meczywor

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

Guests: Luther Hosmer  
Absent: N/A

The meeting was recorded.

The meeting of the Water Commissioners was called to order at 6:15pm in Conference Room 2.

Review of the January 17, 2019 Minutes

*A MOTION was made by Dave Meczywor to accept the January 17, 2019 minutes as written.  
This was seconded by Edward Johnson. Motion Passed.*

The Commitments for January & February were signed by The Commissioners.

The Elderly Rate Applications submitted were approved and signed.

#### **DPW DIRECTORS REPORT:**

1. Bids for the College Highway Water Main & Pump Station improvements project were opened 3/7. A bid summary was provided to the Board.
2. Mass DEP conducted a Sanitary Survey of the drinking water system on 12/20. This inspection is performed every 3 years. The report required 1) posting of emergency contact numbers at the well, 2) install smooth-nosed fittings on all sampling taps, and 3) add a new sampling location at the well house that is post-treatment. This work was completed and reported back o DEP.
3. Christie and Keven are developing the Annual Statistical Report & Consumer Confidence Reports. These will be published when ready.
4. MassDEP updated the Town's Coliform Sampling Plan, which added several new testing locations.

5. There were water breaks at the following locations and dates: 2/4: 123 Pontoosic Road; 2/6: 48 North Longyard Road and 2/7: 707 College Highway.
6. Christie is working with MUNIS to upgrade to their UBCIS software package. The cut-over to the new program should be in early April.
7. A Special Town Meeting was held on March 19<sup>th</sup> to review the two votes to appropriate \$1.7 million in funds for the North Pond property. Both articles passed, which means the land will be transferred to the Town and the Water Department will secure an easement.
8. The Barnes Aquifer Protection Committee is holding off making any changes to their structure at this time. There were discussions about bringing in Southwick and West Springfield into the fold and modifying their focus. In place of this, there is an opportunity to move forward with a study on the dynamics of the Barnes-Great Brook Aquifers which may help the Town's Water Management Act permit renewal.
9. Randy is working with Springfield Water & Sewer to develop a new Water Supply Agreement. The Current agreement expires on June 30, 2019.
10. The Water Department is working with the Fire Department to evaluate a hydrant marking system which will provide a visual determination of the anticipated fire flows for each hydrant.

**A work order summary was presented to Commissioners.**

**APPOINTMENTS**

NONE

**OLD BUSINESS**

**FY20 BUDGET**

Randy met with the Finance Committee and Select Board to discuss the Water Department Budget. The process went well the only item outstanding is the assessment paid to the Town. Edward Johnson will be reaching out to Joe Deedy to check the status on this. At the meeting Ed had with Joe Deedy it was discussed that the assessment was looking to be increased for this coming fiscal year. Ed expressed that the Board is not in favor of that and Joe agreed.

**NORTH POND PROPERTY**

This was discussed in the Director's Report.

**NEW BUSINESS**

**COLLEGE HWY WATER SYSTEM IMPROVEMENTS BID**

Bids were opened for this project a few weeks ago there were 3 bidders. Ludlow Construction was the low bidder. A summary was provided to the Board which outlines the base bids plus alternates 1 & 2. The base bid includes the Water Main with in Southwick and the Pump Station on Jarry Drive. Alternate 1 is for the work in Westfield which is a little less than a mile of pipeline and alternate 2 is the final paving of College Highway. Randy recommends awarding the base bid to Ludlow Construction. This will be within the budget of \$5 million plus our

contracts with Tighe & Bond for the design and construction. At this point we are not going to borrow anymore money or raise rates any higher to cover alternate 1 or 2.

*A **MOTION** was made by Dave Meczywor to award the College Highway Water System Improvement bid to Ludlow Construction for their base bid. This was seconded by Edward Johnson and the motion passed.*

#### MANUAL METER READ FEES

We are down to the final 34 old meters in our system. In the past we have assessed a manual meter reading fee of \$100 dollars to those properties who have yet to upgrade their meter. The Commissioners would like to keep the manual meter read fee at \$100 for this billing then revisit this at a later date.

*A **MOTION** was made by Dave Meczywor to keep the Manual Meter Read Fee at \$100.00 for this billing. This was seconded by Edward Johnson and the motion passed.*

*Edward Johnson made a **MOTION TO ADJOURN** this was seconded by Dave Meczywor the meeting was adjourned at 6:37 pm.*

Respectfully Submitted By,

Christie Myette  
DPW Office Manager

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Ed Johnson, Chairman

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David Meczywor

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Luther Hosmer