



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, June 6, 2019

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 May 2, 2019 Minutes

A MOTION was made by Dave Meczywor to accept the March 21, 2019 minutes with a change at the top of page two where it says "sewer line" to be replaced with "water line". This was seconded by Edward Johnson. Motion Passed.

The Commitment for May was signed by The Commissioners.

The Elderly Rate Applications submitted were approved and signed. One was denied due to the property being a two family home which is not applicable for the Elderly Rate.

DPW DIRECTORS REPORT:

1. DPW anticipates Ludlow Construction will begin construction of the water main and pump station project later June/ early July.
2. Christie is working with MUNIS to finalize the upgrade to their UBCIS software package.
3. The survey of the North Pond Property showing the new water main easement and well location has been finalized. The goal is to complete the survey and sale of the property by June 30th.
4. Randy will meet with Springfield Water & Sewer on June 11th for an update on SWSC's upcoming capital plan.

5. The Water Department is working with the Fire Dept. to evaluate a hydrant marking system which will provide a visual determination of the anticipated fire flows for each hydrant.
6. Emil Pustea continues to perform backflow inspections as needed.
7. Christie and Randy met with Michelle Hill and a representative from Global Direct, the new billing system provider, and discussed a new layout to Water/Sewer Bills. Example was provided to the Water Commissioners prepared by Christie.
8. Mass DEP sent a letter regarding the high HAA5 sample results taken at the College Highway Pump Station in February. The Water Department is being asked to complete an Operational Evaluation Reporting Form with assistance from SWSC. The water was taken directly from SWSC's system before being mingled with Southwick water. The Water Department has not received a response from Mass DEP.
9. Water bill demands were due on 6/5. The Water Department and Collector's Office will start the shutoff process in late June/early July.

A work order summary was presented to Commissioners.

APPOINTMENTS

6:15pm- 6:30pm: Heather Cabral- 42 South View Drive

The Water Commissioners were running ahead of schedule and were unsure if Ms. Cabral would be attending the meeting so we took the next appointment first.

6:30pm- 6:45pm: John Coccia- 1 Cody Lane

Mr. Coccia was unable to attend the meeting due to a prior engagement that required his attention. He asked that his abatement be presented to the board for consideration.

Mr. Coccia was out of town for the Thanksgiving break and a backflow prevention device failed on his sprinkler system. This caused a loss of 30,140 gallons of water into his basement in two days. The backflow preventer was repaired on 12/3/2019 and a copy of the invoice was provided with his abatement application. His requested abatement amount is \$150.70 which is the cost of the lost water.

A MOTION was made by Dave Meczywor to approve an abatement in the amount of \$75.00. This was seconded by Edward Johnson. Motion Passed.

6:15pm- 6:30pm: Heather Cabral- 42 South View Drive

Ms. Cabral did not attend the meeting but her abatement was presented to the board.

Ms. Cabral is a new resident within the last year and a half and since her first bill she has been charged a minimum billing while using much less water than she was billed for. She has gone away for the weekend and came back and realized that her toilet had been running. An attempt was made to repair the toilet but it continued to leak off and on. Since then her toilet has been replaced. Her requested water abatement is in the amount of \$85.98 which is the amount that this bill is over her usual bill.

A MOTION was made by Dave Meczywor to approve an abatement in the amount of \$43.00 off of her water portion of the bill. The abatement will be forwarded to the Sewer Commissioners for the Sewer portion of the abatement. This was seconded by Edward Johnson. Motion Passed.

OLD BUSINESS

NONE

NEW BUSINESS

METER READING FEE

The Water Commissioner were provided a list of the final 30 remaining properties to have their meters upgraded. There have been several letters and postcards sent to these property owners. For the last 2 billing cycles we have been charging a meter reading fee of \$100.00. The Water Commissioners discussed raising the fee by \$50.00 and send these property owners a letter notifying them that they have 30 days to make an appointment or be charged the fee.

*A **MOTION** was made by Dave Meczywor to raise the meter reading fee to \$150.00 for all meters that have not been upgraded. This was seconded by Edward Johnson and the motion passed.*

BOARD REORGNIZATION

The Board of Water Commissioners decided to not reorganize the Board.

WATER METER CHARGE- BRAYTON DRIVE

At the last meeting we adjusted the meter rental charges. We adjusted the rental charge to \$4.00 for ¾" meters. We have 12, 14 & 16 Brayton Drive share a meter we have been billing them each \$1.00 to evenly split the meter charge. The Water Commissioners decided to split the \$4.00 meter charge as evenly as possible between the properties.

*A **MOTION** was made by Edward Johnson to change the water meter charges for 12, 14 & 16 Brayton Drive to \$1.33 per property. This was seconded by Dave Meczywor and the motion passed.*

*Dave Meczywor made a **MOTION TO ADJOURN** this was seconded by Edward Johnson the meeting was adjourned at 6:26 pm.*

Respectfully Submitted By,

Christie Myette
DPW Office Manager

Ed Johnson, Chairman

Luther Hosmer

David Meczywor