



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, February 20, 2020

Members in Attendance: Dave Meczywor, Acting Chairman
Luther Hosmer

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

Guests: N/A

Absent: Edward Johnson

The meeting was recorded.

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

Review of the November 13, 2019 Minutes

A MOTION was made by Luther Hosmer to accept the January 16th, 2020 minutes. This was seconded by Dave Meczywor. Motion Passed.

The commitment for January was signed by the Commissioners.

The Elderly Rate Applications submitted were approved and signed.

DPW DIRECTORS REPORT:

1. Ludlow Construction continues construction of the pump station. The pipeline along College Highway has been completely installed and construction of the pump station is about 95% complete. Paving of Jarry Drive is scheduled for the spring.
2. This year, the Water Department is due to perform Town-wide leak testing and inspections of the water tanks.
3. SL-Serco provided a 2-Day on-site training to Christie, Randy, Keven, Chris, Keith & Jason on the new AMI water meter system.

A work order summary was presented to Commissioners.

OLD BUSINESS

FY2021 BUDGET

The Water Departments meeting with Finance Committee is scheduled for February 22nd at 10:15am to discuss the FY21 Budget. At the last meeting the budget was discussed in depth and was approved but there was no formal vote was taken.

*A **MOTION** was made by Luther Hosmer to approve the proposed FY2021 Budget. This was seconded by Dave Meczywor. Motion Passed.*

NEW BUSINESS

METER READING FEE- OLD METERS

The Board discussed if they would like to raise the manual meter reading fee which has been applied to each bill for those who have yet to upgrade their meters. The board decided to keep the fee at \$150.00 for this billing. Christie will send another letter out to inform those homeowners of this fee as we have done in the past.

WATER MAIN & PUMP STATION PROJECT CHANGE ORDER

There are a few items that need to be added to the pump station for it to be complete. One of those is the Chlorine Analyzer which will monitor the chlorine residual in the water that come from Springfield Water. The next item is the backflow preventer which was overlooked in the design process. This is a necessary item which protects our system as well as Springfield's. Item three is a vent pipe that needed to be added for one of the meter vaults due to changes in site conditions. Last item is a quantity adjustment. This resulted in a reduction of the total contract amount.

*A **MOTION** was made by Luther Hosmer to accept Change Order #2 for the Water Main & Pump Station Project. This was seconded by Dave Meczywor. Motion passed.*

*Luther Hosmer made a **MOTION TO ADJOURN** this was seconded by Dave Meczywor the meeting was adjourned at 6:11 pm.*

Respectfully Submitted By,

Christie Myette
DPW Office Manager

Ed Johnson, Chairman

David Meczywor

Commissioner, Ed Johnson listened to the audio recording of the meeting and reviewed the minutes in order to approve this set of minutes due the passing of Commissioners Hosmer.