



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

#### Southwick Town Hall- Land Use Hearing Room – Hybrid Meeting

Thursday February 3<sup>rd</sup>, 2022 at 6:00 pm

Members in Attendance: Edward Johnson, Chairman- In Person  
Dave Meczywor, Commissioner- Remote  
John Cain, Commissioner- In Person

Others Present: Randy Brown, DPW Director- In Person  
Keven Soper, Water Foreman- In Person  
Christie Myette, DPW Office Manager- In Person

Absent: None

Others Present: Diane Gale, Resident- Remote  
Andrew, Unknown- Remote

The meeting was recorded.

The meeting of the Board of Water Commissioners was called to order at 6:00pm.

Public Comments: NONE

Review of the December 9, 2021 & January 6, 2022 Water Commissioners Meeting Minutes.  
*A MOTION was made by Dave Meczywor to accept the December 9, 2021 & January 6, 2022 Water Commissioners Meeting Minutes. This was seconded by John Cain. MOTION PASSED*

#### Roll Call Vote:

Edward Johnson: Yes

Dave Meczywor: Yes

John Cain: Yes

The Commitment was signed for January.

Two Elderly Rate Applications were presented to the Water Commissioners. The applicants meet all the necessary requirements.

### DIRECTOR'S REPORT

1. Keven Soper will transition to the DPW Supervisor's position on 2/7. Per the Union Contract, the Water Foreman position will be posted internally for 14 days. If no internal candidate is hired, the position will be advertised.

2. The contracts for the transmission main improvements project to upgrade the SWSC transmission main were signed. A pre-construction meeting with Morais Concrete Service will be scheduled soon. Work is expected to start in spring and be completed by June 1<sup>st</sup>.
3. On 1/5, MassDEP submitted a letter indicating that the 4<sup>th</sup> Quarter haloacetic acids (HAA5) samples at the Jarry Drive Pump Station resulted in Operational Evaluation Level (OEL) of 63 micrograms/liter which exceeds maximum of 60 micrograms/liter. An *Operational Evaluation Reporting Form* was prepared and sent to MassDEP on 1/26 indicating the source of the exceedance originated from Springfield Water & Sewer's system.
4. Randy attended a meeting with Springfield Water & Sewer officials on 1/31 regarding a discussion on their long-term capital improvements. SWSC in planning a full-scale water treatment plant upgrade which is expected to be completed in about 6 years. As a result, the rate that Southwick pays to SWSC is expected to increase about 50% over the next 5 years.
5. MassDEP finalized and sent the Sanitary Survey on 1/31 which is completed every 3 years. This report will require responses to several items and will be discussed in more detail during New Business.
6. MassDEP and Department of Conservation and Recreation (DCR) initiated the Water Needs Forecast which is required for the Town's Water Withdrawal Permit renewal.
7. The owner of 55 Sam West Road has not yet performed the remedies necessary to re-establish the water service which included 1) replace the water service from the curb stop, 2) remove the pipe where the meter should be located and provide a proper setup for a new meter, 3) install a backflow device on the threaded hose bib, and 4) pay for a new meter. After these items are complete, the new meter will be installed by the Water Department.
8. Emil Pustea of Sigma Water Systems continues to perform inspections at backflow devices.
9. Randy developed the Water Department blurb for the 2021 Annual Town Report which is attached on the following page.

Work Order Summary Provided to Commissioners.

## **OLD BUSINESS**

### **OML TRAINING**

This was just a reminder to make sure that each board member completes the mandatory Open Meeting Law Training. There are to contact the Town Clerk if they have not.

### **2023 BUDGET**

The proposed FY2023 Budget was provided to the Water Commissioners. There are three columns that are requested by the Finance Committee that are to be completed. One is a 5% decrease next is a level funded and the last is requested amount by department. There are not many changes that we requested this year versus last. The only change is to the line item for Springfield Water for the purchased water to \$55,000.00 to account for the increase in the cost. For capital request we have leak detection survey which is completed every 3 years. The next page is the new request which we are asking for money for a consultant for the Water Management Act Permit Renewal which we estimate at \$15,000.00. Overall there was not much of a change this year to the last. We have been working with the Town auditor as they were

concerned about our retained earnings but we have a rate increase that will be in the next bill which should put us in a better position. We will continue to monitor over the next few months.

#### WATER MORATORIUM

Nothing to report on this until the transmission main with Springfield Water is complete.

#### FIRE LINE CONNECTION FEES

At our last meeting Commissioner John Cain brought this up that we should look into what other Cities and Towns charge for fire line connections. Christie pulled together some information about what other local Water Departments charge for this service. They all seem to be over the map looking over the charges it looks as if some will complete the installations in house others have an initial or an annual fee for this connection. Randy will take a look at the policies and come up with a proposal and present it at a future meeting.

#### NEW BUSINESS

##### SANITARY SURVEY

A copy of the Sanitary Survey from Mass DEP was provided to the Board. There were a few minor action items. The first item is they are looking for a formal Asset Management Plan which estimates the life and the replacement costs of all assets of infrastructure. We have this but no all in one document we will continue to work on it. The second item is to update our Capital Improvement Plan the current plan is about 5 years old. The third item was for emergency contact numbers to be posted in the water tank building this was already completed. The fourth item was about staffing requirements on weekends to operator our system you need to have a 2D & 1T which Keven has but the other two do not have full treatment licenses and one has a 1D in training. The OIT or Operator in Training Licenses are not be a problem to get upgraded to a full license. DEP has requested logs for weekend pump readings from 2021 and how to address this going forward. We have a plan in place until full licenses can be obtained to be in compliance with DEP regulations. The fifth item was in regards to the Water Management Act they will address in separate correspondence due to our large amount of consumption in 2020 which was due to Covid-19 which caused our residential gallons per capita day to be 90 gallons and DEP would like it to be 65 gallons or less. The last item was for safety measures to be put on the well motor shaft on Well #2 which will be addressed. Overall this was a good survey no major issues.

*Dave Meczywor made a **MOTION TO ADJOURN** this was seconded by John Cain the meeting was adjourned at 6:35 pm.*

##### Roll Call Vote:

Edward Johnson: Yes

Dave Meczywor: Yes

John Cain: Yes

**MOTION PASSED**

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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John Cain