



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 Wednesday, January 24, 2018

Members in Attendance: Edward Johnson, Chairman  
Dave Meczywor  
Luther Hosmer

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

Guests: Thomas & Loreen Allen, 192 South Longyard Road

The meeting was recorded.

Sign in attendance sheet was provided for guests.

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

Review of the December 7<sup>th</sup> 2017 Minutes

*A MOTION was made by Dave Meczywor to accept December 7<sup>th</sup> 2017 minutes. This was seconded by Luther Hosmer. Motion passed.*

The Commitment for November was signed by The Commissioners.

Three Elderly Rate Applications were approved for the following addresses: 244 Sheep Pasture Road, 9 Echo Road and 207 Berkshire Ave.

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

1. Our contract with ENW has been completed. We have about 200 customers that still need to be upgraded but our staff will be taking care of those. We had about 25 to 30 people make appointments after the \$25.00 charge was added to the last bill.
2. Tighe and Bond are continuing their design efforts for the College Highway Water Main and Pump Station improvement project. The borings and survey work has been completed.
3. Rural Development performed a preliminary review of the Application for the college highway water and pump station improvement project and stated that the town may not be eligible for grant funds, unlike previous projects. Rural Development modified their formula to

determine grant eligibility and now consider our water rates, which are too low to qualify. We will still be able to apply for a loan just not a grant.

4. DPW met with Springfield Water & Sewer Commission (SWSC) officials to discuss the planned work to the transmission main on College Highway. SWSC has no issues with the planned work; however did note that they are evaluating modifying their treatment process which may result in raw, untreated water being delivered to Southwick as opposed to the current treated water. This may require the Town to provide treatment at College Highway and North Longyard Road. There will be future follow-up meeting(s) with SWSC and MassDEP regarding this issue.

5. On January 10<sup>th</sup>, there was a water main break on College Highway in front of Ray's Farm Stand. Crestview Construction was contracted to assist DPW crews repair the leak. Water service was shut off for residents on College Highway north Tannery Road for about 2 hours.

6. FY19 Budget Reports were sent to the Town Accountant. The Water Department budget will be review with the Water Commissioners during this meeting.

7. In December, DPW submitted a Gap Grant Application for energy-efficient upgrades for the water pump stations. MassDEP is currently reviewing the application.

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

**APPOINTMENT**

**6:15pm to 6:30pm-Thomas & Loreen Allen- 192 South Longyard Road**

Mr. & Mrs. Allen came to the Water Commissioners Meeting to discuss their water bill. This billing was the first bill that included usage from the upgraded water meter. Mr. & Mrs. Allen said that their bill went up over \$200.00 and they believe the new meter was incorrect or is not actually the meter installed at their home. Randy Brown explained to the Allen's that the new meters are more accurate and that they have not had a new meter at their property since prior to 1994. A report of consumption was broken down by monthly, weekly and selected days were given to the Allen's. The Allen's requested for their meter to be tested and they were advised to contact the Water Department during normal business hours to schedule the appointment.

**6:30pm to 6:45pm- Diane Mason-Arnold- 504 College Highway**

There was a major leak in the toilet at this location. Going by our reports and information given by the building owner; a majority of the leak was repaired in May but the toilet was still leaking. In the first week of August the toilet was completely replaced and since then the usage has dropped back to normal consumption for this location. This property is a small business and is open Monday thru Friday and the only water usage is for a bathroom and light dishes. The estimated water lost was about 57,000 gallons via this leak.

*A MOTION was made by Dave Meczywor to abate 10% of the water portion of the bill which is \$28.44\*. This was seconded by Luther Hosmer. Motion passed.*

*\*CORRECTION: This figure was incorrectly given as \$27.08. 10% of the water portion of the bill is actually \$28.44*

**OLD BUSINESS**

**NONE**

**NEW BUSINESS**

**FY2019 BUDGET REVIEW**

The Water Commissioners reviewed the budget provided by Randy Brown. The proposed changes are as follows:

- Cross Connection Inspector Salary: Moving this into operations as we have a company contracted for this work.
- Advertisements: Raising from \$750.00 to \$1,000.00
- Uniforms: Raising from \$2,800.00 to \$3,100.00
- Surface Material: Decreasing from \$15,000.00 to \$8,000.00
- Water Equipment Surge Protection: Decrease from \$8,000.00 to \$0.00
- Backflow Inspections: As discussed in the Cross Connection Inspector Salary.\$5,000.00
- Water Meter AMI System: Creating line item for \$25,000.00
- Leak Detection: Keeping the same \$10,000.00
- Hydrant Replacements: Keeping the same \$20,000.00
- Well #1 Chlorination: Create line item for \$30,000.00
- SCADA Upgrades: Create line Item for \$20,000.00
- Security: Create line item for \$10,000.00

The Commissioners discussed the administrative expense to the Town. Last year it went up from \$77,890.00 to \$95,000. The Select Board did not give a concrete answer as to why this was going up from FY17 to FY18. Randy Brown suggested that a meeting be held with the Select Board before the budget hearing to discuss to identify what the cost will be for FY19. The Water Department meeting with the Finance Committee is scheduled for February 24<sup>th</sup> at 9:55am.

**UPCOMING MEETING SCHEDULE**

The next meeting will be held February 15, 2018.

*Dave Meczywor made a **MOTION TO ADJOURN** this was seconded by Luther Hosmer the meeting was adjourned at 7:00 pm.*

Respectfully Submitted By,

Christie Myette  
DPW Office Manager

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Ed Johnson, Chairman

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Luther Hosmer

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David Meczywor