

Board of Water and Sewer Commissioner's Meeting February 1, 2023.

Agenda items may be taken out of order.

Present: Scott Zajkowski, Thomas Fournier, Jay Spahl and George Patrinos

Absent: Bill Conley and Bob Sullivan

In attendance: Tom Andre, Chairman Webster Water Sewer Commission.

Scott opened the meeting at 6:30 pm with the Pledge of Allegiance

Accept the minutes of minutes of the January 4, 2023, meeting, Tom made a motion to accept the meeting minutes, Jay seconded the motion, no further discussion, a vote was taken, all in favor passed unanimously (3)

Tighe and Bond Change Order – Barbato: Received an email from Tighe and Bond regarding the leak at the Vessel. It was discovered that it was a ball valve that was leaking on the vessel, and it is best to get it repaired asap. Jay stated he would like to see the ball valve one replaced to see why it was leaking, where the split was. A discussion occurred as to how to proceed. Tighe and Bond's recommendation is to proceed with change order and replace the ball valve and then work out the warranty and payments. Jay stated that the bottom line is it needs to be replaced/repared right away.

Jay made a motion to approve the Barbato change order for \$2422.00 to replace ball valve, Tom seconded the motion, no further discussion, a vote was taken, all in favor passes unanimously.

Tighe and Bond Spring Meeting Warrant Articles: An email was received from Tighe and Bond with two articles for the Spring Town Meeting. First is the Lead and Copper Service Line Inventory for \$200,000, SRF funded and the second is for the Sewer Asset Management plan for \$185,000. A discussion occurred as to getting the correct wording for the warrant articles.

Rate Increase Public Hearing for March 1, 2023: There will be a Public Hearing for a rate increase to be held on March 1, 2023, will be advertised in local paper and posted on necessary sites.

Meter Fee Increase: A recommendation was made to increase the cost of Meter fee from \$400 to \$650 due to increase in cost of meters from supplier.

Tom made a motion to raise the meter fee from \$400 to \$650, Jay seconded, no further discussion, a vote was taken, all in favor, passed unanimously.

FY 2024 Budget: A draft budget was presented and reviewed. They would like a refined budget for the March meeting. Discussion about indirect costs and the formulas and how calculated. Would like to see spreadsheet and formulas. Consensus of the board is to send a letter to the Board of Selectmen and copy the Treasurer that Indirect Costs will not be completed until information received from Treasurer on how to compile the information and an agreement met between the Treasurer and Water Sewer on Indirect Costs.

Credit Card: It is still being worked on.

Webster True Up: A joint meeting was held on 1/27/2023 with Webster Water Sewer Commission. Items were reviewed and there were a few disagreements regarding flows. The Webster Superintendent will review the flows and get back with information. There was talk about what is considered replacement capital and what is new capital. Capital cost is based on the 17% that we own. Replacement costs are based on 21-22% of actual flows. There are some strategies for dealing with that. Mr. Earl Gabor from Webster, suggested setting up a sub-committee for review of true-up and reviewing and revising the IMA, by doing this it will help to clean up and concerns. Tom stated that he has been here a very long time and the IMA should have been revised sooner. Scott stated that having a yearly true-up will be beneficial. Tom Andre, Chairman of the Webster Water Sewer Commission stated that Matt Abrahams sent out an email with some information about the different percentages of ownership and costs. Tom also stated that flows and capital costs are the two main issues and need to be addressed and he is committed to twice a year meetings to work on the true-up. Scott agreed to that as well.

Job Descriptions Sewer Laborer: George stated that he would like to post this position in March due to many personnel issues the position needs to get filled. Scott stated to move forward with the posting and consensus of the board was the same.

Budget/Revenue Review: The board had copies of the budget to review.

Indirect Costs, Bills and Town Treasurer/Collector: Scott stated the Treasurer is trying to control the billing cycle, so a large bill (Sewer/Water or Real Estate) goes out every 45 days. He understands what he is trying to do but that does not work with the reading dates required by DEP. George stated that this does not work for the department. The consensus of the board was to bill on our cycle, not the Treasurers.

Annual Report: The report was presented for review.

Superintendent Report: The Superintendent Report was presented to the Board for review, George made mention of the Sanitary Sewer Overflow event that occurred on West Main Street, and they are looking into the cause of the problem.

Public/Board Comments: none

Tom made a motion to convene into Executive Session under MGL Chapter 30A, Section 21 specifically reason three; to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on bargaining or litigation position of the public body and the chair so declares, and the board will not reconvene into public session, Jay seconded the motion, a roll call vote was taken, Tom, aye, Jay, aye, and Scott, aye. Passed unanimously, at 7:45pm.

**Documents physically identified, discussed, considered, or voted on by the Board: **

Posted agenda for February 1, 2023, meeting at 6:30pm Room 315

Minutes from January 4, 2023

Email from Tighe and Bond for Barbato change order.

Email from Tighe and Bond regarding two warrant articles for Spring Town Meeting

FY 2024 Draft Budget

Sewer Laborer Job Description

Budget and Revenue information
Annual Report
Superintendent Report

Respectfully Submitted,
Jennifer Cournoyer, Administrative Assistant