

Board of Water and Sewer Commissioner's Meeting October 4, 2023

Agenda items may be taken out of order.

Present: Scott Zajkowski, Robert Sullivan, Tom Fournier, Jay Spahl, Justin Dolan, Brian Dorval, and George Patrinos.

Scott opened the meeting at 6:30 pm with the Pledge of Allegiance and a call to order, the meeting is being recorded.

Accept the Minutes from September 6, 2023:

Tom made a motion to accept the minutes from September 6, 2023, Jay seconded the motion, a vote was taken, passed 4-0.

Accept the Minutes from August 16, 2023:

Jay made a motion to accept the minutes from August 16, 2023, Bob seconded the motion, a vote was taken, passed 3-0-2(abstained).

Accept the Minutes from September 14, 2023, joint meeting with Webster:

Tom made a motion to accept the minutes of the September 14, 2023, joint meeting with Webster, Bob seconded the motion, a vote was taken, 3-0-2.

7 Lyons Rd – Mary Lopez – Billing Complaint: No one came to the meeting.

7 Kennedy Dr – Milton Tootel - Billing Complaint: No one came to the meeting.

9 Fifth Ave – Scott Leblanc – water complaint: No one came to the meeting.

Tighe and Bond – Dudley Water Asset Management, Potash Brook Interceptor, and Summary and follow up of all ongoing projects: An email was received from Tighe and Bond with the Potash Brook Interceptor Design and Bidding Summary. The email was reviewed, and it was also mentioned that they have permission to begin work on West Main Street starting on Sunday October 15th from 9pm-5am through October 20th. Tom asked if they would be able to finish the work, George stated that yes, they should be able to finish. A discussion occurred regarding the Potash Brook amendment email from Tighe and Bond.

Justin made a motion to accept the Tighe and Bond amendment #1 dated 10/2/23, Tom seconded the motion, a vote was taken, all in favor, passed unanimously.

Brian mentioned that we have asked for an extension of the Water Asset Management Plan due to our being short-staffed. When Luke comes back to work, he will be focusing on this.

Possible Sewer infrastructure fee: Tom asked for this to be placed on the agenda to discuss adding a sewer infrastructure fee of increase connection fees due to the increasing of costs. A discussion occurred, and the consensus of the board is that this is a good idea. George asked the board to give him

a little bit of time to come up with some cost information for the next meeting. Tabled until next month.

Discussion regarding interaction and information sharing with other Board and Entities: Scott wanted to come up with a policy for communication between boards and departments. They are spending too much time going to meetings and giving the same information over and over. Perhaps we should invite the boards to our meetings, an example is when we get the results for Pot Ash Brook that we invite Capital Improvement and FAA to come the meeting that the Engineers are attending to explain what is needed and if they have questions they can ask. A discussion occurred. Scott also stated that he met with the Town Administrator last week and then spoke to the Water Sewer Department Administrative Assistant that the new Highway Superintendent wants to see permits and documentation regarding road openings, such as when they come in for a water sewer permit refer them to Highway Department for Road Opening Permit and this will be implemented into the on-line permitting system.

Exception Meters: George states that they have been finding a lot of exception meters not being used or able to be used and not reading. If they want to upgrade, it will cost them \$650.00 for a new meter. A discussion occurred that all of the exception meters are old and out of date, Tom stated that there should be a grace period of 1 year to comply.

Parts Pricing: A discussion occurred about the pricing of parts and that we are giving to the Plumbers and homeowners. We are giving out parts and not getting payment for the parts. Will work on a price list with cost increase plus a percentage. A discussion occurred; Tom wanted it noted the homeowner needs to be notified about the charge.

Webster True-up: A joint meeting was held on 9/14/23 with Webster. The true-up was accepted and a warrant article was placed on the Town Meeting for funding of the \$160,000.00 for payback of \$10,000 a month starting in November for 16 months in monthly installments. A discussion occurred about they only need \$80,000 from retained earnings and then budget for the FY2025 year. It was decided that they will amend the article on the floor of the Town Meeting. The next meeting will be held on October 26, 2023, to begin true-up for FY2023.

Indirect Costs: Scott had a discussion regarding indirect costs and how we can do this most effectively. It was recommended that we come up with a mutually agreed independent consultant to review and then could discuss from there. Tom stated that he thinks we should all be there, and it should be televised so the public can be aware. A discussion occurred that there are many questions that need to be answered before entering into the agreement to find a consultant, such as payment and results, need a pre-arranged agreement prior to beginning.

Budget/Revenue Review: Current budget and revenue presented for review.

Superintendent Report: George presented the report, reviewed. George discussed how there is a shortage of vehicles for the personnel currently between the two departments.

Justin made a motion to accept the Superintendent's Report, Tom seconded the motion, a vote was taken, all in favor, passed unanimously.

Public/Board Comments: Scott stated that he took a walk through the new Treatment Plant, and it is looking good.

Tom made a motion to adjourn the meeting, Justin seconded, no further discussion, a vote was taken, all in favor, passed unanimously. The meeting adjourned at 7:44 pm.

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

Posted revised agenda for October 4, 2023, meeting at 6:30pm Room 321

Minutes from 9/6/23, 8/16/23, and 9/14/2023 joint meeting w/Webster

Emails from Tighe and Bond re: Dudley Water Asset Management Plan, Potash Brook

Interceptor Design and Bidding and summary of all projects.

Budget and Revenues

Superintendent Report

Respectfully Submitted,

Jennifer Cournoyer, Administrative Assistant