

Board of Water and Sewer Commissioner's Meeting February 7, 2024.

Agenda items may be taken out of order.

Present: Scott Zajkowski, Robert Sullivan, Jay Spahl, Justin Dolan, 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 January 3, 2024, meeting:

Justin made a motion to accept the minutes from January 3, 2024, meeting as written, Bob seconded the motion, no discussion, a vote was taken, all in favor, passed unanimously.

Correspondence from Tighe and Bond: Received an email from Tighe and Bond regarding bag filter FRP platform and cost of materials. The board stated for Tighe and Bond to go forward with materials. Also, Scott spoke with Jeff Faulkner today for an update on all projects and the monthly meetings are tomorrow.

Annual Report: The Annual Report was presented by the Superintendent to the board, the report was reviewed with some changes added, change to limited staffing under Water Department. Bob also stated to add the linear footage of mains and the price associated with it. May also mentioned how much of the money has principal forgiveness. Discussion occurred. Some more changes will be made and will be tabled for the meeting next month.

Eisenhower Pump Station: George stated that the Planning Board approved the use of monies in the escrow for the Pump Station. The email stated that the Water Sewer Department would cover any costs above or beyond what is in escrow. Scott states he feels Water Sewer should not be responsible for anything above and the cost should not be put on the users. Part of the email was read by the Administrative Assistant for the rest of the board. Scott stated that I will be a no vote in paying anything above the monies in escrow, Bob agreed. Bob asked George if he was checking the pump station on Eisenhower, and he stated yes checking it twice a week. Bob asked why we checked it? George stated because we are responsible for it because the people on Eisenhower Drive pay for sewer. Bob stated that we don't own the station. A discussion occurred as to liability, not accepted by the town so water sewer is not responsible for the station, additional discussion occurred about the legal responsibility of the owner.

Generator Maintenance: Sent out requests for quotes for generator maintenance. Have only received one quote back from Bigelow Electric for \$5400 a year for maintenance on ten generators twice a year with minor and major maintenance. It was asked to send to a couple other companies and return to next meeting.

Turn water on and off Fee: tabled

Vehicle Upgrades: Justin stated will have more information for the next meeting.

Commodity Negotiations with National Grid: Reach out to Assistant Superintendent again for information.

Possible Sewer Infrastructure Fee: tabled until next month.

Exception meters upgrades: tabled until next month.

Parts Pricing: George presented a parts pricing list from Ti-Sales. Discussion occurred regarding pricing and a 30% mark up.

Jay made a motion that any part that comes out of the Dudley Water Sewer Department to a contractor will be at the current standard pricing, Bob seconded the motion, no further discussion, a vote was taken, all in favor passed unanimously.

Job Descriptions: tabled until next month.

Webster True-up: There was a meeting last week with the Webster board of Water Sewer Commissioners and completed the FY2023 true-up.

Indirect Costs: There is a contract with a consultant, and we are moving forward with analyzing the indirect costs.

Budget/Revenue Review: Monthly budget was reviewed, and the revenue/commitment was reviewed.

FY 2025 Budget: The proposed draft FY2025 Water and Sewer budgets were presented and reviewed. Water was reviewed first, Bob questioned if the electric line item and operating expenses were increased enough. It was reviewed and determined that they were increased properly. Bob questioned why the safety line item was decreased, stated with DSL coming around would rather have the money so that if there are any insufficiencies there would be funds to correct them. It was discussed and decided to raise the safety line back to last year's level of \$15,000.00. There was a discussion about the percentage amount of increase for the staff as this is a union negotiation year. It was the consensus of the board to raise the line items for salaries with the exception of the Superintendent by 10%. The other concern in the budget was the lines items that we receive from the Treasurer/Collector. We receive them at the last hour, so it is difficult to be sure we have enough in the budget. It was the consensus of the board to raise them each by 10% to cover. The indirect cost line item was left at same cost that the board voted on last year until the indirect cost study has been completed. Another item that was brought up by Bob was the fact that there will be a Treatment Primary Operator and a Distribution Primary Operator, and we need to raise up the base salary of the Distribution Primary Operator, it was decided to increase the base salary as well as the 10% increase. Next the Sewer budget was reviewed. It was the consensus of the board to increase salaries as well as all line items received from the Treasurer/Collector by 10% and to raise the Safety line item back to \$10,000.00. The consensus was that the Administrative Assistant can send the Draft Budgets to the Town Administrator, the intern, and the board members tomorrow morning with changes.

Superintendent Report: George presented the Superintendent Report for review and discussion.

Justin made a motion to accept the Superintendent Report, Bob seconded it, no further discussion, a vote was taken, all in favor, passed unanimously.

Public/Board Comments: Bob just wants to stay on top of Indirect Costs and notify the Board of Selectmen. Scott asked if we needed another meeting this month or just wanted to play it by ear. Will need executive session for reviews as we are not going into executive session tonight due to not having all board members present.

Bob made a motion to adjourn the meeting; Jay seconded, no further discussion, a vote was taken, all in favor, passed unanimously. The meeting adjourned at 8:18 pm.

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

Posted agenda February 7, 2024, meeting at 6:30pm Room 321

Minutes from 1/3/24

Email from Tighe and Bond

Email from Planning Board/Planner

Annual Report

Parts Price List

FY2025 Draft Budget

Budget and Revenues

Superintendent Report

Respectfully Submitted,
Jennifer Cournoyer, Administrative Assistant