

Board of Water and Sewer Commissioner's Meeting January 19, 2022

Present: Scott Zajkowski, Jay Spahl, Tom Fournier, William Conley, Robert Sullivan, George Patrinos, and Jennifer Cournoyer.

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

Accept the minutes of the January 5, 2022, public meeting: *Tom Fournier made a motion to accept the minutes of January 5, 2022, Robert Sullivan seconded the motion, no further discussion, a vote was taken, all in favor, passed unanimously.*

Budget Review: Scott reviewed each sheet of budget information and what it was for. The Debt Services is a little less than expected due to some of the payments being pushed off until 2024.

Jay: Estimate for Debt Services for 2024 will be \$1.3 million and the budget is \$ 1.4 million.

Review of Sewer Budget:

Scott: the split between the two departments for payroll and benefit for Administrative Assistant and Superintendent is now 50-50 between Water and Sewer.

George: In all the budgets (both) there are no frills but there will be some unknowns. Sewer budget is in pretty good shape.

Scott: I notice that you are over in overtime for Sewer

George: That is due to the Lyons Rd pump station, but that has been corrected.

Bob: You are not over budget for overtime, we are more than 50% and half-way through the budget.

Scott: Yes, we are over %50 around 62%.

Jay: Between 2022 and 2023 we are up over \$250,000.00 on Sewer Budget

George: We are as tight as can be.

Tom: Will the new billing rates help with the increase of the Sewer Budget.

A discussion occurred regarding the Sewer Budget and if it is with the projected rate increases and how the increases will affect the budget.

Scott: Sewer budget seems to look good.

Bob proposed a question to George as to if we now have spare pumps for the pump stations? George replied that yes, we are all set now.

Scott: At the next meeting will discuss the decision that we received from Town Counsel which will affect the outcome of the budget. Any other questions on the budget?

There were no further questions or discussion so moved on to Water Budget.

Review of Water Budget:

George: I would like to add a Safety Budget line item, it is currently not on the budget.

Bob: There should be a Safety line item for budget. A discussion then occurred regarding budget items.

Scott: Is there enough projected for Sampling?

George: We are hoping there is enough, but there will be additional areas that will need to be sampled for PFAS.

Tom: The engineering line item, do we think \$50,000.00 will be enough?

George: We are hoping so.

Scott: The debt services amount is that accurate?

George: Yes, that is accurate.

Jay: Are we missing any line item?

George: No, but we may incorporate new Safety line item.

Bob: I agree, and it should be at least \$10,000.00, and again I will push the MIAA grant every year.

Scott: Yes, we should have a Safety line item on both budgets. A discussion occurred about Sewer and Water safety items and what is needed.

Bob: Should budget in both budgets for Safety line items and figure for each employee.

Jay: We have about \$125,000 for Sewer and \$175,000 for Water with the billed verses collected, not leaving too much play.

Bill: This is projected on collected and we have trouble in the collection area.

George: This is where collection is very important and needs to be done properly. The overtime looks good, and we expect to be okay.

Scott: Where is the Rave line item on the new budget? Then saw that it was named as Reverse 911/Code Red. Why is the Health Insurance different?

George: Explained that the split is now 50/50 Water and Sewer.

Scott: Budget looks good.

Bob: Are items in the right line items?

George: We are hoping so, some of them we are still learning about.

Jay: Have we heard if there is to be any budget cuts like in the past, cut %10 of your budget?

George: No there is no talk of cutting budgets and everything in this budget is a must.

Scott: We received a packet from the Webster Sewer Department regarding the Webster True-up. It will be on the next meeting as an agenda item and please reach out to Mr. Brinkman regarding this.

Performance Review/Evaluation of Superintendent and Administrative Assistant:

Scott stated we have received a copy of the classification plan from DIJ Management Consultant Services, the job descriptions for both positions and Administrative Assistants Performance Appraisal. In reviewing this, looking at pages 2 and 3, when asked where these came from was told that it comes from the job description, which I do not believe the board has ever seen, it was adopted by someone, but the board never saw it. It looks like a cookie cutter cut and paste job description. The Superintendent is only mentioned twice and the Commissioners once. There is no mention of Water Sewer Department functions. Would like to chew it up and make it more towards what our department does. It mentions transporting prisoners or monitoring female prisoners, not an agreed upon task of the Water Sewer Administrative Assistant. What do others think?

Bill: It's nonsense, I take exception with judgement, she must make judgement based upon rules and regulations.

Tom: Are you looking for us to change the job description or make a new one? It is just cut and paste from somewhere.

Bob: Are we allowed to rewrite her job description?

Scott: As I understand the ruling of Town Counsel "The Water and Sewer Commission has the authority to hire the Superintendent, and non-union departmental employees, and set their compensation within existing appropriations and subject to the pay range established in the Town's classification and compensation plan."

Bob: But do we have the authority to rewrite the job description to make it correct?

A discussion occurred about the Compensation Study and pay ranges for the Administrative Assistant and Superintendent.

Scott then asked what is the pleasure of the board? We are able to recommend increases

George: Her performance is outstanding and progressive. She is improving herself by getting her licenses and included on the improvement of meter reading. When she is asked to do something, it immediately gets done.

Scott: Does anyone have any recommendations?

Another discussion occurred about the ranges of the pays, and it seems it based on a 10-year plan, roughly \$1.02/year would be the possible increase for the Administrative Assistant.

Tom made a motion that we raise pay for the Administrative Assistant for the Water Sewer Department to \$27.09/hour effective 7/1/2022, Jay seconded the motion, no further discussion, a vote was taken, all in favor, passed unanimously.

Tom made a motion to increase the Superintendent's salary to \$45.00/hour effective retro till November @ annual of \$93,600. Tom then rescinded this motion.

Tom made a new motion to raise the Superintendent's salary to \$93,600.00/year effective for retro back to November, Bob seconded the motion, no further discussion, a vote was taken, all in favor, passed unanimously.

Scott, then jokingly stated there goes our budget. Tom clarified that it is not a lot of money in the scheme of things. Scott stated that he was just making a joke about the budget.

Scott stated the increases will be reflected in the budget.

The board asked the Administrative Assistant to reach out to Paul Brinkman regarding the Webster Sewer True-up.

Public Comments: None

Board Comments: Tom asked George at the last meeting there was an issue of someone not letting the Water Department in to do a service how did that work out? George responded that they let us in and we are all set.

Tom made a motion to adjourn, Bob seconded the motion, no further discussion, a vote was taken, passed unanimously, meeting adjourned at 8:01pm

Respectfully Submitted,
Jennifer Cournoyer, Administrative Assistant