

Board of Water and Sewer Commissioner's Meeting November 3, 2021

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

Also in Attendance: Mehdi Safaee

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

Accept the minutes of the October 6, 2021, public meeting: *Tom Fournier made a motion to accept the minutes of October 6, 2021, Jay Spahl seconded the motion, no further discussion, a vote was taken, all in favor, passed unanimously.*

8 West Street- Mehdi Safaee-permission to tie into water for Sprinkler System: Mehdi Safaee was present and looking for permission to tie into the water main for a Sprinkler System for 8 West Street. George Patrinos stated that this was straight forward and there were no issues with this. Jay Spahl asked if this was a multifamily and if it was because of the Building Code, Mr. Safaee replied that it was. Jay Spahl asked if the main was on the same side or if it needed to cross the road? George Patrinos stated that will have to cross the road.

Tom Fournier made a motion to allow connection for Fire Protection/Sprinkler System for 8 West Street, Bob Sullivan seconded the motion, no further discussion, a vote was taken, all in favor, passed unanimously.

Choose Representative from Water Sewer Commission to serve on Water Sewer Cost Impact Committee: The Town Administrator is creating a committee to evaluate the cost and needs of the infrastructure for the Water Sewer Department and the impact on the Town of Dudley and has asked for the Board to have a representative on this committee. A discussion occurred, William Conley stated that he would be willing to serve on it, Bob Sullivan stated he would be willing to as well and so did Scott Zajkowski. Scott stated that if others were willing to serve, he would have no problem with that. Bill Conley stated that if Bob Sullivan wanted to be the representative, he had no problem with that. The decision was made to have Bob Sullivan serve as the representative.

Thursday Night Office Hours: A memo was sent out by the Town Administrator that the Town Hall would be resuming Thursday Night office hours on November 4th. The board started a discussion with the Superintendent George Patrinos as to if it was necessary and beneficial to have the office open on Thursday nights from 5-7pm. The consensus was reached that it is important due to the ongoing and upcoming projects to have the Administrative Assistant keep her same hours and be available to the Superintendent and staff. A letter will be sent to the Town Administrator stating such.

Secondary Operator Position: The next step in the creation of this position is to now post the position. This has gone through the Union already and now needs to be posted. This is a newly created position, and they will be dissolving the current position that Luke Asselin holds.

Tom Fournier made a motion to post the Secondary Operator Position, Jay Spahl seconded the motion, no further discussion, a vote was taken, all in favor, passed unanimously.

Gas prices and Fuel Card Program: The information packet from the Highway Department was presented to the Board of Water Sewer Commissioners and it was discussed. It was also noted that the underground tanks at the Highway Department are old, and they are looking to discontinue use of them for safety reasons. The board is happy to see that there will be more detailed accountability with the new program. Each vehicle will have a card with pin number and employee pin number as well and this way we should only be billed for the gas that we are using. The board feels that it will be better accuracy than the previous way and are in favor of the Fuel Card Program.

Accounts Payable Response from Treasurer and Indirect Costs: Scott Zajkowski stated that he spoke with the Treasurer Collector, and he stated that he did not want to release the names of non-payment Water Sewer Bills because he did not want to have their water service shut off. Tom Fournier stated that is not say, that it is the responsibility of the Water Sewer Department. A discussion occurred regarding the outstanding balances and how it effects the rates and budget. Scott stated that in our packets there is a copy of an old previous shut off policy. At this time the Board went through the policy and updated the following information:

2. Criteria for Termination/Shut Off of Services: they changed the or after fees to and are more than one hundred (\$100) dollars in unpaid fees changing that from five hundred dollars (\$500).

9. Tampering of Services: the fee was changed from One hundred dollars (\$100) to Three hundred dollars (\$300).

10. Reinstatement of Services and Reinstatement Fee: a line was added that stated Any reconnection that may need to occur after hours may be subject to an overtime fee.

It was also noted that the days noted refer to calendar days not business days.

Tom Fournier made a motion to approve the revised Shut Off Policy for Non-Payment, Bill Conley seconded the motion, no further discussion, a vote was taken, all in favor, passed unanimously.

Scott stated that he would follow up again with the Treasurer Collector regarding obtaining the list of outstanding Water Sewer accounts.

Policy Review for Backflow and Cross Connection and Permit Connection: This will be tabled to the next meeting.

Moratorium and Water Ban: No need to consider at this time, due to the increase in the rain lately, but will keep on monthly meeting agenda.

Possible new lawn mower: George Patrinos states that they currently have a 2004 Kubota diesel zero turn mower and would like to get some quote for a new zero turn, diesel mower and he would like another Kubota. He will bring the quotes in front of the board for consideration.

Proposed future garage expansion: George Patrinos explained that right now work is being done at the garage, this is the old Deary Brother's garage. There is an old furnace, oil tank needs to be replaced, but it is serving its purpose right now. He would like to have more office space. Perhaps put a Morton Building attached in a u-shape with three or four bay garages, maybe a second level office and it would be ADA compliant. Bob Sullivan asked rather than going up could we go out to keep with ADA compliance. George Patrinos stated he just needs space for offices and equipment. Scott Zajkowski stated to get some plans and information together and Tom Fournier stated to also get information about repairing the old garage as well.

Superintendent’s Report: George Patrinos presented his report to the Commissioners and asked if there were any questions on it. George Patrinos stated it was clear cut but wanted to bring up one item the Water main route for Fairview Ave. He has obtained access through #23 Fairview Ave after the letter was sent to two residents. He is still waiting to hear back from the other resident, but he believes that they must be out of town and will check back next week with them. Jay Spahl had a question for George Patrinos regarding 71 Mason Rd and the Sewer connection, he wanted to be sure that connection was done as the board had asked, George Patrinos stated that everything was done as the board had wanted.

George Patrinos’ Review: Each member of the Board completed an individual review, and all will be read and combined for a consensus review. Each line will be read individually and rated.

General Skills:	Outstanding	Thoroughly Competent	Competent	NI
Knowledge of Job	II	II		
Communication	I	III		
Teamwork	I	III		
Attitude/Cooperation	II	II		
Accuracy/Neatness		IIII		
Initiative/Problem Solving	II	II		

Specific Duties	Outstanding	Thoroughly Competent	Competent	NI
Emergency Response	II			
Scheduling of Crew/Delegate	I	II		
DEP/Regulations	II	II		
Project Eval/Blueprint Rev		III		
Multitasking		I		

Significant Accomplishments: The board stated that Cross training of personnel, and the handling of PFAS treatment project and the other multiple projects all at the same time.

Areas of employee’s performance that needs improvement:

Tom Fournier: Learning more of the Sewer side, which will come in time.

Bob Sullivan: Project Review, approach it more as a whole, try to think outside the box and anticipate problems. Spend more time on projects and plans and delegate the machine operating to others. Bob Sullivan also stated that he would sit down with George Patrinos to review the next project’s plans and help with them. We want to try to avoid change orders.

Scott Zajkowski: Same idea of needing to spend more time reviewing plans. Work better at day-to-day tasks and delegation. Spend more time on administrative. The “back in the day” mentality needs to stay there. You need to stay up with regulations and laws and follow new guidelines. Your policy, procedures and practices need to modernize.

Bob Sullivan: You need to look at the big picture in your position. You need to be looking out for the Department, the system, regulations, and overall users and what is best for the whole system as opposed to helping contractors or individuals. The Town is the priority.

