



## ***Town of Wilbraham***

Board of Water Commissioners  
240 Springfield Street  
Wilbraham, Massachusetts 01095

### **Wilbraham Board of Water Commissioners**

Minutes of Meeting  
January 7, 2021

**Present by phone:** Chairman, James Dunbar; Commissioner Douglas Hutcheson; Vinnie Pafumi, Water Superintendent and Annette Grasso, Engineering Clerk.

**Physically Present:** Tonya Basch, DPW Director and Donna Daviau, Administrative Assistant.

**This meeting is conducted in compliance with Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law, G.L. c 30A §20 (attached) signed March 12, 2020.**

#### **Announcement Per MGL c.36(a), 2020**

The DPW Director stated the following: In accordance with Mass. General Law Chapter 30(a), section 20, I announce that this meeting of the Wilbraham Board of Water Commissioners is being recorded by the Engineering/DPW Office; and asked if there is anyone present who is also recording this meeting. No one was recording and the minutes reflect that one indicated that they are recording this meeting.

The DPW Director announced that this meeting is conducted in Compliance with Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law G.L. c. 30A, §20 signed March 12, 2020. Most participants of this meeting are attending electronically.

#### **CALLED MEETING TO ORDER:**

Meeting was called to order at 8:49 a.m.

#### **MINUTES:**

Motion was made and unanimously voted to accept Minutes of the December 3, 2020 meeting.

**BUDGET:**

Budget for FY 2022. Review of the typical budget worksheet, which shows history and comparisons i.e. Estimated Budget and Actual Budget for each Fiscal Year. Tonya did an estimate of a 3 year average, 5 year average and a 7 year average. She also took an average of the average 3 year, 5 and 7 year combined. Retained earnings is not used for the budget.

The line item for salaries will change as we are currently in negotiations. Health insurance, we have no control over. MWRA increase by 9% is projected. The MWRA water user fee is based on three years average. Concerned summer usage this year was high, as we had no rain. In the springtime, schools and establishments closed meaning lower consumption in those areas, but higher consumption for residences as children were at home and people were working from home. We will get the final bill/contract from MWRA in February. In the past, the MWRA projected bill/contract was found to be lower or on the mark of what they projected. We will make any necessary adjustment.

**MWRA:**

The flows are at the seasonal norm. Are flows are slightly less than the previous two Decembers. We have a tight system.

**WATER DEPARTMENT BUSINESS:**

Water bills were due on December 10, 2020. The outstanding balance as of this date is not available, due to staffing issues. We anticipate having an update by the middle of next week. We hope to be on track with the Demand bills.

Water Abatement was approved.

Hardship(s) payment plan approved. Late fee and interest stand.

Glenn Drive. Have 60' left and then it will be complete. Waiting for roll off truck. We will perform a pressure test. We will let the residents of Glenn Drive know that they will be able to tie in to the water line.

**Other Business:**

None.

**NEXT MEETING:**

The next meeting is scheduled for February 4, 2021 at 8:45a.m.

Motion was made and seconded to adjourn at 9:13 a.m.

Respectfully submitted,

Donna E. Daviau  
Administrative Asst.