



Town of Wilbraham

Board of Water Commissioners
240 Springfield Street
Wilbraham, Massachusetts 01095

Wilbraham Board of Water Commissioners

Minutes of Meeting
May 14, 2020

Present by phone: Chairman, James Dunbar; Commissioner Thomas Pilarcik; Commissioner Rik Alvarez; Vinnie Pafumi, Water Superintendent and Annette Grasso, Engineering Clerk.

Physically Present: Tonya L. Basch, DPW Director and Donna E. 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.

MINUTES:

Motion was made and unanimously voted to accept Minutes of the April 30, 2020 meeting.

BUDGET: Tom Sullivan, Town Treasurer indicates that as of right now and the influx of people COVA 19 he does not believe it will change or impact our budget. If it becomes a problem, we will adjust our rates next billing cycle.

We can still order Vinnie's truck. If we do not spend it on the truck this year it will be rolled over. It will be earmarked for next fiscal year. The Board inquired as to trying to get a better quote for the truck. Ed and Vinnie set aside \$100,000.00, which is a big cushion. Ultimately we will have monies left over. The truck has not gone out to bid. It can be put out on public or State bid list. We could do both. We can wait on the truck to see where we stand financially or we can go out to bid. The bid can be thrown out if it comes in too high. Motion was made and unanimously voted to put the truck out to bid.

Nancy Johnson, Town Account indicated that we are okay with the existing budget. She indicated that you won't be spending all of our revenue this year. The high commitment of last fall will offset the lower commitment of this billing cycle.

Friendly's. They still have not paid their summer bill. The culmination of their outstanding bill and low consumption has put us where we are. Tonya requested a copy of last year working budget so we can get a better numbers.

Water Bills. The water bills were printed on Wednesday, April 22, 2020. The printer picked them up on that date to perf stuff and bring to the mailing house. The bills are dated tomorrow, May 1, 2020. Jim indicated that the work of the mailing house was complete on April 29, 2020 and they would be at the post office that afternoon. Residents should be receiving their bills within the next day or two. Bills are due June 1, 2020. Demand bills to be printed on June 5, 2020, which will include demand and interest.. The June 5, 2020 gives the residents five (5) weeks to pay their bills.

MWRA:

The Daily Flows for the Town of Wilbraham are down from last month and last year at this time. We had a wet April. MWRA sent out their guidance not to raise their rates by not more than 1%.

WATER DEPARTMENT BUSINESS:

Consumption comparison spreadsheet for the accounts in the pit book that consumption was down. Compared this billing cycle with the previous winter billing cycle. A few of the accounts have multiple meters. Tallied the cubic feet and dollar amounts for each year.

Water billing. Vinny indicated that the reading went quicker than usual with the radio readers. Donna reported that approximately 1/3 of the bills have been paid. The outstanding amount as of Monday, May 11, 2020, is \$629,485.81, which is inclusive of Friendly's bill from last billing cycle.

Water Regulations update. In the process of still reviewing the Regulations. This is to be put on the June 2020 meeting to give more time to review/revise. The Board requested Donna to review and put her suggestions/comments on the Regulations and submit them to the Board. Vinnie to take a look at the fee structure, inspection and new service fees, entry fees. They should go up as our community's fees are low in comparison to other communities.

Covid 19. We are following State guidelines. Vinny is making sure employees are trained OSHA, CBC and have been trained in screening employees. Some of the employees don't feel comfortable. Once we have the PPE, we will be working on other things. Vinny is working on a protocol with working with contractors. He will insure that the contractor(s) are acting responsibly. Vinnie will be working with the Fire Chief and the Public Health Nurse to use their guidelines.

Billing Inquiry and accompanying documents. Reviewed Stony Hill Road resident. Motion was made and unanimously voted that the bill stands. Nokomis Road resident. Motion was made and unanimously voted that the bill stands, however allow for a payment schedule.

Other Business:

NEXT MEETING:

The next meeting is scheduled for June 4, 2020 at 8:45a.m.

Motion was made and seconded to adjourn at 9:32 a.m.

Respectfully submitted,

Donna E. Daviau
Administrative Assistant