



## BOARD OF WATER COMMISSIONERS

Fire District No. 2  
20 Woodbridge Street • South Hadley, MA 01075  
Tel: (413) 532-9210 • Fax: (413) 534-5949

Minutes of the Water Commissioners  
November 8, 2022

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Convened: 5:35 p.m.

Adjourned: 5:55 p.m.

**Present:** F. DeToma, K. Bedard, D. Luis, T. Cauley, and J. Carbin Bryan  
Also in attendance: J. DeToma, MB O'Meara

### **Minutes of October 18 and October 28, 2022:**

F. DeToma moved to accept the Minutes of October 18 and October 28, 2022.  
D. Luis motioned to accept the minutes of October 18 and October 28, 2022 as amended.  
K. Bedard seconded. The motion passed unanimously

### **Warrants, Balances, Charts & Overdue Bills:**

F. DeToma moved to accept the monthly warrant.  
K. Bedard motioned to pay all bills if found to be correct.  
F. DeToma seconded. Motion passed unanimously.  
The total amount of all Warrants is \$49,752.93. The motion passed unanimously

Previously signed:

Currently signed:

WC5E	\$ 3,078.56
PRwk17	\$ 7,361.72
OTwk17	\$ 2,15.32
PRwk18	\$ 7,361.72
OTwk18	\$ 91.52
Prwk19	\$ 7,361.72
OTwk19	\$ 183.04
AP093022	\$ 145.78
AP0102522	\$ 23,953.55

### **Master Plan with Town and Ann Capra:**

There will be a meeting on the Zone 2 delineation on November 14, 2022 A time has not been scheduled yet. T. Cauley and D. Luis will be in attendance.

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**Letter from Tyler:**

T. Schneinost composed a letter of welcome to new employee(s). The Water Commissioners approved of the welcome letter. They thought it was very well composed and would like to have their names included on the letter.

**Open Meeting Law:**

F. DeToma moved to table the Open Meeting Law discussion till our next meeting.

D. Luis motioned to table the Open Meeting Law discussion till our next meeting.

K. Bedard seconded. Motion passed unanimously.

**Policy and Procedure updates:**

T. Cauley suggested several changes to sections 5 thru 8.

- Section 5.01 – (In house posting) All vacancies will be posted for five (5) days in-house. Employees will need to submit an application for the opening, should no qualified in-house candidate emerge vacancies shall be advertised outside of the department.  
D. Luis thought that it looks biased to appoint from within, and believes it is a formality to have it in the policies. F. DeToma would like to see language from other Districts and Departments on what their recruitment policies are for new hires. T. Cauley will gather information from other Water Departments.
- Section 6.01 – The 12-month probation period will be changed to 6 months' probation.
- Section 7.20 – Use of phones. The first sentence will be removed.
- Section 7.30 – Use of Water Department property will now read "unless authorized by the Superintendent"
- Section 8.20 – This section is in regards to an employee(s) who moves from one position to another without a pay raise. This section will read "with the approval of the Superintendent". At this time a discussion was held to change T. Schienost title from W2- (water systems operator) to Forman.  
F. DeToma, entertained a motion to change the W2 designation to Forman title.  
D. Luis moved to change the W2 designation to Forman title.  
F. DeToma seconded. Motion passed unanimously.
- Section 8.80 – Exit interviews. T. Cauley believes these interviews have never been done, and suggested it be removed. K. Bedard stated that exit interviews should not be removed and the practice should begin when it is needed. Occasionally employees who leave positions are not happy with the job, and this would be a good opportunity to hear any complaints or suggestions to improve. F. DeToma concurred that an exit interview should be offered to all exiting employees. He suggests we leave this section as written.
- Revision to Section 1.60 - after a six (6)-month probation period a 40-hour (1 week) vacation time shall be given as well as three (3) days of sick leave.

T. Cauley has renamed the laborers position changing the title to Entry Level Field Operator, in addition, he has re-worded and corrected grammar.

At our next meeting, we will be covering sections 9 through 12.

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**Drought Regulation Discussion:**

The state will be mandating all water systems when in a drought. The state will not be giving waivers for Districts, or other water suppliers who do not have sufficient amounts of water tank storage.

The State, however will allow the Massachusetts Water Resources Authority (MWRA and anyone on their system) to continue using water during a drought as they can contain 3 days' worth of water. The MWRA is the primary water supply for Boston and 40 other cities and towns in Greater Boston and also supplies 3 towns west of the reservoir.

This will affect our department as we will lose revenue from our larger users.

**Entry Level Field Employee Interview Discussion:**

After some discussion the Water Commissioners would like to offer Dylan Koske the position of Entry Level Field Operator.

F. DeToma moved to hire Dylan Koske for the Entry Level Field Operator position.

K. Bedard motioned to hire Dylan Koske for the Entry Level Field Operator position.

D. Luis seconded. The motion passed unanimously.

**Other Business:**

- 22 Saybrook Circle and 61 Hadley St. both have high water bills due to leaks. Both owners are asking for debt forgiveness. 61 Hadley is a rental unit, our equipment and lines were checked and there is no faulty equipment on our part. 22 Saybrook was out of town for a month when their leak happened. Both parties were asked to file an abatement request.
- The Elmer Brook property has been flagged for the Boy Scouts area. We will wait for the first freeze to clean/clearing the area.
- T. Cauley asked if the commissioners would agree to khaki/tan-colored pants, this a new color for the employee's uniform (pants). Commissioners had no objection.
- T. Cauley discussed a project he would like to see happen for the upcoming fiscal. He'd like to replace the old 6" main on Brockway, and run a brand new 8" main to College St., connecting to Faculty Lane.
- Pearl Street will be shut down in 2024 for the state to repair the culvert and bridge. T. Cauley has spoken with the engineer of the project and has asked that the pipe they will use for the project be 12". He would like to take this to the top of the hill from where the state project is being done it'll be about 1,500 feet of pipe (Pearl St. to Rt. 47).
- Skinner Lane tank was inspected (passed inspection) and power washed.

The next meeting of the Water Commissioners will be held on December 22, 2022 at 5:30 P.M.

Respectfully submitted,

Joanne Carbin-Bryan  
Administrative Assistant