



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 December 22, 2022

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Convened: 5:30 p.m.

Adjourned: 6:37 p.m.

Present: F. DeToma, K. Bedard, D. Luis, T. Cauley, and J. Carbin Bryan and K. McKenna

Minutes of November 8, 2022:

F. DeToma moved to accept the Minutes of November 8, 2022.
D. Luis motioned to accept the minutes of November 8, 2022.
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 \$81,455.50. The motion passed unanimously

Previously signed:

Currently signed:	WC6E	\$10,314.01
	PRwk20	\$7,361.72
	OTwk20	\$553.96
	PRwk21	\$7,361.72
	OTwk21	\$234.44
	PRwk22	\$9,163.89
	OTwk22	\$320.32
	PRwk23	\$5,559.55
	OTwk23	\$190.20
	PRwk24	\$6,621.15
	OTwk24	\$91.52
	PRwk25	\$6,621.15
	OTwk25	\$221.15
	AP110922	\$4,266.42
	AP11/22/22	\$12,868.18
	AP12/15/22	\$9,649.51
	APRIMOCT	\$56.61

Open Meeting Law:

K. Bedard would like to have a refresher on the laws stating that she feels over time we may become lackadaisical with the formalities that we need to uphold. T. Cauley will prepare packets for the Commissioners and we will review the Open Meeting Laws at our next meeting.

2023 Capital Jobs:

T. Cauley began the discussion with the Brockway Lane – Faculty Lane project which would consist of 1300' of new pipe, 3 hydrants and valves. He has spoken with the college and they are entertaining the idea to give us some sort of help/compensation for the project. T. Cauley is waiting for them to respond back.

Morgan St. project would be the second job that we would like to get done this upcoming fiscal year. This project would help with increasing the flow of water.

Discussion for bonding in 2026 (to contract out for College St). K. McKenna asked if there were any grants out for water departments. T. Cauley stated that there is really nothing out there for districts just mainly for the towns, but was told that rewording for these grants is being done to include districts and he will keep abreast of the matter.

Policy and Procedure Updates:

Section 9 – Employee benefits and eligibility guidelines

9.03 - minor rewording to be corrected.

Section 10 – Illness, Leave and Excused Absences discussed.

10.13 - discussion on comp time and its uses

10.17 - Professional Development Leave for full time employees to be kept in.

Section 12 – Other Benefits

12.2 - change from 1 year to 6 months

12.3 - First sentence to be omitted. Replaced with, to be eligible.

12.8 – Last sentence removal (in reference to prorating vacations).

Sections 13 through 17 will be reviewed at the next meeting

Drought Regulation:

Round table meeting was had. Asked for new letters for state, received a better response this time around, although don't think anything will change.

F. DeToma:

F. DeToma will be resigning from the Water Commissioners in January 2023.

Other Business:

- ISO (insurance) came in and inspected our records. The agent was Impressed with our record keeping, and was with us for about 25 minutes, stating if he needed anything else he would let us know. Then moved on to the Fire Department.
- In house posting; T. Cauley reached out to several communities in regards to job postings. We are the only district that has this in our policy handbook. When speaking to other departments they stated they don't advertise but verbally tell their employees that if they are interested in the position to apply for it. Amherst and Hadley both had candidates from Inside the departments chosen, when offered the position they declined. This is when they looked outside their departments. For supervisory positions all prefer inside hires who know the system. Several departments who T. Cauley has spoken with are now inclined to follow our hiring policy and adding to their employee manual.

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- CUSI is billing for ECH users. \$1.50 charged by Plaid for check users and also .20 cents for each check. T. Cauley suggested that we stop the ECH on line and just do Credit or Debit cards. Commissioners agreed.
- Abatement form sent in from Hadley Street regarding a high usage bill. After inspection by our department, it was found that our meter was functioning properly and no leak was found. F. DeToma moved to deny the abatement as our equipment is in working order and no leaks were found. D. Luis motioned to deny abatement as our equipment is in working order and there were no leaks to be found. K. Bedard seconded the motion. Motion passed unanimously

The next meeting of the Water Commissioners will be held on January 12, 2023 at 5:30 P.M.

Respectfully submitted,

Joanne Carbin-Bryan
Administrative Assistant