



## **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 Commissioner  
November 19, 2020

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Convened: 5:38 p.m.

Adjourned: 6:29 p.m.

Present: F. DeToma, M. Aiken, D. Luis, K. Bedard, J. Carbin Bryan also in attendance J. Menard

### **Minutes of October 8, 2020:**

F. DeToma moved to accept the minutes of October 8, 2020.

D. Luis motioned to accept the minutes of October 8, 2020.

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.

D. Luis seconded. Motion passed unanimously.

The total amount of all Warrants is \$67,208.32. The motion passed unanimously.

Previously signed:

Currently signed:

WC5E	\$24,212.87
PRwk16	\$6,789.75
OTwk16	\$172.51
PRwk17	\$6,789.75
OTwk17	\$273.48
PRwk18	\$6,789.75
OTwk18	\$91.16
PRwk19	\$6,789.75
OTwk19	\$172.12
AP-PRIM-SE	\$133.00
AP10/12/20	\$7,479.76
AP10282020	\$7,426.95
WC5pc	\$87.47

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### **Covid-19:**

The building is closed to the public, no one is to come in the building that does not work here. Employees have been told if they are sick, they are to stay home. M. Aiken will be looking into where our department is in regards to receiving the vaccine when it is approved.

### **Statement of Agreement:**

J. Menard spoke with the Water Commissions to inform them that our Prudential Committee wrote up a statement of agreement between District #2, and District #1 (Prudential Committee and Water Commissioners) to find ways to increase cooperation with each other and to have better communication between the Districts. The Fire Chiefs, Superintendents and Clerks of both Districts have strong working relationships with each other, J. Menard feels the two Boards should do the same. J. Menard also stated that they are proposing that the two Boards open a regular dialog with each other and suggest they meet on a regular basis. J. Menard also wanted us to be assured the Prudential Committee is not looking for a merger between districts.

F. DeToma moved to entertain a motion for the Statement of Agreement.

D. Luis motioned to accept the Statement of Agreement.

K. Bedard seconded.

The motion passed unanimously.

J. Menard will drop off the Statement of Agreement for our Water Commissioners to sign.

### **Credit Card Policy:**

The Water Department needs to use the Debit/Credit card on occasion for District purchases. When we do, we have to ask the Treasurer for the card which she then activates then shuts off once we have used it. This is inconvenient for the department we do not always have access to the card due to the different work hours with the Treasurer. M. Aiken is asking that the Water Department have their own card. The employees will sign the credit card policy which is already in place. M. Aiken will be in control of this card. Purchase Orders will be used as they have been for tracking purposes and usage of the card.

F. DeToma moved to entertain a motion for the Credit Card and the Employee Acceptance and Agreement of Credit Card Policy.

K. Bedard motioned to grant a Debit/Credit Card to the Superintendent for work usage.

D. Luis Seconded.

Vote taken. F. DeToma, Aye, K. Bedard, Aye, D. Luis, Aye

The motion passed unanimously.

### **Emergency Response Plan:**

Diane Moss from Foss & O'Neill has a draft of the plan for us to review. M. Aiken will be filling in some questions she has for him. Ninety Eight percent is completed for the state.

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### **North Pole Estates:**

T. Judge voted to not approve the North Pole Estate plans.

F. DeToma will find out when the next Planning Board meeting will be held.

### **Unhealthy Trees around Tanks:**

M. Aiken gave the quote for the tree removal from Lydon Tree Care and Landscaping, LLC (\$2000.00).

### **Other Business:**

The door to the Water Department work area in the basement is in dire need of replacing. Also, three (3) heater units in the bay need to be replaced. M. Aiken asked the chair of the Prudential Committee J. Menard if they would be willing to split the cost of the door and heaters. J. Menard ask if we could wait on it, their budget is tight. M. Aiken will get prices and bring back to the Water Commissioners for review.

The next meeting of the Water Commissioners will be Wednesday, December 16, 2020 at 5:30 P.M.

Respectfully submitted,

Joanne Carbin Bryan  
Administrative Assistant