

BOARD OF WATER COMMISSIONERS
MEETING MINUTES

Date: April 16, 2020

Time: 4:30 PM

Location: Norwell Water Department

345 Main Street, Norwell

In Attendance: Fred St. Ours, Peter Dillon, Steve Ivas and Water Superintendent Jack McInnis

Minutes Prepared by: Donna Snow

1. The Board members connected via skype video conference. Steve Ivas called the meeting to order at 4:44pm.
2. Fred St. Ours motioned to approve meeting minutes from 3/12/20; Peter Dillon seconded, all in favor at 4:45 pm. Fred St. Ours offered to sign and deliver the meeting minutes to the Town Hall drop box so that Donna Snow could retrieve them and file with the Town Clerk.
3. Jack McInnis explained that he is signing the vouchers during the State of Emergency but that when the department reconvenes they can review and sign them at that time.
4. Peter Dillon provided an update on the current cov-19 crisis, currently 31 residents have tested positive for the virus. The numbers are now being reported by town and Norwell is slightly below normal. Jack McInnis asked about the projection, Peter Dillon informed him it really depends on when it peaks and it has not yet peaked. Peter Dillon's gut feeling is that all the precautions will be extended beyond the initial time frame.
5. Jack McInnis advised the distribution staff is now operating at a reduced schedule, an employee is either on a (2 day) rotation or a (3 day) rotation. Fred St. Ours asked if they are getting full pay and Jack McInnis confirmed they are. Jack McInnis advised that six payroll worksheets were submitted to Accounting in advance and only supplemental payrolls will be processed for overtime but that is unlikely. Jack McInnis stated that right now the Distribution Staff is handling mark outs and housekeeping tasks at the facility because they are not entering resident homes. Donna Snow explained that Dan Gage is on the road this week obtaining the readings in preparation for the next quarters billing cycle. Donna Snow is working remotely daily but physically present in the office 3-4 times a week to deliver vouchers, process new water service applications/payments, and check mail. When in the office Donna Snow is maintaining a social distance from the other departments utilizing their office drop boxes placed outside the respective departments. Everyone at Town Hall is taking the necessary precautions to keep themselves and others safe.
6. Jack McInnis provided an update on the Annual Statistical Report, Consumer Confidence Report, and Lead & Copper sampling. Jack McInnis has finished the ASR which was due April 1st and numbers were good with only 5% was unaccounted for water. The CCR as Jack McInnis explained is a little more complicated this year and must be out by June. Steve Ivas asked if there are any exceedants they should know about and Jack McInnis said there are not. Fred St. Ours also expressed an interest in having all the board member's names listed on the CCR and Jack McInnis was agreeable to ensuring that is done. Jack McInnis explained the Lead & Copper is sampled every three years and is due at the end of July, he explained the DEP clarified that only 30 of the 60 sites are primary; the other sites are alternate sites only. Jack McInnis explained that the protocol is sometimes not properly followed despite letters that he sends. Steve Ivas suggested making phone calls to explain the sampling process and Fred St. Ours agreed he should stress the importance of following the procedures and talking to people is often times very helpful.
7. Jack McInnis provided an update on the recent power outage from the storm on 4/13/20. Multiple trees were down and power was lost at the South Street Treatment Plant. Jack McInnis credited a NY crew with restoring power on Wednesday by 6pm. Clean Harbors was in charge of clean up from oil that leaked from the transformer so all traces were removed. Both Grove St and Washington St were on with power but South Street was running off generators. Jack McInnis reflected that when people lose power they also use less water which helps lighten the demand.

8. Fred St. Ours inquired about water levels, Jack McInnis noted he would have to look at static levels and compare them to last year. Jack McInnis recapped that Washington street is offline and painting is going to be done now. Additionally, both Wells 6 & 10 were cleaned and redeveloped resulting in increased capacity, the only thing that is not ideal is the organic color they produce.
9. Peter Dillon offered to set up our next skype meeting for the end of this month 4/30/20, everyone was in agreement.
10. Fred St. Ours motioned to adjourn; Peter Dillon seconded; all in favor at 5:39 pm

Accepted: JH. St. Ours Date: 4 May 2020