

BOARD OF WATER COMMISSIONERS

MEETING MINUTES

Date: May 21, 2020

Time: 4:30 PM

Location: Norwell Water Department
345 Main Street, Norwell

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

Minutes Prepared by: Donna Snow

1. The meeting was called to order at 4:43pm with all members present via skype.
2. Fred St. Ours motioned to approve meeting minutes from 4/30/20; Peter Dillon seconded, all in favor at 4:44 pm.
3. An abatement request for both 20 Laurelwood and 58 Captain Joshua was reviewed. The resident on Laurelwood had a basement toilet that was running nonstop but has since been turned off. The Board agreed to bill the 132,000 gallons at the lowest two tiers, the billed history shows typically the resident uses a significant amount of water. The resident on Captain Joshua Lane used 95,000 gallons due to a leaky toilet in March; typically, they do not utilize a large amount of water therefore the board agreed to bill all the usage at the lowest tier. A consensus was reached for both abatements by the Board members.
4. Privacy fencing request from 85 Grove Street was discussed. A shrub barrier was previously discussed however when the land was surveyed it was determined that the residents shed encroached upon the Water Dept. land by seven feet so no further action was taken. The resident recently reached out to Jack McInnis requesting a fence. Steve Ivas did some research and learned that the entrance at 117 Grove Street across from Wilder Road has a

fence adjacent to it and Jack McInnis confirmed that fence was “not” installed by the Town. Worth noting is the resident at 85 Grove Street is much further away than the other resident who abuts Water Department land. Originally the intention was to install shrubs to help shield car lights from his home. The letter that Jack McInnis received recently from the property owner suggested that he was becoming impatient and would possibly block the pathway in order to remedy the situation. Fred St. Ours concurred that the resident may remedy his concerns by installing a fence but they cannot dictate that the Water Department installs the fence. Peter Dillon was also in agreement with the Board members that setting a precedent for a fence is not a reasonable solution. Some shrub suggestions were proposed for Western Pines, Blue Spruces or an Arborvitaes. Steve Ivas offered to email Jack McInnis with specific choices and Jack McInnis will prepare a letter to send to the resident. For total privacy the resident will need to install a fence but the Board is amenable to installing 6 shrubs. Jack McInnis suggested Jeff Currie could help with installation; Fred St. Ours suggested Highway could possibly help as well, but Jack McInnis noted they are taxed right now. Aside from fencing the resident also presented an issue with horse droppings and Jack McInnis will suggest a sign to address that concern.

5. Jack McInnis recently spoke with Glenn Ferguson with the Highway Department and was under the impression he was not hiring seasonal help due to the shortage the town was facing and the Covid-19 outbreak. Highway has however selected to hire some seasonal help, Jack McInnis intends not to hire any for summer helpers for this season and the Board was in agreement.

6. Jack McInnis explained he had a zoom meeting on Wednesday facilitated the Town Administrator where they discussed staffing offices with alternating schedules in the offices. Ted Nicolson the Facilities Manager is still trying to make all necessary configurations so workers can safely engage the public but does not expect the offices to be fully staffed until mid-June. Peter Dillon explained that Phase I is a partial staffing requiring employees to phase back according to the reopening plans regardless. Jack McInnis explained that on 5/26 both Donna Snow and Dan Gage would return to the Water Department office on a rotating basis since provisions are still being worked out. Phase 4 may likely not happen until a vaccine is found. Peter Dillon added on a positive note it appears other states that have opened are not seeing a rise in the number of cases.
7. A water consumption spreadsheet was reviewed which spanned five fiscal years. Fred St. Ours asked Jack McInnis about the downward trend and Jack McInnis suggested that it is possible due to the water restriction program. Peter Dillon noted typically Memorial Day is the highest consumption day of the year. Steve Ivas noted the drop is a 6% decrease from FY18 to FY20. Jack McInnis clarified that the spreadsheet represents gallons billed in a fiscal year. Water outside of billable water is estimated and includes backwashing; flushing; water main break, standpipe drop. Fred St. Ours wants to know how much water is pumped at the highest tier and Peter Dillon would like to see the past three year's data. Donna Snow will investigate to see if that data is readily available.
8. One member of the BOWC needs to be designated as signatory in the current remote environment and approving vouchers, commitments and abatements. Peter Dillon nominated Steve Ivas to be primary for signing documents with Fred St. Ours as the

alternate; Fred St. Ours seconded; all in favor at 5:25pm. Approximately ten vouchers have been completed and signed by Jack McInnis during the covid-19 to date.

9. The Excavation services contract with Jeff Currie expires on June 30th and Jack McInnis has determined that bids can be done remotely but it is cumbersome. Jack McInnis would prefer to offer Jeff Currie a contract extension until a formal bid can be held; all agreed. Fred St. Ours said Currie would likely charge the current rate but Peter Dillon advised that Jack McInnis should have a conversation with him and negotiate an agreement. This contract was 1.5 years but Jack McInnis suggested next time possibly expanding that for 2 years. Jack McInnis explained the other brass goods, sole source and other bids are already done.
10. The next BOWC meeting will be held via Skype on 6/4/20, Peter Dillon will again coordinate this for the group.
11. Fred St. Ours motioned to adjourn; Peter Dillon seconded; all in favor at 5:55 pm

Items Not Anticipated:

- Peter Dillon discussed PFA's and asked has this testing been done. Jack McInnis noted it will be tested for this summer in a pilot program. Fred St. Ours asked Jack McInnis for the prior testing results and Jack McInnis informed him that zero was detected; however, the testing limits at that time were much higher than today. Fred St. Ours wants to know when did they test and what were the results, Jack McInnis will provide that data to Fred St. Ours. Jack McInnis thinks it was done back in 2015. Peter Dillon will respond to Ellen Allen and let her know it will be done this summer and that it had been previously tested and none was detected.

- Town meeting was originally set for May but was later set for June 15th however it is likely that date will not be met either. Annual Town Meeting has been subsequently set for July 7, 2020.
- Jack McInnis noted the distribution staff is requesting an extension or buy out on their remaining vacation time and had contacted Peter Morin directly.
- Donna Snow mentioned another records request was made relative to Zeta Construction but in this environment it will be not be possible to invite anyone to the Town Hall to review records dating back to 1967. Peter Dillon suggested forwarding my email to Peter Morin and getting the advice from Town Counsel to avoid violating any time requirements with record requests.
- Jack McInnis advised the latest CCR report was finalized and reviewed and ready for publication.

Accepted: J. H. McInnis Date: 6/8/2020

