

## **BOARD OF WATER COMMISSIONERS**

### **MEETING MINUTES**

Date: June 4, 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

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1. All parties were present via skype while we continue to work in a remote environment.
2. Fred St. Ours motioned to approve meeting minutes from 5/21/20; Peter Dillon seconded, all in favor at 4:33 pm.
3. Jack McInnis advised the CCR reports went out by mail this week, in addition to that he has arrange for several more to be hand delivered to several community locations in town. Jack McInnis advised he plans to send paperwork and the CCR to other regional locations. Jack McInnis received and responded to a resident on Samuel Woodworth today wanting to simply know where his water was coming from.
4. Jack McInnis provided an update on staffing for Town Hall, this is the second week with full coverage in the office. Peter Morin was requesting each departments schedule and Jack

McInnis did provide the coverage plan to him advising him of an alternating schedule between Dan Gage and Donna Snow. On the days out of the office, both Donna Snow and Dan Gage have laptops with remote access. The distribution staff started back full time on May 18<sup>th</sup> one week prior. Distribution tasks are however limited to facilities maintenance, for example painting exteriors, since they are not making any service calls or meter change outs at this time. If an emergency arises Jack McInnis assured the board they would make provisions to accommodate the resident. Steve Ivas asked if everyone has masks and Jack McInnis confirmed they have been supplied to the staff and been advised to wear them.

5. Jack McInnis advised the board that they responded to a service line leak on Central Street last Saturday. Jack McInnis advised the leak was discovered on Friday afternoon around 3:30pm but the decision was made with the foreman to address it the following day when they would have daylight. Fred St. Ours asked about the most recent invoice from Currie where the town was billed for both pieces of equipment asking if that was accurate, Jack McInnis confirmed the contractor and his equipment was on site. Jack McInnis acknowledged the Highway Department staff was mobilized to assist with this effort. Fred St. Ours asked how many staff were on site, Jack McInnis stated he had almost full staff present. Jack McInnis informed the board that Steve Gatanti will address additional work across the road, where three services in their entirety will be replaced.
6. Fred St. Ours inquired how overtime was handled during cov-19 in instances where the staff was not scheduled for the day, Jack McInnis confirmed they would earn overtime if called in for an emergency. The reason the staff did not work full strength during the pandemic Jack McInnis explained was done with a directive from the Town Administrator. Fred St. Ours

asked about the condition of the water main during the most recent repair on Central Street and Jack McInnis responded saying, it is always good unless it sits in very acidic water. Fred St. Ours suggested taking pictures of the water main and developing a rating sheet: good, very good, pristine, and questionable so that the data can be gathered for proper future planning. Jack McInnis noted the distribution team is not particularly efficient with paperwork, Fred St. Ours stated if the whole crew is on scene one of them can definitely take a picture and document the condition of the water main. Steve Ivas agreed this is a great way to log and set priorities for the future, Peter Dillon was also in agreement.

7. Update on fencing request at Grove Street: Jack McInnis asked if anyone went to the property; Fred St. Ours confirmed he did visit the location and clarified that the resident on the right is requesting privacy, and the house on the left is infringing on the Water Department land. Fred St. Ours questioned how many cars are really visiting this location and causing a disturbance to the homeowner with car lights. Steve Ivas suggests again having the resident look at 117 Grove Street and explain that the fence adjacent to that pathway was put in by the resident themselves. Fred St. Ours doesn't think it's our responsibility to protect him with his outdoor shower but he doesn't mind mitigating an issue with vehicle lights. Jack McInnis will advise the offer of arborvitaes stands and he will suggest that the resident look at fencing down the road. Peter Dillon also offered we can meet in real time with the resident when it's appropriate to do so, Steve Ivas would like the resident to be aware that two board members have visited the site.
8. The Weather Station update: Jack McInnis advised the weather station was taken off the roof and sent to Davis Instruments and it cannot be repaired. All members were in



agreement it needs to be repaired, the cost new is \$1,200.00; everyone agreed it needs to be replaced. Peter Dillon noted with the Water Management Act Permit monitoring is required.

9. The Chem Feed Pump was discussed; Jack McInnis is thinking about replacing them, they are original and there are 8 of them. They are no longer manufactured and are expensive to maintain and everyone is switching to a different kind of pump. Jack McInnis explained they are living on borrowed time with them. Jack McInnis would like to eventually replace all 8, but at least one for each of the chemicals they feed for now, to make sure the plant is never off-line. Fred St. Ours asked how expensive it is, Jack McInnis explained the ones he was thinking of runs from 1,500-2,000k. They don't make boards anymore so if the boards fail the pumps are useless. A consensus was reached with the board members agreeing to pursue it; explaining it is good management to make sure this is addressed. Steve Ivas suggested cameras at chem feed locations but Peter Dillon explained it may be expensive if tied to scada, alternatively Jack McInnis suggested installing some at the different water sites in town for security.

10. EMCC chem bid (Eastern Mass. Chemical Cooperative): The last time a bid was conducted was FY19 for a two-year period. This year the prices are only good for one year. The only significant change in pricing was for alum and potassium hydroxide, so total impact to budget results \$2,700 more this year for chemical, Fred St. Ours stated that is ok.

Items Not Anticipated:

- Jack McInnis shared his intention to carry vacation time over, he noted Steve Gatanti wants to get paid for two weeks. Jack McInnis wants to keep an eye on spending and budget

issues this month therefore did not plan to take any time off. Jack McInnis explained that the last report from Accounting was through the end of April and reflected a line item balance of approximately \$300,000 remaining.

- Steve Ivas advised that he signed the Ginivan voucher for under route 3 project. Fred St. Ours suggested at Town Meeting, Steve Ivas could take that as a task, the planned date set is July 7<sup>th</sup>.
- Next skype meeting will take place on 6/18/20; Peter Dillon will again coordinate the skype invite.

Fred St. Ours motioned to adjourn; Peter Dillon seconded; all in favor at 5:32 pm

Accepted: Stump/In Date: 19 JUN 20

