

BOARD OF WATER COMMISSIONERS

MEETING MINUTES

Date: June 18, 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. All parties were present via Skype while we continue to work in a remote environment.
2. Jack McInnis advised he will be carrying over a portion of his vacation time that was not used this past fiscal year. Peter Morin advised he would make an exception but in the future does not want to set a precedent and carry time over.
3. Peter Dillon advised he will return from his business trip on June 28th
4. Fred St. Ours (after Steve Ivas called for a motion for same) motioned to approve the meeting minutes of June 4th, Peter Dillon seconded; all in favor at 4:37pm
5. Jack McInnis discussed pumping levels, noting that Well #10 is active but it was offline for a long time. Wells #2 and #5 had two feet more of available water last year than we have this year at the same time. The water levels are down from last year, it is taking 7-8 hrs. to fill the tanks and in 3-4 hours they are starting again. The longer fill times and increased cycling time indicates high demand. Jack McInnis will closely monitor and if there is a long term trend he will move to Tier 2 water restrictions. Fred St. Ours asked for Jack McInnis to notify the BOWC by email if the restrictions are changed. Peter Dillon suggested allowing Jack McInnis to move to the next tier when he sees fit; all agreed and the board members reached a consensus to put the restrictions in place as he saw fit.
6. The next BOWC meeting will be held on July 2nd; Skype meetings will be held for the foreseeable future. Currently only one person is physically in the Water Dept. office each day; this is due to the office guidelines and restrictions with COVID. Working remotely will still be acceptable during this time. Peter Dillon explained the current guidelines limit the capacity to 25% occupancy based on the Town Halls square footage. The capacity includes both employees and visitors to the building.
7. Fred St. Ours noted he will submit his vote by mail for the coming election. Steve Ivas mentioned nominating Sarah Cassidy for Library Trustee, she would have to be a write in vote and she resides at 76 Hemlock Drive.

8. Jack McInnis advised that he emailed the Grove Street resident relative to his concerns for privacy with the trail off Grove Street however the resident has yet to respond.
9. Jack McInnis provided an update on the remaining balance of the line item budget. As of now a balance of \$145k remains which covers all vouchers thru 72. Jack McInnis advised some invoices are still due to arrive for hydrants, chemicals and miscellaneous expenses. Jack McInnis however expects to turn over \$100k when everything is processed for FY20.
10. Jack McInnis requested approval for a generator and portable light strip that Steve Gatanti is interested in. Fred St. Ours asked if it could be borrowed from Highway, Jack McInnis advised that Steve Gatanti wanted his own so that there was no conflict when he needed the equipment. The cost is approximately \$9k, Fred St. Ours asked what the life expectancy was and Jack McInnis was not certain. Peter Dillon suggested taking it from a maintenance article – Fred St. Ours approved, Peter Dillon seconded, all in favor at 4:58pm.
11. Glen Ferguson was on the agenda for tonight but was unable to attend. Jack McInnis explained that he believed Glen Ferguson was interested in a GPS locator and that both departments could share the cost. Joe Conlon would be working with the equipment and the expectation is the Water Department staff would combine efforts to locate coordinates. Jack McInnis talked to Jason Federico about this equipment, Peter Dillon recalls agreeing to share the cost with Highway at a past meeting. Peter Dillon thinks it is a huge plus to purchase the equipment and a consensus had already been reached. Jack McInnis will inform Glen Ferguson of the Board's decision and it can be taken from this year or next year's budget.
12. Jack mentioned the ASCME contract negotiations started for the distribution staff, their contract which would take effect July 1st. Due to the Town's financial constraints with COVID-19 the town is seeking to make \$700k in cuts on the Town side and \$700k in cuts on the school side.
13. The South Street Treatment Plant weather station was repaired, not replaced. The mother board and all the instruments were replaced and it is now working, the cost was \$170.00. Jack McInnis will send an email to the BOWC when it is all up and running for them to see.
14. Jack McInnis sent a letter to extend Jeff Currie's contract until a formal bid can be held and Jeff Currie was agreeable to the extension.
15. The consumption reporting by tier proved useful and Fred St. Ours would like to go back a few years to get more information on the drop in revenue. Donna Snow agreed to go back and provide the data for FY16.
16. Jack McInnis explained that when replacement meter appointments are made, residents will leave the basement open if possible and staff will wear their masks in accordance with all CDC recommendations. Finals will continue to be done remotely as they have been during

the COVID-19, the process has been seamless. If a final is requested but the meter is old, we will schedule an appointment to have the meter changed.

17. Donna Snow mentioned the Town's park and recreation programs will be starting up soon, it poses some concern with regard to the double doors that are directly outside the Water office. The doors will now be utilized by children, parents and employees. The double doors are reportedly fire doors but there should be some accommodations made to avoid high touch areas and reduce the risk of COVID-19. The Board agreed some measures should be put in place to minimize risk associated with this high traffic area and Peter Dillon offered to speak to Ben Margro about the situation.

18. Fred St. Ours motioned to adjourn; Peter Dillon seconded; all in favor at 5:36 pm

Accepted: Steenhus Date: 13 Jul 20