

BOARD OF WATER COMMISSIONERS **MEETING MINUTES**

Date: December 5th, 2019

Time: 4:30 PM

Location: Norwell Water Department
345 Main Street, Norwell

In Attendance: Steve Ivas, Peter Dillon, Fred St. Ours, and Water Superintendent Jack McInnis
Guests: Allison Demong & Nancy Hemingway

Minutes Prepared By: Donna Snow

1. The Board members signed abatements, commitments and vouchers.
2. Fred St. Ours motioned to approve Meeting Minutes from 11/21/19; Peter Dillon seconded, all in favor at 4:50 pm.
3. Allison Demong was present to discuss the RAVE system she has been meeting with Andy Reardon and Jeff Simpson relative to the town's power outages. The team prepares a situational report so everyone is on the same page for estimated restoration time, road closures, trash pickup, and school closures in order to communicate properly with residents. The Storm Management team is responsible to push out the information through social media using the RAVE system to send alerts without residents having to look for the updates. However for RAVE to be effective the residents have to physically opt into the program. Currently the home page of the town's website has e-alerts; but that is not for emergencies. Allison Demong is hoping to add an insert to the next water billing to educate residents about RAVE. The insert will have a bar code that can be scanned with a phone to link directly to the sign up page. With the board's approval Allison Demong will have the insert created before the end of December so that it can be sent to Bill Trust for the January billing. Peter Dillon motioned in favor of adding the RAVE inserts; Steve Ivas seconded; all in favor at 4:43pm.


4. Distribution Mechanic hiring update: Jack McInnis selected a Weymouth prospect who was employed by Riley Brothers (subcontractor to Columbia Gas) he has trench work, tapping of water mains experience and a carpentry background. This candidate presented well and Jack McInnis feels he would work well with the existing staff. Barbara Childs offered the position; he accepted and is going through all the necessary pre-employment requirements.
5. Phillip Drive Tank – Jack McInnis advised the work on the interior is still in progress, maybe a couple more weeks to completion. Steve Ivas suggested by the end of the year it will be done and Jack McInnis agreed.
6. Abatement for 76 Captain Vinal Way: the resident had a meter replaced and the last usage recorded off the old meter is in question and cannot be verified. Peter Dillon motioned to drop the bill from the 1/17/19 reading from 92k to 15k; Fred St. Ours seconded; and all in favor at 4:57pm. The board asked Donna Snow to advise distribution staff that when meters are pulled in the future they need to snap a picture of the meter head and include it with the work order.
7. Storm Water Compliance discussion with Nancy Hemingway. There has been a bylaw update for the spring meeting and she is trying to collaborate and identify problem locations in advance. The MS4 zone does not cover the entire town but she wants to expand it town wide to catch some problem areas for the February town meeting. Nancy Hemingway is looking for thoughts, comments and a letter of support. Nancy Hemingway handed out BETA documents and highlighted what is different than baseline. The materials were put together by the following people: Bruce Graham, Ken Kirkland, Nancy Hemingway, Glenn Ferguson, and Joe Conlon with Highway, Samantha Woods, Ben Margro with BOH, a resident at large and contractor Steve Bjorkland. Peter Dillon asked Jack McInnis to review and make sure this matches the Water Management Act permit. Nancy Hemingway wants Jack

McInnis to see if something was missed or not relevant, she wants to have his feedback and a comment about whether he feels they can move forward or not. This is currently administered by planning as a zoning bylaw but she wants feedback on whether it should be moved to general bylaw. Peter Dillon suggests that Jack McInnis utilize Jason Federico for feedback with the storm water compliance.

8. FY21 Draft of Indirect Cost Sheet – Jack McInnis shared the proposal from Donna Mangan. The increase is 14k but Peter Dillon noted the plan was to push back on them this year and also noted the pension number is real but the other numbers need to be reviewed. Fred St. Ours noted it would require a lot of work to come up with another number. Jack McInnis mentioned water is abated for municipal accounts should offset the indirect costs. Fred St. Ours said he is willing to pay the appropriate share but they should let the advisory board know about all the municipal abatements. Annually NWD will abate approx. 40k among all four quarterly billing cycles in a fiscal year. Jack McInnis stated further that NWD pays a substantial amount towards People GIS; paying 50% for software support.
9. FY21 Line Item Budget – Jack McInnis announced there is no wage increase for ASCME union, but SEIU does have an increase. Jack McInnis explained he does not have an increase and he adjusted the salary back to step 1 for the new Facilities Manager position. Peter Dillon noted that Neal Merritt had experience and that is who the position was created for. Peter Dillon noted the candidate for this position should come with experience; while Allen Perlin was a great employee he came to us with no real experience. Fred St. Ours explained any money not spent in a line item goes back into the budget and Steve Ivas agreed saying they are just guestimates. The leaks and new services line was increased because the money contributed to highway comes from this line item.

10. Jack McInnis shared current debt service, only one bond is active which was a twenty year bond, but the 90k plus interest will retire this year. According to Jack McInnis, Darleen Sullivan advised him to think about a major project because interest rates are so low. After FY21 the debt will be reduced by almost half. Donna Mangan said surplus revenue would dictate a large scale project as well. Fred St. Ours said they need to address water main replacement which will be expensive and they don't want to be hit with that all at once, suggesting making a little bit of progress at a time. Fred St. Ours asked is there any water main that is troublesome; he wants Jack McInnis to think ahead about the future. Steve Ivas asked which water main needs the most attention, and Jack McInnis responded that he would like to start with Stetson Shrine and bring it into a loop from two directions to improve water quality. Fred St. Ours said maybe not this year but some thought should be given to where they would start by identifying the problem areas are now. Peter Dillon is noting what is happening in surrounding towns and advising NWD should stay ahead of things. Both Scituate and Hanover are having problems because they did not have a program in place to address things by priority. Steve Ivas suggested Jason Federico look at the water main map and maybe increase some of the 8" mains to 10" mains. Once Jason looks at third herring brook Jack should have his address the water mains so a plan can be planned for so things do not happen all at once.

11. Fred St. Ours motioned to adjourn; Peter Dillon seconded; all in favor at 6:03 pm.

Accepted:  Date: 1/16/2020