

**BOARD OF WATER COMMISSIONERS**  
**MEETING MINUTES**

Date: April 1, 2021    Time: 4:30 PM    Location: Norwell Water Department  
345 Main Street, Norwell

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

Minutes Prepared by: Donna Snow

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1. All parties were present via Zoom conference.
2. Steve Ivas voted to approve the meeting minutes from 3/18/21; Fred St. Ours seconded, all in favor at 4:40pm
3. The Board was advised that Donna Mangan will be retiring shortly as the Town Accountant.
4. Donna Snow advised that many of the Verizon lost payments that she stop paid in December 2020; were just now reissued by the Accounting office. Once these payments post we still owe for both February and March statements and that voucher was submitted to Accounting on (3/24/21) and should be processed soon. Once Accounting processes these payments, we will be current with all five lines.
5. Donna Snow advised that during a recent conference call with Accounting they advised that bulk payments are not normally processed for National Grid, Ellen Nurmenniemi explained it was an isolated situation that she had processed a large check combining many departmental invoices into one payment. Misapplied payments are not being rectified in Accounting, they are looking to the Department Admins to reconcile. Donna Snow advised reconciliation at the department level is inefficient since the Department Admins do not have check details and therefore twice as much time is spent in gathering those details which the Accounting office readily has. Misapplied payments are most often the result of a large payment which covers invoices across multiple departments and reconciliation should be done by the accounts payable administrator who has: check date, check number, copy of the check and summary details on the check. Donna Mangan explained her accounts payable administrator was too busy to be tasked with this work. Donna Snow tracks all payments from vouchers but does not have access to payment details. The voucher is the only record we have in the Water office.
6. Fred St. Ours asked about the recent change in longevity for Donna Snow and noted the Selectman's office advised it would be paid in July. Normally if the longevity years have been reached, the Board would expect this to have been a benefit grandfathered in as a result. Fred St. Ours and Donna Snow noted that Nancy Dooley in Accounting may be able to provide more information on how many other employees lost their five-year longevity.
7. Senior Discounts – Peter Dillon reviewed the draft letter. The language printed on the water bill from Bill Trust would need to be updated to clearly define eligibility. The rules and regulations would need revisions to state that senior discounts apply to people who

- reside at the property so that owners who qualify cannot pass discounts along to tenants. Donna Snow will add some wording to the draft letter and share at the next meeting.
8. Donna Snow advised that an enhancement is needed in Soft right to record private drinking wells or private irrigation wells. Right now there is no available field to store this information. The "work order" field could be relabeled and utilized for recording drinking or irrigation well, this would help during water restrictions to manage who is in violation.
  9. Fred St. Ours advised the resident at 36 Stetson Shrine Lane, Richard Nichols is interested in a water connection. Jack McInnis advised that a 1" service costs \$4k for resident but with the discount the fee would be \$3k. Donna Snow will check to see if an old service application was paid for at 36 Stetson Shrine Lane.
  10. PFAS – The Mass DEP free PFAS testing program was done in January. Based on the results two locations exceeded levels; two weeks later a second round was taken but those result were not sent to Jack McInnis or Peter Dillon. Jack McInnis wants to be certain that the DEP has official results from first test and second test. Jack McInnis contacted Bill who suggested using the prior sample result form for both 1<sup>st</sup> and 2<sup>nd</sup> test rounds and then he will indicate how we should be sampling in the future. Peter Dillon states only South Street and Washington Street need to be tested moving forward. He wanted DEP to realize we had sampled and were waiting for official direction. Well #8 had elevated PFAS when Well#7 is shut down. A running average is used to determine if we are in violation. Peter Dillon will put all the data into a spreadsheet to determine averages and if we can get below 10 ppt (parts per trillion) for a couple of months it will help the average. Well #1 seems consistent at 27 or 28 ppt. South Street is running at 11ppt, Well #1 is approx. 26 ppt, Well #6 is running at 7 ppt. Washington Street concerns Peter Dillon the most at 15 ppt. There is a possibility that these numbers will go up while Well #7 is off. Steve Ivas asked does depth of water affect this compound; Peter Dillon will find out. Peter Dillon explained the Fire Chief states they do not use fire suppressant foam during drills but the results coming from that area are concerning. Peter Dillon feels as though the Department needs a better handle on the data before speaking to fire station about Washington Street results. Steve Ivas asked if it is a cleaning agent and advised Teflon produces this same PFAS. Monthly monitoring will be needed if levels are over 10 ppt, if they exceed 20ppt then a direct mail to all residents is required – it is therefore very important numbers stay under 20 ppt. The direct mail will have to include health impacts to residents. Peter Dillon said the one to watch is Washington Street but Grove Street looks great. Jack McInnis suggests putting some money into the Grove Street well field. It is possible that Well# 7 and #8 have to come offline and just run Well #4 and run Well #1 at 40%. The impact is the water will not be available to meet high summer demands. Jack McInnis states we need to get a handle on it sooner than later as it will be difficult shut down irrigation systems once they get started. Peter Dillon agreed and the Department needs to determine how to properly communicate the restrictions.

11. Steve Ivas mentioned the drought situation facing parts of the country, we are 2" under normal already and if we are in a drought we will need to shift to water restrictions early.
12. Peter Dillon explained the Third Herring Brook monitoring has residents wondering what is going on there. Peter Dillon explained a rain gage would be nice to tie into the system. Peter Dillon suggested that Jack McInnis talk to Jason Federico so that people can see how much or how little water there is. Steve Ivas motioned to obtain rain gage, Peter Dillon seconded; all in favor at 5:37pm
13. Jack McInnis reported Annual Statistical Report is complete with 356 million gallons pumped this year and 9.1% unaccounted for water.
14. Steve Ivas motioned to adjourn; Peter Dillon seconded; all in favor at 5:46pm.

Accepted: Steve Ivas Date: 17 April 21