

BFD BOARD OF WATER COMMISSIONERS MEETING MINUTES

September 14, 2021, AT THE WATER DEPARTMENT OFFICE.

PRESENT WERE: Board of Water Commissioners: Chairman David Jones, and Commissioner Bassett, and Commissioner Whitmore. Also present: Superintendent Thomas Rooney.

- Meeting called to order at 2:32 P.M.
- Warrants and payrolls signed.

Chairman Jones asked for a motion to approve previous meeting minutes. Commissioner Whitmore **motioned** to approve the meeting minutes from August 10, 2021, **seconded** by Commissioner Bassett. The **motion passed Unanimously.**

Capital Projects Update

Superintendent Rooney informed the Board that he and Senior Operator Tivey participated in a planning meeting with Wright-Pierce Engineers to discuss the proposed communications protocols for the water filtration plant currently being designed. The discussion included architectural, electrical and SCADA preferences. Commissioner Whitmore asked if the Water Department's current process control system has cyber security? Superintendent Rooney replied that the Department does employee password protected systems for remote access. Chairman Jones asked if there was cyber security for Well #1? Mr. Rooney replied that the building previously had intrusion alarms only, and that there would be SCADA control as part of the rehabilitation of the pumping station. He informed the Board that Woodard and Curran Engineers would facilitate the Scada upgrade for Well #1.

The Board reviewed the Civil Engineering plans for the proposed filtration plant. Superintendent Rooney explained the topography of the site, the location of the proposed building, and the location of the settling lagoons for process water. Mr. Rooney discussed the reuse of Treatment #2 for perchlorinating the water prior to treatment. He explained that the water must be chlorinated prior to iron and manganese removal. The Board discussed physical security concerns for the proposed filtration building. The Board reviewed the proposed building layout. Mr. Rooney discussed the need for a designated women's bathroom to accommodate future employees. Commissioner Bassett asked about the amount of paved parking area. After discussion, The Board asked to have the paved parking area reduced. Superintendent Rooney replied that he would forward the Board's request to GZA Engineering.

Commissioner Whitmore asked for an update on the plan to avoid flowing water to waste at Old Jail Lane Blow off. Superintendent Rooney explained that he had discussed the problem with Stantec Engineering because Stantec produced the Hydraulic Model for the Departments water system. Mr. Rooney explained that water saving alternatives were discussed with Stantec Engineer Erica Lotz, and that there is no easy solution to eliminating the blow off. Mr. Rooney informed the Board that Ms. Lotz suggested a "wait and see" approach. The redevelopment of Well #1 may change the water chemistry in a way that may reduce the need to flow water to waste.

Chairman Jones asked about the progress of the Well #1 project. Superintendent Rooney explained that there was very little going on. He explained that there was a delay in providing payments to Robert B. Our that may have delayed the work schedule. Mr. Rooney explained that the prefabricated chemical addition building has been delayed because of Covid related issues.

Water Rates

The Board reviewed proposed rate changes to provide needed revenue increases for Capital Projects. Commissioner Whitmore asked if fees like the Departments labor

rates would increase every year. Superintendent Rooney replied that fees would not automatically be raised yearly. Mr. Rooney explained to the Board that water rates and service charges will be raised on a yearly basis for the next five years. He explained that the increases could be suspended by the Board if other grant funding was made available by the Federal or State Government. Mr. Rooney informed the Board that he would develop an advance notice of the rate increase for District's customers, to be distributed in the next water billing.

Commissioner Whitmore **motioned** to approve the water rate changes as proposed, **seconded** by Commissioner Bassett. Chairman Jones stated that he would like the Board to approve the changes with the contingency that the increases could be suspended if appropriate. The **motion passed unanimously**.

Superintendent Rooney discussed GZA Engineer Thomas Sexton's recommendation that the Water Department increase its financial reserves to one million dollars.

Mr. Rooney discussed an audit of the current billing system conducted by outside contractor Rayburn Solutions. He explained that the audit discovered very few corrections to the currently billed customer accounts.

Mr. Rooney discussed the progress of migrating the billing software from a custom billing software program with a sole provider to a cloud-based system managed by a larger company.

Department Staff Performance Reviews

Superintendent Rooney presented performance reviews, and future goals, for Department staff members. Commissioner Bassett asked if all three Servicepersons were cross trained to perform the needed functions of the Department. Mr. Rooney replied that all Servicepersons are trained in the essential processes of the Department. Commissioner Whitmore asked if there is a defined education incentive policy for staff members? Mr. Rooney replied that there is not a formal incentive policy. After discussion, Commissioner Bassett **motioned** to approve 3% pay increase for Department staff member, along with a \$15.00 increase of the weekly Stand-By stipend, **seconded** by Commissioner Whitmore. The **motion passed unanimously**.

Matters Not Reasonably Anticipated By The Chair

Superintendent Rooney informed the Board that he consulted with Attorney Charles Sabatt regarding the newly created Juneteenth State Holiday. Mr. Sabatt confirmed that the Water Department is obligated to close on Massachusetts State Holidays.

Commissioner Whitmore asked for an update on the Vineyard Wind project.

Superintendent Rooney discussed discussions with Vineyard Wind about changes to the water main location on their proposed transformer site. He also discussed needed water main changes for the Cape Cod times building as part of the project.

There being no further business, Chairman Jones asked for a motion to adjourn the Meeting. Commissioner **motioned** to adjourn the meeting, **seconded** by Commissioner Whitmore. The **motion passed unanimously**. The meeting adjourned at 3:55 p.m.

*Respectfully Submitted,
Thomas Rooney*