



Approved: 05/29/2023
(date)

**TOWN OF PAXTON
Water Commissioners
Minutes of Meeting**

Date: Thursday, May 25, 2023

Time: 7:00 p.m.

Meeting Place: John Bauer Senior Center, 17 West Street, Paxton, MA

Present: John Malone (JM), Chair
David Trulson (DT), Vice Chair (arrived at 7:23 p.m.)
Rodney Jenkins (RJ), Clerk
Travis Thibault (TT), Director of Public Works
Tiffany Sidhom, Administrative Assistant

Additional: Carlos Pimental, individual looking to purchase property on Grove Street

The meeting was called to order at 7:17 p.m.

Meeting Minutes

Motion (RJ) seconded (JM) to accept the regular meeting minutes from the April 20, 2023 meeting.

Approval of April 2023 Billings Rendered

The Board reviewed and signed the April 2023 Billings Rendered.

Asnebumskit Dam Easement

Carlos Pimental is looking to purchase a property on Grove Street. There is an easement on this property for a 50' Right of Way for the Water Department to access the Asnebumskit Dam. The Attorney representing Mr. Pimental has drafted an easement agreement to include the potential buyer's information, but all pertinent information from the original agreement remains, including who is responsible for maintenance. The Board reviewed and signed the new agreement that was presented, a copy of which is available at the Water Department office or at the Town Administrator's office. Mr. Pimental thanked the Board for their cooperation.

Re-Organization of Water Board for FY2024

Motion (RJ) seconded (DT) to nominate John Malone as Chairman. All in favor.

Motion (RJ) seconded (JM) to nominate David Trulson as Vice Chairman. All in favor.

Motion (DT) seconded (JM) to nominate Rodney Jenkins as Clark. All in favor.

West Street Water Main Project Update

A fourth addendum to the existing contract with Tata & Howard for the West Street Water Main Design project was signed to have Tata & Howard send the Certified Mail to all abutters of the project. This increased the total budget for the West Street Water Main Design to \$137,500, which is being paid for with the Town's ARPA funds. MA DOT has approved entering into the intersection with Route 122, if the project moves forward. Tata & Howard is working on submitting the MassWorks application for the project, including the Storm Water Design, next week.

Memorandum of Understanding (MOU) for Director of Public Works' Salary

An MOU stating that the Water Board will pay 33% of the current Director of Public Works' salary and benefits for the three years of his contract commencing July 1, 2023 was presented to the Board per the request of the Town Administrator. Motion (DT) seconded (RJ) to approve and sign the MOU as written. Unanimous, all in favor.

Discussion of Water Rates

The Board reviewed a copy of the current rates. (TT) has not had time to compile data for this discussion yet and hopes to be able to do so for the next meeting.

Meter Program Update and Water Shut Off Discussion

There are approximately 16 old water meters left that need to be replaced. Three demands were sent via mail; the third demand was sent Certified Mail. (TT) will consult with Mass Water Works to see what the process is for terminating water service to customers who will not allow the department in to change out the water meter. Tiffany will check with Paxton Municipal Light Department to see if any of the remaining customers are late on payments.

Old Business

None.

New Business

The Board reviewed the FY2023 financials to date.

Director Updates and Reports

On May 22, 2023, Department staff confirmed a leak on the service line at 18 Brooks Road. The customer was notified and immediately contacted a contractor to make the repair. When the contractor began work, they found multiple breaks on the line and now the entire service line will be replaced, along with the installation of a meter pit at the road.

The Department has been receiving consistent dirty water complaints from the customers at 4 Johnnel Road. Flushing seems to temporarily mitigate the issue, but it may be necessary to flush more regularly in that area.

Hydrant flushing continues. This year Tiffany developed a new system for tracking hydrant and flushing data electronically, in real-time, in the field. Andrew Clark has been doing a great job of getting all information into the system, including uploading photos of each hydrant, which was his suggestion. This new system will save hours of administrative work that was previously required.

Andrew has shown great time management on the flushing program, and is roughly two weeks ahead of schedule, even with not having flushed in the Fall. The Board wishes to extend thanks to both Andrew and Tiffany for their hard work.

Madigan is still waiting for the cap for the new truck to come in. It should be done within the next month.

The 2022 Consumer Confidence Report is complete and posted on the Town's website. Notice will be included in the upcoming utility bills. Copies will be posted at all Town buildings and all paperwork will be submitted to the DEP.

The Paxton Municipal Light Department has been notified that water bills for Tivnan field will be paid for by the Recreation Department.

On May 10, 2023, all Highway and Water employees participated in the MIIA Defensive Driver Simulator Training, which is a yearly requirement.

Next Meeting

Next meeting date to be determined; some time in June 2023.

Motion (RJ) seconded (DT) to adjourn at 8:23 p.m. Unanimous, all in favor.

Respectfully submitted,



Tiffany Sidhom, Administrative Assistant

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