



Approved: 8/6/2020
(date)

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

Date: Wednesday, May 27, 2020

Time: 6:30 p.m.

REMOTE MEETING VIA ZOOM

Present: John Malone (JM), Chair of Water Board Commissioners
David Trulson (DT), Commissioner
Travis Thibault (TT), Water Superintendent
Tiffany Sidhom, Administrative Assistant

Absent: Rodney Jenkins (RJ), Commissioner
Carol Riches (CR), Town Administrator

The meeting was called to order at 6:34 p.m.

(TT) read the Remote Meeting Preamble.

Acceptance of Meeting Minutes

Motion (DT) seconded (JM) to accept the meeting minutes from January 16, 2020 and February 20, 2020.

Vote to Assign One Commissioner with Signing Authority

Motion (JM) seconded (DT) to allow the Chair to sign all documents on behalf of the Water Board Commissioners due to restrictions implemented during the COVID-19 pandemic and with the understanding that the remaining members will review said documents beforehand at a regularly called meeting of the Commissioners.

April 2020 Billings Rendered (Commitment)

Motion (JM) seconded (DT) to approve the April 2020 Billings Rendered provided by the Paxton Municipal Light Department.

Impacts of COVID-19 on the Water Department

Some of the precautions that the Department took in response to the pandemic were to order additional PPE, extra chlorine (in case a shortage occurred), prepare a daily routine instruction

packet (incase mutual aid was needed) and develop protocols for how to work under new restrictions.

On March 23, 2020, the Department began to work a split shift to reduce potential exposure to employees.

On March 27, 2020, the Board agreed to waive customers' late fees.

The Water Department's office was moved to the second floor of town hall to be able to provide work space that adheres to social distancing requirements.

On April 27, 2020, the Department resumed regular shifts to begin hydrant flushing.

Financially, the biggest effect on the Department from COVID-19 is the lack of water usage from the schools being closed. There are less accounts that are delinquent right now than this time last year.

Asnebumskit Tank Rehabilitation

SUEZ plans to return to work on the exterior of the Asnebumskit tank and the work should be done by end of summer. The electric service still needs to be updated, including purchasing the wire. (JM) and (DT) approve the Department spending \$1,200 to purchase the wire.

Paxton Municipal Light Department Billing Contract

Motion (JM) seconded (DT) to approve the billing contract provided by the Paxton Municipal Light Department, provided it includes a stipulation that once 100% of the water meters have been upgraded, the contract will be renegotiated, regardless of the length of time left in the contract.

2019 Annual Statistical Report

On April 2, 2020, the 2019 ASR was completed. In 2019, 100,324,456 gallons of water were purchased from the City of Worcester. The unaccounted for water was 19.8% and the average residential usage was 47 gallons per day, per person (10 gallons less than the national average). A copy of the report is available at the Paxton Water Department.

2019 Consumer Confidence Report

On May 27, 2020, all aspects of the 2019 CCR were completed including submission and posting at the required locations. A copy of the report is available at the Paxton Water Department.

Meter Project

The meter project is currently on hold due to COVID-19 restrictions. Before the Department can resume the project, it will need to obtain more PPE. Presently there are just under 500 new

meters installed. Approximately one dozen meters have needed to be returned to the manufacturer.

Water Superintendent Updates

On March 18, 2020, the Department repaired a service break near 161 Suomi Street.

The Department was reimbursed \$10,000 from Bartlett Consolidated for the damage caused by their digging to repair a guardrail and breaking a water main on Route 122.

Water Operator David Tardie began natural disaster trainings.

On April 29, 2020, the Department ran services for the last two houses near 226 Richards Avenue. All four new houses are now tied into town water.

Between May 11 and May 21, 2020, the Department assisted Amorello with hydrant work on Holden Road.

On May 19, 2020, there was a break on the 8" main on Marshall Street near Hill Street. During that break, the Department discovered that two pumps are not operational. (TT) recommends the purchase of a new pump, at approximately \$2,000. (JM) and (DT) approve the purchase of a new pump.

New services were installed at both 25 and 27 Village Road.

(TT) recommends the purchase of some additional items to be able to keep the Department running. (JM) and (DT) approve getting whatever is needed. (TT) states that there could be possible reimbursement available for some items under the CARES Act.

Motion (JM) seconded (DT) to adjourn meeting at 7:18 p.m.

Respectfully submitted,



Tiffany Sidhom, Administrative Assistant