



Approved: 8/19/21
(date)

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

Date: Thursday, July 1, 2021

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
Rodney Jenkins (RJ), Clerk
Travis Thibault (TT), Director of Public Works
Carol Riches (CR), Town Administrator
Tiffany Sidhom, Administrative Assistant

The meeting was called to order at 7:05 p.m.

Meeting Minutes

Motion (RJ) seconded (JM) to accept the meeting minutes from the May 20, 2021 meeting. Unanimous, all in favor.

Approval of May 2021 Billings Rendered

The Board reviewed and signed the May 2021 Billings Rendered.

Service Connection Requests and Waiver Request

The Board reviewed two requests for new service connections at 23 Wilde Wood Drive and 143 West Street. Motion (DT) seconded (RJ) to approve both connections. Unanimous, all in favor.

The owners of 68 Suomi Street have requested to dig a well instead of connecting to town water. They state that the house that they will build is more than 500 feet from the edge of the road, and that the water main is on the opposite side of the road, making connecting to town water very expensive. Motion (DT) seconded (RJ) to allow the owners to dig a well instead of connecting to town water. Unanimous, all in favor.

Consumer Confidence Report

The required message about the availability of the 2020 Consumer Confidence Report was properly displayed in the June 2021 utility bills. (TT) submitted all documentation to the DEP and the CCR is now 100% complete.

SUEZ Condition Assessment Report – Asnebumskit Water Tank

The Board reviewed the report provided by SUEZ of their April 23, 2021 inspection of the Asnebumskit water tank.

Response to Town of Leicester re: Moose Hill Reservoir

Motion (RJ) seconded (DT) to have (JM) sign the drafted response letter to the Town of Leicester regarding the Moose Hill Reservoir. (JM) signed the letter and it will be sent to Leicester.

End Probationary Period for Water Foreman

Peter DeFlorio has been with the Water Department as Water Foreman for six months. (TT) conducted a review and would like to remove Peter from probation. Per his agreement, Peter would get a 3% increase upon removal from probation. (TT) would also like to give Peter an additional 2.5% COLA raise as of 7/1/2021, to follow in line with other non-union town employees. Motion (DT) seconded (RJ) to remove Peter from probation and award him salary increases as discussed. Unanimous, all in favor.

Storage Building for Water Department Vehicles and Equipment

(TT) reported that he needs more time to look at options and will report back to the Board at a future date.

Meter Program

To date, 745 new Badger water meters have been installed. The Department continues to see positive trends in revenue due to the new meters.

FY21 Financials and Consumption Data

The Board reviewed the FY21 financial and consumption data to date.

(TT) noted that the unaccounted for water appears high because hydrant flushing and break information has not been added yet.

The Department has taken in \$1,088,519.96 in revenue in FY2021, and there are still two payments left to receive in month of June. (TT) noted that the new meters should continue to increase the Department's revenue.

Reports and Updates

On May 26, 2021, there was a service leak at 10 Shanandoah Drive, which was repaired by Dig In Deep who also installed a meter pit and used plastic pipe due to the distance from the house.

On June 2, 2021, backflow device testing was conducted by Toomey Water Services. Four devices failed; three at Anna Maria College and one at the Paxton Sports Center. The Water Department has been in touch with these locations, both of whom are working on having the devices repaired and re-tested.

On June 3, 2021, (TT) finalized the 2020 Consumer Confidence Report and submitted it to both the DEP and the Paxton Board of Health.

On June 3, 2021, (TT) completed and submitted the Asnebumskit reservoir registration renewal to the DEP. This is required in order to be able to keep the Asnebumskit reservoir as a drinking water reservoir, and is done about once every ten years.

On June 8, 2021, Peter DeFlorio completed the ICS100, ICS200 and NIMS700 training, as requested by the Paxton Emergency Manager as part of formulating COOP plans for the Department.

On June 15, 2021, (TT) submitted a COOP plan for the Water Department to the Paxton Emergency Manager.

On June 16, 2021, there was a water main break near 155 Marshall Street; there was a 6' split in the pipe.

On June 23, 2021, all hydrant flushing was completed.

On June 24, 2021, (TT) reached out to both Liquid Engineering and SUEZ to obtain quotes for an internal inspection of the Maple Street tank, which is now due. SUEZ's quote was approximately \$600 less than Liquid Engineering and SUEZ will perform the inspection this Fall. While performing the inspection, SUEZ will also put together a proposal for maintaining the Maple Street tank, which (TT) will present to the Board.

On June 24, 2021, (TT) certified the Risk and Resilience Checklist with the EPA. Said checklist was completed by Tata & Howard. The next step will be to update the Emergency Response Plan. Tata & Howard will provide a quote to assist with the updating, which is a mandatory requirement from the EPA.

Personnel Update

(TT) provided the Board with a copy of a letter from a resident, thanking the Department for the professionalism and kindness of a Water Department employee during the installation of her new water meter.

Pump Station

(JM) inquired about the status of the pump station. (TT) reported that Ruby Electric has retrofitted fans for the VFDs but reminded the Board that many upgrades are needed at the pump station, which he will be presenting to Board over the next fiscal year.

(TT) further stated that he would like to focus on getting the pump station upgrades done, then the Maple Street tank tied into the SCADA system, then look at West Street water main upgrades.

(DT) asked if there is any state or federal money available for the engineering portion of the West Street main upgrades. (CR) replied that the town will be receiving \$1,400,000 under the American Rescue Act and that a committee is being formed to decide how best to use the money.

Next meeting tentatively scheduled for August 19, 2021.

Motion (JM) seconded (DT) to adjourn at 7:53 p.m. Unanimous, all in favor.

Respectfully submitted,

Tiffany Sidhom, Administrative Assistant