

Dighton Water District
192 Williams Street
North Dighton, MA 02764

Edward Swartz
Jeffery Cloonan
Sue Medeiros

COMMISSIONERS

Tina Bragga
TREASURER

THE FOLLOWING MEETING WAS BOTH AUDIO AND VIDEO RECORDED

Tuesday, September 16, 2014 at 6:00 P.M.
Water District Headquarters

Chairman of the Board of Commissioners, Ed Swartz, called the meeting to order at 6:00 P.M. on Tuesday, September 16, 2014.

PLEDGE OF ALLEGIANCE

MEETING WITH SCHEDULED GUESTS:

ADP – Payroll Service Presentation – Javier Marichal

Javier explained quickly the payroll service and that ADP also offers iPay. iPay is more efficient, will save time and money. Chairman Ed Swartz stated the board is looking for two proposals. First is a proposal on payroll services with all the benefits ADP offers which would include automated time clocks, everything automated, online system. Second would be the online bill pay. Ed requested that Javier go over the specific's with the Clerk/Treasurer and report back to the board with proposals. The board would like to see the presentation after Javier and ADP has met with Superintendent Olsen and the Clerk/Treasurer.

Chief Antone Roderick Jr. – South Dighton Fire Station Meter

Ed welcomed Chief Roderick's and former Commissioner, Selectman Menges to the meeting. Ed stated the purpose of Chief Roderick's meeting with the Board was to discuss the metering, usage and filling of the trucks at the South Dighton Fire Station. Chief Roderick's explained that sometime ago the meter installed at the station recorded the stations water usage except for the water to fill the trucks. The Department of Environmental Protection requires the Water District to report all water usage. For this purpose a second meter was to be installed. Superintendent Olsen installed only one meter because the space was a very confined area. All usage will go through this meter. Chief Roderick's does not have a problem with this, the only question he has is how he will pay for the added usage, this is not figured into his budget. Chief Roderick's stated he likes the convenience of filling the trucks inside especially during the winter months where filling from a hydrant may cause ice on the streets. The board discussed several options, first setting a set rate or possible running a new line dedicated to filling the trucks. Superintendent Greg Olsen stated running a new line would be too costly. The board decided to

wait until the fire stations meter is read in November to see what the impact of metering the filling of the trucks will be. Board will discuss again at the December monthly meeting.

APPROVE MINUTES OF PRIOR MEETINGS:

Chairman Ed Swartz entertained a motion to approve the minutes of the regular meeting of July 8, 2014. Sue, so moved, Jeff seconded the motion, all were in favor. Ed asked for a motion to approve but not release the executive session minutes of July 8th, 2014, Sue, so moved, Jeff seconded the motion, all were in favor

READING OF CORRESPONDENCE: None

FINANCIAL CONDITION:

Ed asked for a motion to approve the warrants dated 7/17/14, 7/24/14 8/10/14, 8/14/14, 8/21/14, 8/28/14, 9/3/14, 9/4/14, 9/5/14, 9/11/14. Ed stepped down to make the motion to accept as listed, Jeff seconded, all were in favor and the motion passed.

Sue read the financial condition. Ed asked for a motion to accept the Treasurers report, Sue so moved, Jeff seconded. Ed asked where the District was in closing Fiscal Year 2014. Acting Treasurer, Tina Bragga stated she would be doing the closing on Thursday September 18th. Sue questioned if there were any lines in the budget that would need to be replenished. Ed stated the board would review after free cash is certified. All were in favor of accepting the Treasurers report.

SUPERINTENDENTS REPORT:

Superintendent Greg Olsen reported the fall flushing would begin on October 6th and run till October 31st from 8:00 P.M. to 3:00 A.M.

The District has replaced two old Ludlow hydrants with new hydrants.

Greg reported installing two new services, with the new policy change people have been using their own contractors to install new service lines. The District also replaced a service on Pine Street because a developer was going to be paving that section of Pine Street.

There was a valve repaired at the intersection of Center Street and 138.

The lagoons have all been cleaned and the District will start a rotation of cleaning one lagoon a year over the next three years.

To date 84 residential meters have been replaced with radio read meters.

The annual safety inspections of both of the Districts water tanks are completed. Very minor flaws were found, some screening on top of the Williams Street tank, will get bid on this work.

Greg updated the board on the tank mixers that were approved at the May Annual District meeting. The purchase of the mixers will need to go into the Central Register, Greg stated he will need help from an engineering firm for this. He has one bid for \$17,000.00 and will be meeting with another firm the following day. Greg would like to get an opinion on the tanks, the last time they were cleaned and painted was in 2008. There are two ways of install the mixers, with a diver or draining the tank. Stated that it might be a good idea to drain and clean the tanks when installing the new mixers. Greg stated he would discuss with Tater and Howard.

The boiler at the Treatment Plant and all three furnaces at 527 Somerset Ave building have been cleaned and oil tanks filled. A District laborer is in the process of making reprints, will be

locating all service boxes in the District which may require him to dig in yards, take measurements, get new ties and those will be transferred to the computer.

Greg stated that the town wants to pave Main Street from Williams to Elm, he believes there has been discussions with the water department. There had been discussion with the previous Districts engineer on replacing and possibly increasing the size of this main. Greg stated if the District is going to replace main he feels the critical replacement would be from the treatment plant to the Williams Street tank.

Greg presented the plans for Center Street Woods for the board's approval. Commissioner Sue Medeiros made a motion to accept the plans for Center Street Woods, Jeff seconded, all were in favor.

Greg reported that Mr Garanito, Knotty Pine Estates, has paid the tapping fee but needs to bring the District a copy of the road opening permit that he has stated he has. Greg told the board that only public entities are allowed road opening permits on state highways from Mass DOT, therefore Mr. Garanito will need to pay the District the \$100.00 permit fee so the District can apply for this road opening permit.

Greg reported that in the analysis of the treatment plant, Tater & Howard are requesting 13 samples. This was not in the original contract. Greg believes there will be enough in the budget line for this testing.

Stoney Ridge has requested at the entrance of both Stoney Ridge and The Pines subdivisions off Pine Street, if they would be allowed to install irrigation services for lawn sprinkling. Greg stated there is a chlorination tap and asked how these services should be charged. Ed stated that we should work with the developer, charge him for the meters and the meter pits, they are not buildable lots.

Greg reported that there is a resident on Buck Plain Road adding an extension accessory dwelling on to the home and would like to just use the existing water line. In speaking with the Administrative Compliance Officer, Charles Cestodio, he stated there is not a set policy on this. Past boards have made some put in a second line and some did not have to. Ed stated going forward we have to have something set in place that follows the same rules and guidelines as the zoning bylaws. On this one, if the gentleman feels that he can suffice with the single line coming in, but we make no guarantee what his water pressure/volume will be and notify him we don't have a current policy in place. Ed asked Greg to meet with the building inspector, Jim Aguiar, to come up with a policy to present to the board to adopt.

Greg stated he had a set of standards he would like the board to adopt. They are a set of standards for design and approval to mount or modify communication equipment on our water storage tanks. Greg reported he has had contact with a gentleman from Verizon that is interested in installing equipment on our Williams Street tank. Haley and Ward drafted the District up a set of standards which was given to the board to review.

Greg reported he had a quote for \$3,407.00 for preventative maintenance of the five highlite

pumps at the treatment plant, the well field Walker 2, Cedar 3 and Cedar 1. Greg stated he should be able to find money in the budget to cover, the board agreed.

Greg reported concerns about the Bristol County Agricultural School. The school did a repair on the master meter and shut off the bypass and did not turn it back on. Second, the bridge repairs have caused two leaks, Greg questioned who is responsible for these. Both leaks were at the main and on school property. One the District paid to repair and one the Aggie school paid to repair. There is no set policy after the meter or who owns the meter. Greg believes the meter is too big and needs to be either downsized or the District needs take control of it. Greg noted that the last house on Center Street is not the schools property and is feed by this line, also there are two hydrants used for fire protection. Greg also changed out an old Ludlow hydrant for a new hydrant, should District pay for this hydrant or the school? Ed suggested speaking to the Aggie schools Superintendent, work on an agreement. Commissioner Jeff Cloonan asked if the District installed the schools water main. The District did not install the main, the board agreed the school should be responsible for the main. Ed suggested in meeting with the school, the main would be the schools responsibility, give them a couple of options regarding the meters, either the District will place a meter at the beginning and we'll meter everything or if the school would like it separated that would be at their cost. We would have to have an easement to the hydrants.

Ed asked for a motion to accept the Superintendents report, Sue so moved, Jeff seconded, all were in favor.

OLD BUSINESS:

Insertion Valve For Stoney Ridge Development – District Portion

Ed asked if the District has received a cost estimate as to what they actually paid. Ed spoke with Stoney Ridge and told them until they send something to the District we don't know what to credit them for.

Update – Consolidation Between The Highway Department and Water District Regarding Backhoes and Trucks

Greg spoke with several other towns. No one has a specific contract with the town, they all go by hourly wage. Each town had a rate that they charge out for their machine. The town would need to establish a fee for an operator and the machine then the District could adopt that. Greg doesn't think it's a bad idea for a backup to our present contract. Selectman Patrick Menges stated that the Superintendent of the Highway Department would need to know soon on whether the District will be plowing for the town so he knows how to hire outside contractors. Greg's concerns on snow plowing are, who is going to be plowing, what rate are they going to be paid, outside contractors are responsible for their own equipment maintenance (cutting edges, repairs) we would be responsible. The District has very minimal plowing but this needs to be done. Ed said to start maybe just a backup during the regular day time when we have guys here that are plowing, after they have done there Water District plowing if the highway department has anything necessary, a mutual aid agreement, 7:00 AM to 3:30 PM.

Ed asked if the District gets the municipal rate for police details. Patrick stated not at the present. Ed asked that the District send a letter to the board of selectmen because he understood from watching a part of the Rehoboth selectmen's meeting that the Town of Dighton agreed to charge the Town of Rehoboth the municipal rate for their town meetings. Ed requested that Tina draft a letter at the request of the board to the Selectman.

Policy Updates

Large Meter Testing - Greg stated the District needs a more stringent large meter testing policy. The present policy reads "The Dighton Water District's rules and regulations state that all water meters one inch and larger are owned and maintained by the property owner. Periodic testing of these meters is required by the District to insure meter accuracy." Based upon the size of the meter I propose the following schedule be adopted: Any meter larger than 6 inch must be tested every year, meters 4 ½ inch to 6 inch every two years, meters 3 inch to 4 inch every three years and meters 1 inch to 2 ½ every four years. Testing results should be submitted to the Water District office, all test should be performed before December 31st 2015. Greg stated letters will go out to anyone with a larger meter except for irrigation meters. The board agreed, if the customer does not comply with this policy the District will have the meter tested at the owner's expense. Ed stated any new policy will be advertised and a public hearing will be held prior to adoption. Ed wants people to understand that putting these policies in place is not a revenue grab, it's a long term need to have in place to continue to provide the water service that's necessary.

Subdivision Specifications

Greg would like to take out some hydrants that were presently allowed. Also, he does not want to allow C900 PVC main any more in the system stating it is impossible to locate. Greg will read the full policy update at the public hearing.

Chapter 165 Section 11

Greg stated the board needs to adopt Chapter 165, Section 11 of the Massachusetts General Laws which reads "Whoever unlawfully and intentionally injures, or suffers to be injured, a water meter belonging to a city or town, shall be punished by a fine of triple the amount of damages sustained thereby or \$1,000.00, whichever is greater or by imprisonment for not more than one year, or both. Damages shall include the value of the water used and the cost of labor and equipment repair and replacement." Sue stated that there are some Massachusetts General Laws that need to be accepted at a Special District meeting and there are some that can be accepted by the board. The board referred this to the town clerk.

Ed asked that the board go on record requesting that Superintendent Greg Olsen formalize these polices and to schedule a public hearing in regards to these polices for our adoption prior to January 1, 2015. Ed added if there are any additional policies, including any possible in the office, bring them forward sometime before December 1st giving a couple of weeks' notice to post around town.

There was a discussion regarding lawn sprinkler fees. There is an administrative cost to testing backflow devices, it's not required but it is recommended. Ed asked the board that they reduce that fee, place it in our new policies but reduce it for this current fiscal year to \$35.00 from the current \$75.00. The board agreed, Ed made the motion, Sue seconded and all were in favor. Ed requested to make this an official policy and to adjust in the rate manual.

Personnel Policy

Personal Time – Greg requested that a policy be written that employees must take personal time in not less than 4 hour increments and once employee has requested personal time, this time will automatically be deducted. The board agreed with the 4 hour increments but would like to leave

the flexibility of cancelling personal time requested stating that if a doctor cancels an appointment and the employee can come to work they should be allowed. Greg stated he would also like vacation time taken in 4 hour increments. Ed asked the board to adopt a policy that says vacation time and personal time are at a minimum of 4 hour increments, Sue so moved, Jeff seconded, all were in favor. Ed stated this would be effective October 1st, post and place a notice in employee's paychecks.

Clothing Policy

Greg requested that the clothing policy read, some form of long pants, work shoes, all shirts, sweatshirts and coats must have original sleeves long or short. Employees violating the policy will be sent home unpaid to change and will receive a written warning. Excessively ripped or stained clothes will not be allowed. There was a motion to accept the uniform policy effective October 1st, motion carried.

Classes and Training Policy

All classes/training will be authorized by the Superintendent. A copy of all certificates will be forwarded to the Superintendent for records. Specified District vehicle will be taken to all required training, no personal vehicles. Employees on medical leave must take a personal vehicle to training. Travel time to and from classes will not be compensated. Anyone attending training on time when not scheduled to work will be compensated for class time only at regular pay. Any employee out on administrative leave is not eligible for District funded training. District will pay for training and renewal cost to meet Distribution 2 (D2) and Treatment 2 (T2) requirements only. Failure to obtain required training is not the responsibility of the District. Employees may attend any none authorized or required training on personal, vacation or unpaid time. Failure to renew licenses is the responsibility of the employee and may result in termination if you don't renew your license. It is the employees own responsibility to locate training for approval by Superintendent. Only employees with a minimum of a D1 or T1 will be eligible for on call pay. There was a discussion on taking only a District vehicle to class. The board agreed that employees could take their own vehicle to required classes, mileage paid in accordance to the Department of Revenue. There was a discussion on training above the required licenses and the licenses that would be paid. The board agreed to pay for training for licenses up to the required D2 and T2, will pay for renewals of one D license and one T license per employee, this can be employees highest license. D3, D4, T3 and T4 training cost is the employees responsibility and classes must be taken on the employees own time. Will be effective October 1st. Ed asked for a motion to adopt policy for classes and training, Sue so moved, Jeff seconded, there was no more discussion, all were in favor.

NEW BUSINESS:

Lunch Break

Ed brought up employees in the treatment plant taking a 30 minute lunch break. Greg stated to have in policy that plant is not to be shut off during lunch break. Ed stepped down and made a motion that we begin scheduling all employees in the Water District to have a lunch period scheduled within their hours of scheduled work. If the operation of the facility is effected by employee taking a lunch break, that employee will be written up and suffer the discipline as laid out in the contract for not following the required duties. Effective October 1st. If there is an emergency employee must call the Superintendent to request working through lunch.

ICI Reservoir Withdrawal Rights

Greg reported the plant is rated for 1.25 million gallons per day, we did 960,000 gallons one day. Our wells are holding out but we are not ahead. ICI was offering the withdrawal permits either from a well or from the reservoir on Main Street. The District would need to set up a small package plant which would allow the water to be injected right into the system, chlorine could be injected without it coming through the treatment plant. Need to find water, need to get cost estimates on package plant versus upgrade to plant.

District Bank Accounts – The board discussed which accounts could be consolidated.

Internal Interviews – Clerk/Treasurer/Office Manager Position

The board interviewed Tina Bragga. Ed asked the board vote to appoint Tina as the Clerk/Treasurer/Office Manager pending a contract negotiation with the Chairman since it is a position that is now outside of the contract, that we prepare a contract with the Clerk/Treasurer/Office Manager that spells out, similar to the Superintendent, and that be presented back to the board for final approval of the appointment, but we offer her that position pending the approval of a signed contract between both parties. Sue so moved, all were in favor.

Ed requested to send copies of the adopted personal policies to Attorney David Gay for his records no response necessary.

ANNOUNCEMENTS:

Next regular meeting will be in October 14th, 2014.

PUBLIC INPUT: None

ADJOURNMENT: Sue Medeiros made a motion to adjourn at 8:40 P.M.

Respectfully Submitted,

Tina Bragga
Acting District Clerk

Those in Attendance:

Edward Swartz
Jeffrey Cloonan
Sue Medeiros
Dorian Jefferson
Chief Antone Roderick Jr.

Greg Olsen
Tina Bragga
Jim Ready
Selectman Patrick Menges

Chairman Ed Swartz

Clerk Jeff Cloonan

Commissioner Sue Medeiros