

BOARD OF PUBLIC AFFAIRS MINUTES

Village of Burton

March 13, 2018

Mr. Neill called the meeting to order at 7:02 pm.

Roll Call: Jeremy Neill – present; Curt Johnson- present; Adam Miller - present

Council Representative: Joe Hernandez, present

Visitors: Mayor Jim Koster, Chip Hess, David Ondrey, Anne Wishart, Lisa Hernandez

Pledge of Allegiance

Recognition of Visitors

Cashier's Report:

Ms. Hernandez noted that monthly meter readings would be done in the next few days.

Mr. Neill asked if it would be possible to have clients call in final readings, instead of having someone from the Utility Department do them. Mr. Ondrey felt that letting individuals call in their meter readings could lead to meter reading disputes, and might not be a wise decision.

Mr. Neill then turned the discussion towards the policy for customer-requested 90-day readings. Aside from stating that 90 day readings are possible, there is currently no best-practice in place for customers who request multiple readings, as well as billing for those readings. It was suggested that a customer would receive one 90 day reading per quarter at no charge; if the resident asked for another 90 day reading they would be charged an additional charge. A charge of \$50 was suggested for subsequent readings. Mr. Ondrey will draft up an addendum to the BPA Rules and Regulations that covers instances like this.

Mr. Neill explained how some of the water meters are failing – the meters are not reading correctly and instead are showing a “0” usage. There are two discs in the meters that move a magnet, and that is what measures usage. If any foreign object – such as rust scale - were to create a wedge in the discs, or the rod breaks from the magnet, the meters are designed to let water continue to pass though, but the meter will not count the gallons used. There are currently 3 meters that have failed and these meters have been sent back to the manufacturer for testing.

Mr. Johnson asked if there were any way to generate a bill for these individuals, specifically, Warren's Spirited Kitchen, since this had been going on for the past year with their meter. Mrs. Hernandez had printed out their old bills to pinpoint an average usage based on their history. Mr. Ondrey felt that it would be a reasonable request to approach the customer with this average cost to seek payment. Mr. Johnson agreed to contact Mr. Bendarek to see if an equitable agreement could be reached. Each of the other meters that have failed had just begin failing this quarter, so they were caught early. It was also noted that there is an old meter (inoperable) in the upstairs unit of Warren's Spirited Kitchen. If the upstairs apartment were to ever be rented out again, separate meters would need to be installed.

Mr. Neill then brought everyone up to date on Mrs. Emerson's claim that her meter is broken. A 90 day reading was done for Mrs. Emerson. When Mr. Neill and Mr. Hartman went to Mrs. Emerson's home, they noted that the meter was showing a leak. Mr. Neill recalled that this

instance had happened to Mrs. Emerson once before, and in that case, it was a humidifier that had not been switched off, that was tied into the furnace. Mr. Neill suggested to Mrs. Emerson that this situation may be occurring again.

Another 90-day reading was done for Mrs. Derrow on Spring Street. In this case, it was discovered that construction workers working on the home probably accounted for the increased usage.

Finally, a 90 day reading was done for Mr. Gardner who lives in the Berkshire Hills apartments. When the first reading showed a leak, Mr. Gardner was told by the apartment manager that he needed another 90-day reading, because his meter could be faulty. Mr. Ondrey suggested that Mr. Gardner could have an additional reading done, but with the additional charge discussed earlier.

Mr. Johnson made a motion that Mr. Gardner would need to pay a \$50 fee for an additional 90-day meter reading. Seconded by Mr. Neill. By voice vote, the motion passed.

Solicitor's Report:

Mr. Ondrey had nothing to report.

Engineers Report:

Mr. Hess reported that the water line project has been delayed, due to the recent snowfall. Mr. Hess then mentioned the upcoming meeting with Berkshire PRIME. After studying usage documentation, Mr. Hess felt confident that the Village would be able to provide water to the new school, but was unsure about fire flows. Mr. Hess also felt that the systems should be looped, and also recommend that the Village may want to engage in some flow monitoring studies, which might uncover any problems that might arise. Mr. Neill noted that currently, the Village does not have the storage that would be needed by the new school for fire suppression, and meeting EPA regulations for storage. Mr. Hess recalled that past Operator Reports have shown a daily usage of approximately 100,000 gallons a day (3,650,000 gallons per year). Mr. Paquette recalled that the former operator, Mr. Eaton, was reporting an annual amount **pumped** at around 65,000,000 gallons a year. Mr. Hess noted that to be accurate, there would need to be a computer model developed of the whole west sewer to look at the capacities and flows and then data would need to be captured from flow meters.

Fiscal Officers Report:

Mr. Johnson made a motion to pay approved bills; seconded by Mr. Miller. By voice vote, the motion passed.

Mr. Johnson made a motion to approve the minutes as amended for the February 13, 2018 meeting, showing that Mr. Hess was in attendance; seconded by Mr. Neill. By voice vote, the motion was approved.

Mr. Paquette went over some budget line items that needed to be changed – namely, the water operating fund up increased by \$30,000; and \$30,000 more was added to line item E10 to cover any expenses that might arise prior to the award of the contract. Mr. Neill reminded Mr. Paquette that lagoon cleaning would need to be done again, during the construction, so additional funds might need to be allocated for that.

Operators Report:

Mr. Neill addressed an error found on the new permit regarding pH monitoring of the upstream. It was noted that the new permit listed pH sampling as being done daily, instead of monthly as is normal. Mr. Neill emailed the EPA, and was advised to keep monitoring it daily, until it could be changed. At the time of this meeting, a letter had just been received from the EPA, stating that pH monitoring should be done monthly.

Mr. Neill gave an update on the high service pumps. High Service Pump #1 is working, and the check service valve is fixed. High Service Pump #2 is experiencing some issues. Quotes to repair this pump have been requested, and two have been received back. Mr. Johnson made a motion for Mr. Neill to accept the best bid for repairs of High Service Pump #2 not to exceed \$15,000. Seconded by Mr. Neill. By voice vote, the motion passed.

Mr. Neill advised that Rebecca Warner of the EPA had a discrepancy with one of the homes listed on the lead and copper site map. On this map, homes are listed by Tiers. The home in question is currently listed as a Tier 2, and based upon the records Ms. Werner found, the home should be listed as a Tier 3 or Tier 1. Also, the home is listed as being built after 1982. Ms. Warner's records show this home as being built in 1882. After some discussion, it was determined that perhaps there is a typographical error on the information listed on the EPA website.

Discussion then turned to the Asset Management Program. Mr. Neill reminded everyone that this is due in October.

Mr. Hartman continues to work on the Standard Operating Procedures for the Utility Department.

Mr. Neill gave an update on the leak on S. Cheshire in front of the Englert residence. At this time, it is not a big leak, but needs to be taken care of. The issue is that there are two pipes: a 3" fire suppression line for the Red Maple Inn and the 8" main. It is unclear at this time which line has the leak. It was decided to wait until better weather to investigate further. At this time, it is not creating a major issue.

Old Business:

Mr. Neill made a motion to accept the Arcadis Construction Services contract for construction oversight for the new Burton Village Wastewater Treatment Plant, seconded by Mr. Miller. By voice vote, the motion passed. Mr. Hess offered to assume the role of liaison for the project. It was decided to discuss this in more depth at a future date.

New Business:

Mr. Neill had a quote to clean one of the wells. It is recommended that this be done every 10 years, although 5 years apart might be better.

A discussion ensued over who is responsible for the cost of replacing broken meters. It was decided to wait to hear back from Neptune regarding the warranty before making any decision.

Mr. Neill would like to see budget billing implemented for residents who might wish to take advantage of a program like this. Mr. Johnson agreed that this is something that can be considered. Mr. Neill asked if our current utility billing system is capable of doing something like this. Mrs. Hernandez will contact Asyst to find out.

Executive Session:

Mr. Neill made a motion to enter executive session at 8:35 pm to discuss personnel issues; seconded by Mr. Johnson. Jeremy Neill – yes; Curt Johnson – yes; Adam Miller – yes.

The Board left Executive Session at 9:02 pm.

Mr. Neill announced his immediate resignation from the Board of Public Affairs, so that he could apply for the position of Utilities 3, in the Utility Department of Burton Village.

Mr. Johnson made a motion to recommend Jake Neill in the position of Utilities 3 for the Village of Burton, at an annual rate of \$32 an hour, base pay. Seconded by Mr. Miller. By voice vote, the motion passed.

Adjournment:

Mr. Johnson made a motion to adjourn; seconded by Mr. Miller. The meeting adjourned at 9:06 pm.

BPA President

Clerk