



Town of Wilbraham

Board of Water Commissioners
240 Springfield Street
Wilbraham, Massachusetts 01095

Wilbraham Board of Water Commissioners

Minutes of Meeting
January 13, 2023

Physically Present: Chairman James Dunbar, Commissioner Douglas Hutchinson, DPW Director Tonya Capparello, Water Superintendent Vinnie Pafumi, Administrative Assistant Donna Daviau.

CALLED MEETING TO ORDER:

Meeting was called to order at 2:03 p.m.

MINUTES:

Motion was made and unanimously voted to accept the Minutes of the December 9, 2022 meeting.

BUDGET: Fiscal Year 2025.

Review of the proposed budget. There is \$100,000.00 in the Reserve Fund. Possibly looking at using this money for a pipe lining project in the Old Orchard area or possibly change out the AC pipe. In Fiscal Year 2025 we may raise rates for a specific project/purpose or increase retained earnings. Out of Retained earning \$10,000.00 will go towards equipment, \$40,000.00 towards water, leaving a balance of \$112,236.00 for future use.

In Fiscal year 2023 we budgeted for the trucks. The trucks costs came in higher than anticipated. The Highway department will contribute \$20,000 + toward the truck. Trucks have been delivered.

Motion was made and unanimously voted to accept the Draft Budget as proposed.

MWRA: MWRA Assessment has not been received.

WATER DEPARTMENT BUSINESS:

Daily Flows: They are higher than last year at the same time and are higher than November's flows.

Water Bills: The bills were dated December 14, 2022 and are due today, Friday, January 13, 2023 by the close of business. We allow 45 days from the date of the bill. Ten (10) days after the due

date we issue a Demand bill. If payment is not received, shut-off notices will be served. As of 1:00 p.m. today, there remains \$457,346.18 still owed.

The Board of Water Commissioners would like to see something put in the Wilbraham Times and also on the website indicating that the bills were due on January 13, 2023.

Consecutive Water System Agreement: The Board reviewed the Consecutive Water System Agreement. Tonya received comments from Doug Paine at MADEP. Updated version to be provided to Board after Town Council review.

Hydraulic Improvements: No movement. We are waiting on the electrician.

Abatements: Reviewed and signed Abatements.

James Circle group home was included in the Abatement. Previously, a letter was sent indicating that they would have a higher bill, as we had been reading their meter wrong. We were reading it as a 1 cubic foot, when it should have been a 10 cubic foot. Vinnie actually put eyes on this meter and advised that it was in fact a 1 cubic foot meter. A second letter, along with a marked up bill, went out to the group home indicating that an error was made.

Atrium Properties (High Pine). Last summer there was a crack in the meter. The meter was spinning backwards. The water was coming in one pit and going out the other. We shut down the pit. There was a Faulty backflow. It flowed out the system and was being picked up on another meter. Making this a double billing. Discussion took place about proposing splitting the cost of a new meter for the pit.

Hardships. Reviewed 1 hardship request. Resident requests a payment schedule. Motion was made and unanimously voted to approve the payment schedule.

OTHER BUSINESS:

The car wash on Boston Road recently opened. They have used \$2,000.00 worth of water in a week. Tonya has been in touch with the business, to voice her concerns.

Water Main break. There was a water main break on December 13, 2022 on Brookmont Drive, just above the culvert. This was a 6 inch ac pipe. The break was repaired and approved by DPW water staff.

Water Commissioners reviewed the Wastewater Budget, along with a draft memo prepared by Tonya to the Board of Selectmen, giving three reasons as to why the sewer rate should be increased by 50¢per 100 cubic feet.

Administrative Assistant. At the last meeting Tonya advised that Camilla Sousa had accepted the position as the new Administrative Assistant and had a start date. Since that time, Ms. Sousa e-mailed the Town and advised that she will not be working for the Town and that she has accepted another position. The Town went back to the applicant pool. Tonya reached out to Debbie Walch. She was very interested in the position still and accepted. She will begin her position on Monday, January 23, 2023.

Donna Daviau will be retiring on January 21, 2023. This will be her last day.

NEXT MEETING:

The next meeting is scheduled for February 10, 2023 at 3:25 p.m.

Motion was made and seconded to adjourn.

Respectfully submitted,

Donna E. Daviau
Administrative Assistant