



## ***Town of Wilbraham***

Board of Water Commissioners  
240 Springfield Street  
Wilbraham, Massachusetts 01095

### **Wilbraham Board of Water Commissioners**

Minutes of Meeting  
February 17, 2023

**Physically Present:** Chairman James Dunbar, Commissioners Rik Alvarez, Douglas Hutcheson, DPW Director Tonya Capparello, Water Superintendent Vinnie Pafumi, Administrative Assistants Annette Grasso and Deborah Walch.

#### **CALLED MEETING TO ORDER:**

Meeting was called to order at 2:01 p.m.

#### **MINUTES:**

Motion was made and unanimously voted to not accept the Minutes of the January 13, 2023 meeting until the next meeting.

#### **BUDGET: Fiscal Year 2024**

Review of the proposed budget. There is \$100,000.00 in the Reserve Fund. In the future the Board may raise rates for a specific project or to increase Retained Earnings. Consideration to raise rates for over 10,000 CF to help promote water conservation was discussed. Retained Earnings as of now is \$228,769. DOR recommends maintaining 25% of the budget i.e. (\$500,000) in Retained Earnings. Weather influences the amount of Retained Earnings. It's anticipated to have another increase in Retained Earnings when the FY23 books close due to a dry summer and higher than anticipated Fall FY 23 Commitment.

Motion was made to approve the proposed FY24 budget as presented subject to minor changes.

**MWRA:** MWRA Assessment was received. Total is \$880,163 as presented in the MWRA document.

#### **WATER DEPARTMENT BUSINESS:**

Daily Flows: They are a little higher than last year at the same time. Could be higher because of the new car wash. The Water Department is monitoring the usage of water being used at the car wash. If their flows are higher than estimated they may need to pay an entry fee or need

permission from the Water Department to use the increased flows. This may be an issue in the high demand times for the Town.

Water bills: Demand bills were issued on January 25, 2023 with a due date of February 9, 2023. If payment is not received, shut-off notices will be served starting April 1, 2023. As of February 10, 2023, there remains \$103,140.93 still owed.

Consecutive Water System Agreement: Tonya spoke with Doug Paine from MADEP and he was okay with the Consecutive Water System Agreement. Doug is also looking at our modified Cross connection program. Tonya will proceed to work on Cedar Ridge Agreement.

Hydraulic Improvements: The electrician and Reed from Control Systems of CT completed conduit installation, worked in the vault and installed the control panel at the water storage tank.

Abatements: No Abatements to be brought in front of the board.

Hardships: Reviewed 13 hardship requests.

Motion was made and unanimously voted to approve 8 requests.

Motion was made and unanimously voted to deny 5 requests.

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Water Conservation: Discussion to increase water usage rate of anything over 10,000 CF. Will further discuss. Commissioners request a rate comparison from other communities for next meeting.

Lead and Copper Service Inventory: EPA is requiring us to keep track all water service types, size of meter, date of installation etc. and if a lead service line is found it will need to be replaced. There are programs to help with the cost. Money is available through the SRF (State Revolving Fund), Lead Service Line Replacement Program. Tonya will provide more information at the next meeting.

Cottage Ave. Bridge Water Main: Discussion occurred about a potential project to replace 16" AC water main with 16" DI (Ductile Iron). More discussion to occur.

## **SEWER DEPARTMENT BUSINESS:**

Consider Removal of Sewer Cap on Multi Family Dwellings. Tonya will propose to the Board of Selectmen to consider the removal of the sewer cap on a multi-family dwelling or In-law Apt. The Board of Water Commissioners unanimously agree with having the sewer cap removed.

Discussion to Edit Second Meter Policy. A letter will be sent to all second meters accounts. Owners will need to provide a picture of the meter with service pipe. Call in readings may

require an actual inspection. If the meter is not up to date and needs to be replaced then it will be the owner's responsibility to replace the meter at the owner's expense. They will have one full year to replace the meter.

**Other Business:** Water Entrance Fee at the New Senior Center Building. Senior Center Building Committee questioned why the fees are not waived since it is a municipal building. Senior Center Representative are welcome to further discuss at Water Commissioners meeting. DPW will notify Nick.

**NEXT MEETING:**

The next meeting is scheduled for March 10, 2023 at 8:45 a.m.

Motion was made and seconded to adjourn at 3:38 p.m.

Respectfully submitted,

Annette Grasso  
Administrative Assistant