 The Commonwealth of Massachusetts

Town of Huntington

24 Russell Road,

Huntington, Massachusetts 01050

413.512.5207

Water and Sewer

Dan Oliveira-

Sue Fopiano-

Karon Hathaway-

Kathy Engwer-

**Water and Sewer Agenda May 1, 2024 –6:00 PM Town Hall**

Meeting Called to order at

**New Business**

1. Review and approve.
	1. Meeting Minutes 4.17.24
	2. Meeting Minutes 4.11.24. revised
	3. Meeting Minutes 4.3.24 -cancelled due to weather
	4. Meeting Minutes 3.22.24
	5. Meeting Minutes 3.6.24
	6. Meeting Minutes 2.14.24
2. March 6, 2024, March 13, 2024, April 17, 2024, meeting minutes.
3. Water and Sewer Annual Report to Administrator status? Sue provided an addendum via text message and not in word document.
4. Qtr. 2 2024 Water and Sewer Billing. Payments due 6.3.2024.
	1. Discuss Meter No Read issue for corrective action.
	2. How do we correct Meter Fee to base rate? **SoftRight question? Set up meeting with Riichard? OPEN.**
5. 1 Westwood Drive- is this location tied to Sewer? Need to validate location is tied to sewer line. Homeowner discussed with Kathy Engwer. Kathy printed current bill balance. Homeowner agreed to pay. PENDING to confirm bill balance is paid in full. KE to set up appointment with homeowner. Fee to turn on/ turn off water discussed. **OPEN.**
6. CWSRF Asset Management Grant status. The grant is for $89,775 and this Town is responsible for $29,925 of in-kind services and $29,925 cash match. The Total Project value is the sum of those three, $149,625. KE to create ARPA Request. Selectboard reviewed and approved $15K ARPA funds. Submitted Warrant Article to transfer from Water Reserve Account #013585.000 $15,000 to Water Improvement Account # 015450.16. Selectboard approved $15,000 from ARPA Fund account. **KE to send email to Zack advising $30,000 Cash Match has been approved. OPEN**
7. 1 Basket Street – June gallon usage 13,107, prior months average 9000 gallon range. Kathy met with the homeowner. Motion made to abate interest from 1/2024 by Karon Hathaway, motion 2nd by. Sue Fopaino. Paid 2023 amount $56.65, owes $2,870.99 as of 3/24/24. Motion made by Karon Hathaway, motion 2nd by Sue Fopaino to allow $50.00 deducted from payment due as a one-time forgiveness. PENDING PAYMENT. **OPEN.**
8. Water Operator to seek quotes on the new SCADA system. Jim Gobeille to seek quotes. May need to encumber for FY2025? **OPEN**
9. Sewer Aerator Tank – Skim coat. Obtain description of work needed to skim coat the sewer aerator tank for bid request. Need three quotes to review. **OPEN**
10. Status Update -Tighe and Bond basement inspections. 8 customers need inspections. Door hangers were hung on resident doors to contact WS to set up appointments. **OPEN**
11. Cybersecurity Improvement Grant Program – email to Zachariah P. Chornyak - ZPChornyak@tighebond.com.
12. FY2025 Revised Budget update. Sue Fopaino
13. Discuss Sewer Wages – Kathy update on YTD.
14. FY2025 Flat Rate increase notification to customers.
15. FY 2025 Rate Increase Notification and Schedule Public Hearing rate increase.
16. Revisit Water and Sewer Administrative Coordinator Job Description next meeting 4/17/24. KE to provide feedback by 5/1/24. **OPEN**
17. Discuss Administrative Coordinator Job Description upgrade to full time employment and eliminate Commissioners.
18. WasteWater Operator Job Description – Need copy of John Berry’s update. KE provided a copy of John’s update. KH to draft job description and provide copies for review and approval. **OPEN.**
19. Water Operator Job Description OPEN. KH to draft job description for Jim Gobeille to review and provide feedback. **OPEN.**
20. Wastewaster Treatment Plant Operator Salary Discussion. (DEP states a 3 month exit plan). OPEN
	1. Commissioners offered John Barry 5% salary increase.
	2. John requested accrued sick time estimated +45 days and vacation payout? KH to check with TOH Administrator on TOH policy.
21. Review and approve ad for recruiting for Wastewaster Treatment Plant Operator. Email sent draft ad for review and approval by John Berry and Commissioners. **OPEN.**
22. Create letter to John Berry One Year Good Faith Contract. Pending verbal agreement.
23. Update from KE regarding moving meeting night to the First and Third Thursday of the month beginning May 2024 – October 2024. Motion made by Sue Fopiano; motion seconded by Dan Oliveira. All voted yes in favor.
24. Next Water and Sewer Meeting scheduled for 5.16.2024 – 6:00 PM at Town Hall.
25. Any other topics not included on this agenda.

Meeting Adjourned

A PORTION OF THIS MEETING MAY BE HELD IN EXECUTIVE SESSION AS OUTLINED UNDER M.G.L. CHAPTER 30A, SECTION 21.

Dan Oliveira Karon Hathaway Sue Fopiano

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