



TOWN OF BLANDFORD  
SELECTBOARD

Blandford Town Hall  
1 Russell Stage Road Suite 1  
Blandford, MA 01008

**TOWN OF BLANDFORD  
WATER DEPARTMENT  
MEETING  
April 1, 2019**

**OPEN SESSION 4:30 pm**

**Meeting is recorded**

**G. Avery**, Commissioner; **F. Vazquez**, Commissioner; **B. St. Martin**, Superintendent; **B. Champiney**, Commissioner-Absent; **J. Garcia**, Interim Town Administrator in attendance.

- Meeting called to order at 4:30 pm
- Meeting is recorded
- Florentino Vazquez arrived at 4:40 pm

**1. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS:**

**a. Examination of the meeting minutes of previous Water Department Meeting**

None

**2. ACTION ITEMS**

**a. Meet with Jenna Day, RCAP Solutions**

Ms. Day met with the Water Department to assist in policy improvements for the department:

**Capital Improvement Plan:** The water secretary will look for any work that has been done on the Water Department Capital Improvement Plan. Jenna stated that presenting a capital plan will look more favorable when applying for grants.

**Asset Management Plan:** The water secretary will look for any work that has been done on the Water Department Asset Improvement Plan.

**b. Water Reader Installation**

Gordon reported that the new water meters have been ordered and are expected around April 8.

Mark Boomsma, Site Work Vendor and Connor Osden, Site Work Plumber discussed the installation of the new water readers with the Board. Gordon noted that when they come in Mark, Connor, the Water Department, Joshua Garcia, Town Administrator and Joann Martin, Water Secretary will be part of the computer training which will be a big part of training. After training on the computer, the training for the outside work will begin with Mark and Connor. There are several things that will be accomplished. One person will replace the meters, 1 person will do the programming. A spreadsheet will be completed and updated as the readers are replaced. If there is an issue, a 'door tag' will be left at the home requesting an appointment. Mr. Avery noted that the approximate 235 readers will need to be installed by the end of June, 2019 and 100% active by July 1. At this point, we will begin collecting accurate readings.

Gordon talked about the importance of getting the information out to the home owners. He asked that a letter be sent to residents explaining the process of replacing these outside readers. Joann Martin will take care of issuing this letter.

**b. Budget Review with J. Garcia, Town Administrator**

Joshua met with the Water Department to review the proposed budget for the May 6 Annual Town Meeting.

**c. Sara Hunter, Treasurer regarding Water Commitments**

The Water Department and the Treasurer had a discussion about the compliance and timing of printing water commitments, payroll processes, change of address processes, the problem with the water break at 106 Main Street, and our water abatement processes.

**3. UNFINISHED BUSINESS FROM PRIOR MEETINGS**

None

**4. NEW BUSINESS:**

**a. Pump House Upgrades**

M. Boomsma will forward the quote received to Gordon. This subject is tabled until the next Water Commission meeting; date to be determined.

**5. OTHER BUSINESS, IF ANY:**

None

Motion to Adjourn at 6:00 pm

**\*\*NOTE:** Agenda may include items not reasonably expected 48 hours before the meeting. At any point, this meeting may go into executive session if the Board of Selectmen find it warranted.

Submitted by: Joann Martin  
Secretary, Water Department

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Gordon Avery, Commissioner

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Florentino Vazquez, Commissioner

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Absent  
Brian Champiney, Commissioner