



Water/Wastewater Commission

Meeting Minutes

April 8th, 2020

J.A. Provencal Building
1200 Rindge Rd, Fitchburg MA 01420

A meeting for the City of Fitchburg Water/Wastewater Commission was held on Wednesday March 11th, 2020 via Zoom and FATV.

The meeting commenced at 5:02 pm

Members present: Rick Healey, Chairman
Nicolas Bosonetto, Commissioner of Public Works
Steven Bodurtha, Commission Member
George Seiner, Commission Member
Joshua Bedarian, Commission Member
Michael McLaughlin, Commission Member

Others present: John M. Deline., Deputy Commissioner of Water
Jeff Murawski., Deputy Commissioner of Wastewater
Jennifer Lambert, Head Clerk Water Division

Absentees: None

Item #1

Approval of meeting minutes: Motion to approve minutes from March 11th, 2020 meeting was granted by unanimous vote.

Item #2

Public Forum: None

Item #3

Water Division:

- Land Protection Projects – Jewell Hill & Porter Properties – The City of Fitchburg Water/Wastewater Commission VOTED by roll call vote to accept a conservation restriction on land located in the Town of Ashby, known as the Crocker Property, a/k/a Jewell Hill Farm, for

the purposes of protecting the City of Fitchburg's public water supply. Further, this vote authorizes the Chairman of the Water/Wastewater Commission to revise the conservation restriction as necessary to accommodate an anticipated DWSP grant award, in consultation with the Deputy Commissioner of Water Supply. The City of Fitchburg Water/Wastewater Commission also VOTED by roll call vote to accept a deed to the property located in the Town of Ashby, known as the Porter property, for the purpose of protecting the City of Fitchburg's public water supply.

- Motion was also raised to have the Water/Wastewater Commission approve waiving interest and late fees from March 16, 2020 through June 30, 2020. Motion was approved unanimously by a roll call vote.
- COVID-19 update- Brief discussion was had about the procedures in place here at the Water Division. This includes our Treatment Plants, Distribution/Meters/Cross Connections and Watershed along with Administration and Engineering. Please see attached.

Item #4

Wastewater Division:

- COVID-19 - Effective Tuesday March 17th, 2020, DCWW will be telecommuting from home utilizing City provided laptop, with VPN connection to access necessary computer systems in order to perform job duties. DCWW will use city cell phone to maintain workforce management communications with the Wastewater Division Management Team (includes: Plant Superintendent; Plant Maintenance Engineer; Sewer System Manager; and Wastewater Administrations Coordinator). Due to City administrative procedural requirements, documents requiring DCWW authorization signatures (warrants, invoices, payrolls, etc.) will be signed on behalf of DCWW by either the DPW Business Manager, or by DPW Commissioner. If incapacitated, line of succession flows through Sewer System Manager and then WW Treatment Plant Superintendent. DPW Management relies heavily on administrative staff to process payrolls, perform business management tasks, record keeping, and perform invoicing and billing. Administrative staff that work in the same office will coordinate with each other as to not be in the same office at the same time. For example, Courtney and Wendy currently share an office. Courtney would come in and process payroll and notify Wendy when she leaves the office so Wendy can come in and do her work. This process would allow minimal contact amongst departmental employees. We would also stagger shifts if in-office work is needed for a lengthy period of time. For example, Courtney works Monday and Wednesday and Wendy works Tuesday and Thursday.
- Petition was presented to city council to allow Fitchburg Water/Wastewater Divisions to participate in mutual aid agreement through MAWARN (Massachusetts Water /Wastewater Agency Response Network). Council voted to authorize the Mayor to sign the agreement that will allow Fitchburg to participate.

Item #5

Other Business:

- The Water/Wastewater Commission will next meet at 5:00 pm. on May 13, 2020 at the J.A. Provencial Building, 1200 Rindge Rd. Fitchburg MA, 01420.

Meeting adjourned at 5:44 pm