

Michael Klimoski: Discussion of the vacancies for the Water Treatment Operator and Water Distribution Operator positions. Mr. Klimoski will have a recommendation to accept Mr. Bruce Merriam's letter of intent to retire (effective 8/22). Mr. Klimoski will present recommendations to fill the positions and discuss the status of the DEP-approved staffing plan.

Mr. Klimoski will also give an update on DPW related projects.

To: Mike Klimoski, Interim DPW Director

From: Bruce Merriam, Interim Chief Treatment Plant Operator

Date: July 19, 2015

Re: Retirement

This notice is to inform you of my intention to retire from the Town of Hadley effective Saturday August 22, 2015. While I still have my health I want to be able to travel & enjoy life while I still can. If the Town wants to hire me on a part time basis in the future to train my successor or to perform backflow tests I will be available for that.

A handwritten signature in black ink that reads "Bruce Merriam". The signature is written in a cursive, slightly slanted style.

Bruce Merriam

TOWN OF HADLEY
OFFICE OF THE
Department of Public Works
P.O. BOX 406, 230 SOUTH MIDDLE ST
HADLEY, MA 01035-0406

MEMO:

To: Board of Selectman

From: Mike Klimoski, Acting DPW Director M/K

Date: July 14, 2015

Re: Primary Treatment Operator Position, replacement

I would like to recommend promoting James Bourcier to the position of Primary Treatment Operator, Grade 8 Step 5. Not only has Jim been working as a secondary treatment operator in Hadley for one and a half years but he has also shown himself to be a dedicated hard working employee. Since May 8th when Matt Inhelder was put on administrative leave, James has helped immensely in getting the treatment plant cleaned and repaired. James and Bruce Merriam are diligently going through all the issues identified by both the GE trainer and Small Water Systems Services and doing whatever is needed to get the plant working efficiently. Jim is very enthusiastic about learning how the plant works and takes a lot of pride in what he does. I also believe that by promoting from within we encourage our other employees to work hard and to go for additional training and licenses. They can see that someday their hard work will be rewarded.

MADEP has told us that our current staffing plan is only good for 90 days. I'd like to get Jim in that position as soon as possible and get a replacement for the secondary operator.

System Staffing and Comprehensive Operations Plan

Temporary Staffing while Matthew Inhelder on Administrative Leave

System Name: Hadley DPW Water Division, City/Town: Hadley PWS ID#: 1117002

System Classification: COM NTNC NC (Check one)

Contract Operator(s) Licensed Staff No Certified Operator (Check one)

Operator Name: Bruce Merriam Phone# 413-584-3473 Grade/Cert# D2/6974, T2/12482

Operator Name: Jim Bourcier Phone# 413-584-3473 Grade/Cert# 2T 20578, 2D 12353

Operator Name: Dennis Pipczynski Phone# 413-585-0460 Grade/Cert# C3/1693

Operator Name: John Waskiewicz Phone# 413-585-0460 Grade/Cert# C1/1900

Operator Name: Isaac Ronke-Golding Phone# 413-585-0460 Grade/Cert# 2D OIT/23554

Operator Name: Michael J. Klimoski Phone# 413-586-2390 Grade/Cert# C1/1881, 2D/5727

Give a brief description of **proposed** operating practices including the number of hours per day, week, or month that the licensed operator will be at the facility. Include the name and telephone number of the person accepted by the licensed operator who will be responsible for the system in the absence of the licensed operator. (See notes below for further information.)

The Hadley Water Treatment Plant: operates 4 hrs. per day Monday through Friday and 4 hrs. per day Saturday, Sunday & Holidays. Bruce Merriam -primary treatment operator -8 hr Mon-Fri., 1st shift & every second weekend. Secondary treatment operators-full time 8 hr day/40 wk-, James Bourcier, Dennis Pipczynski Secondary operators cover rotating weekends & any absence by the primary operator. 2nd & 3rd shifts monitored by SCADA & Alarms.
James Bourcier is the primary distribution operator. He works 1st shift 8hr per day Monday through Friday. Secondary operators:, Michael Klimoski, Bruce Merriam, Dennis Pipczynski, John Waskiewicz, Isaac Golding Secondary treatment and distribution operators cover primary's absence and provide coverage when 2 operators are required for safety reasons.
Small Water Systems Services will also be called if all the operators are unable to cover the time (Currently have contract with Hadley.).
If Waste Water employees (Pipczynski, Waskiewicz or Golding) are used to cover vacations or absences, they will be formally assigned to the Water Division as their main responsibility.
If the system is currently without a certified operator, provide a date by which a certified operator will be retained _____.

Please note the following:

1. The primary operator must be able to respond to emergencies within one hour during those times when he or she is not present at the facility.
2. The primary operator is responsible for the operation of the system during his or her absence between scheduled visits. The person(s) affiliated with the public water system are acting under the direction of the primary operator.
3. The PWS must have the ability to detect any malfunction in the operation of the facility/system in the absence of the primary operator.

certify under penalty of law that I am the person authorized to fill out this form and the information contained herein is true, accurate and complete to the best of my knowledge and belief.

Michael Klimoski
Signature

Date 5/12/15
8/12/15 End