

**Minutes of the Meeting of the Board of Water Commissioners
Monday, November 9, 2009
North Brookfield Water Treatment Facility
14 Bell Road
North Brookfield, MA 01535**

Present: John Thomasian, Jim Kularski, Tim Nason, Steve Jones – Water Superintendent and Shiela LeBlanc – Recording Secretary

Absent: None

Guests: Laurie Lapierre, Rodney Jenkins, Charles Haddock, John Farmer and Donald Smith – North Brookfield Sewer Department; William Fullam – 23 Walnut Street; James Lemieux – 145 North Main Street and Doug Fedler – 50 Waite Corner Road.

Meeting opened: 6:03 PM

1. **Mr. Nason made and Mr. Thomasian seconded a motion to approve the minutes of the meeting of the October 5, 2009 meeting as written. So voted.**
2. **Town Collector Correspondence** – Mr. Jones informed the Board that this is regarding the letter sent to the Town Collector by the Board requesting a waiver of interest for 192 North Main Street and a cost estimate for going to quarterly billing. We have not received any written response to either of these inquiries.

Mr. Jones also noted that we had previously discussed accepting on-line payments and the Board had asked if the Sewer Department would agree to split the costs. The Sewer Department has verbally agreed to split the costs of the program and the yearly support fee of \$90.00 for the programming.

Mrs. LeBlanc noted to the Board that BMSI had emailed a layout of the program. She had forwarded it to the Town Collector for her review and at that time her bank's website was down for repairs. Mrs. LeBlanc has forwarded this layout again and has not had a response on whether it will work or not. Mrs. LeBlanc's concern now is losing the cheaper costs for this program due to no response and/or approval of the program. We are currently waiting on the town collector and her bank to review and approve the BMSI part.

Mrs. LeBlanc also noted that there has been no activity on the account of 007 Limited, 192 North Main Street to remove any of the interest fees as requested by the Board.

Mr. Kularski questioned whether we could go with an outside collection agency; this would take a work burden off the collector. Mrs. LeBlanc responded that she was not sure we could opt for that route due to the fact that

the tax collector position was voted by the Town at town meeting to be changed to a town collector position whereby she would collect all the fees due the town. She stated that she does not know how it was written or if it could be changed. Mr. Jones feels that we need to know what the town collector is going to charge before you look outside. Mr. Nason stated that if the cost comes in extremely high then maybe you would want to look outside at that point.

3. **Shut off Report** – Mrs. LeBlanc reviewed the shut off of water services. We shut off 21 services and turned 14 back on with the remaining 7 apparently empty or abandoned. There were 6 payment arrangements, of those 6 that were approved 2 have paid off, one called and said they would not make payment so we shut that water off and the remainder with the exception of one have been making payments as promised.

Simpson on Mount Pleasant Place is the one who has not honored their promised payment plan. They paid \$200.00 on shut off day and promised to pay \$50.00 each week until this account is paid. Mr. Nason asked if there were kids involved. Mrs. LeBlanc stated that Mrs. Simpson asked how we could shut off water with children in the house. Mrs. LeBlanc asked her if she would be able handle \$50.00 a week and she agreed to it.

Mr. Nason questioned if she needs a phone call from a commissioner or someone to visit her. Mr. Kularski asked if we should send a letter. Mr. Nason stated that he would volunteer to stop and talk to her.

Mrs. LeBlanc showed the Board a copy of the letter that went out to Mrs. Simpson on October 21st and it outlines the payment arrangement and stated that failure to follow through will result in water shut off.

Mr. Thomasian feels that we should try to contact her one more time and tell her she is putting us in a very bad position. Mr. Nason agreed. We are trying to work with them and bent over backwards and now they are not following through on their end. If they can't get up here this week with a payment we will have to shut the water off. We would need to make sure she knew that then she would incur another fee of \$100 for the turn on fee.

Mr. Nason asked if Mrs. LeBlanc was comfortable with calling and relaying this information. Mr. Nason volunteered to go talk to them and explain that we are trying to help them out. But they can't just ignore the fact that they owe the money.

Mr. Jones made note that November 16th is our cut off date for shut offs. Mr. Thomasian asked if Mrs. LeBlanc would contact them tomorrow. Mr. Nason stated that he will be around if she wants to talk to a commissioner and that they have to make some attempt. Our hands are tied.

The Board is in favor of making the phone call tomorrow.

4. **CDBG – Community Development Block Grant** - The newly formed Community Development Block Grant Committee met here at the Water Department on Friday, November 6th. Committee members include Gary Jean, Highway Superintendent, Rodney Jenkins Sewer Superintendent, Steve Cummings Planning Board, Joe Zegarra community member, and Mr. Jones. All were appointed at the Selectmen's meeting a couple of weeks ago. Tim Hansen from Central Mass Regional Planning is directing the process and was present also. The committee is in the process of updating the Community Development Strategy, which has to be in place before we apply for the grant. Mr. Hansen has done an inventory for the center of the town and has found that it would fit the Slum and Blight category because of income levels and conditions existing in the infrastructure. The good thing about this is that it automatically enters this area into CDBG consideration. Otherwise we would have had to do a door-to-door income survey. This area includes Maple St., which is a project we have been pushing for CDBG funding for three years. Our next meeting is scheduled for Friday December 4th, again to be held up here at the Water Department.

To be able to go forward for the Maple St water main replacement project we now have to commit to hiring an engineer to do a pre design for the project. Mr. Jones has talked to Scott Charpentier, from Lenard Engineering about this. He has done this type of work before, most recently working with the Barre DPW to get CDBG funding for water and sewer main replacement projects. His ballpark estimate for a design of this type is between \$2,000 and \$3,000. We have to have this pre design if we are going forward with the grant request. Having the design does **not** guarantee that we get the grant, Mr. Jones would put our odds at 50-50 at this point. We could use this design again next year if it doesn't work out this year. Mr. Jones feels it is a good investment and the money can be taken out of the system improvement account, which has approximately \$50,000 in it at the present time.

Mr. Nason made and Mr. Thomasian seconded a motion to pay for the pre-design for the Maple Street Project and to use the money from the System Improvement account. So voted.

5. **Horse Pond Dam Update** - Project Manager Scott Charpentier has brought out the draft plans. They will be installing cofferdams at three locations, in front of the gatehouse, in front of the spillway, and at the end of the low-level discharge pipe. The reason on the low-level discharge pipe is that they will need to extend it. The reason for this is that the calculation on the stability showed it needed to be shored up on the downstream side and they will be using Gabion boxes to do this. They will need to slope out past the point where the low level pipe now ends. Due to this they will have to replicate

8,000 square feet of wetlands. They plan on doing this on the west side of the stilling pond.

Mr. Jones reviewed the plans with the Board.

The bad news that we have received is that we will have to file an Environmental Notification Form due to the fact that Doane Pond is still listed as a Public Water Supply. As you know we had been notified years ago that DEP does not consider it a Public Water Supply because it was never registered as such in the 1980 when it should have been. So we cannot use it unless we have an emergency and petition DEP. Because it was a Public Water Supply and was never officially abandoned, the state still considers it a Public Water Supply but DEP does not. Due to this the ENF has to be filed, something we did not plan on. The extra cost will be \$5,500. When we went to the town for approval of the funding for the engineering we had also budgeted \$5,410 for permit fees just in case. This will leave us \$90 short for the cost of the ENF. Shiela has started the process for the Change Order that is needed to complete this form and Town Accountant Nancy Nykiel has told us that we can take the \$90 from System Improvement.

At the last meeting we were talking about the costs of a special town meeting in the spring to fund the repairs. Shiela did look into this and found out the cost of such with an election would be \$3,350. However, the time line has changed again and it does not look like we will need to have a special in the spring. The latest time line looks like this.

Lenard will be meeting with the Conservation Commission for the Notice of intent tomorrow night. Mr. Jones does not know if any decisions will be made tomorrow night. The final design will be completed in December, with an update on the estimated cost. This design will be filed with the Office of Dam Safety for approval in December. Scott thinks it will take the ODS 2 or 3 months to review and approve the design, which brings us to March. The design will be then be filed for approval with USDA, which may take through April to approve. This brings us close enough to the Annual Town Meeting to use that meeting to seek the funding for the repairs. The bids will go out shortly afterward, construction to start in July or August. Due to this Mr. Jones has already applied for and received another time extension of 6 months. Our new completion date is January 30, 2011.

6. **Sewer Department** - The Board of Sewer Commissioners was present along with Rodney Jenkins and Laurie Lapierre. Mr. Jenkins began by saying that this thought is nothing new it has been brought up before and that 20% of their sewer users do not pay anything towards their debt service. The Sewer Department has a budget of about \$900,000 and about \$250,000 is debt. What they have figured out is that if you break it all down each sewer user should pay

about \$260 per year for the debt service alone. The services that are shut off or have a small usage are not contributing anything.

What they are looking at is a minimum of \$130 for each billing cycle and then this would reduce the rate for the cost per gallon. The higher volume users are bearing the brunt of debt. The Sewer Department feels that the all services should be subject to debt payments and the flat part of the rate should reduce over time.

The town treasurer had brought up this issue previously because even though it is a utility it is a tax too. They feel that they should be subject to some part of the debt.

He is not sure if this would require a program change through BMSI and if we would both have to participate in order for it to be done. He has not explored that area yet.

Mr. Thomasian asked if the \$130 figure was accurate. Mr. Jenkins stated that it is for Sewer. Mrs. LeBlanc noted that ours would be higher for water even though we have more services than sewer. Mr. Nason stated that he would imagine that the person that pays \$80 now and then goes to \$210 wouldn't be very happy.

Donald Smith, Sewer Commissioner agreed. It will affect the older people in town.

Mr. Kularski asked if you changed the rate like that would you have to go in front of the town at like a town meeting. Mrs. LeBlanc informed him that you would want to have a public hearing. Mr. Jenkins stated that as a courtesy you would want to have a public hearing. People are working hard at conserving water and then all of a sudden their bill goes up. Mr. Jenkins feels that it is a catch 22. You conserve water and our departments still require a certain amount to run them so the rate goes up.

Mr. Jenkins also asked the Board their thoughts on quarterly billing. Several people questioning why we don't bill this way have approached John Farmer, Sewer Commissioner.

Mr. Kularski stated that we have been thinking about it. Mr. Jenkins stated that the average person doesn't budget so they are hit with a \$600 sewer bill with no way to pay it.

Mr. Jenkins explained that they are looking at ways to increase the revenue collections because they cannot shut off water for non-payment. This year they went into small claims court. They charge the filing fees to the homeowner. The court does not accept any excuses they have to schedule for payment. What they found was that people do not care if they put them on lien. They don't have to worry about it until the town goes after them in Tax Title.

Mr. Nason stated that he thinks that the flat rate would take a lot of thought and there are a lot of things that would need to be looked at before going forward for the water department.

Mr. Jones informed those present that the Board of Water Commissioners sent a letter to the Town Collector last month regarding quarterly billing. There has been no response to date. So the agreement on the quarterly billing is there.

Mr. Jones noted that on the flat rate, you don't have to go with the entire debt payment. Some towns go with a \$50.00 minimum or something like that. Another way to look at it is that some people have a \$5 bill and they are not sharing in any of the fixed costs that we have. He agrees that some of the bills are too low.

Mr. Thomasian feels that what Mr. Jenkins is suggesting is a fair thing in the sense that to build the facilities the cost has to be borne by all the users even though some do not use as much as others. The fact is these facilities had to be built and it comes back to how do you equate it all. Maybe there should be different minimum rates.

Mr. Jenkins also noted one of their other concerns is the system where the water department does not send out a bill for under \$5.00 it is very easy to lose track of those services. It puts it all on Shiela. He always worries that we could lose touch with that customer that does not receive the bill because it is coded as NO BILL. Shiela then has to remember that we are not billing that customer. If you had at least a small minimum then you would be sending out a bill to everyone every time.

Mr. Kularski asked what they proposed to do with businesses like Quabaug Corp.? Mr. Jenkins stated that those accounts would take some thought. Mr. Nason noted that if everyone pays \$130.00 and so does Quabaug that wouldn't be right. Mr. Jenkins pointed out that Charlie Haddock, Sewer Commissioner mentioned billing by connection or by meter. He also said it could be based on the number of bedrooms or something like that to cover the apartment house verses the condo buildings. There is a lot to think about.

Mr. Jones feels that the billing by meter makes it easier. When you get into the number bedrooms and looking at EDUs it gets complicated and that is when this process was dropped previously by the Water Department due to the complexity of it all. There are inequalities in everything.

The Board informed them that we did send a letter to the town collector asking what it would cost us to go quarterly. Mr. Jenkins asked what we pay now towards the collector's office. Mr. Jones informed him that it is between \$4-5,000.00. Mr. Jenkins asked why we pay so much. Mrs. LeBlanc explained that

is was originally set up that water contributed to the collector's salary. When the collector went to the Selectmen for more money for collecting two sewer bills, the Selectmen declined the request because she would not be working any additional hours to do this collection. So at this point we contribute to both the collector's and the collector's clerk salary whereas, the sewer only pays the collector's clerk.

This request was made when the sewer went to two billings per year verses one billing. At that time she was at the maximum hours and so the Sewer Commissioners, who were the Selectmen at that time turned the request down.

It has become a public service to go to a quarterly billing and it also aids in cash flow for both departments. Mr. Jenkins stated that he was in favor of a combined water and sewer monthly billing and move up into the modern age.

Mr. Kularski brought up that it was discussed earlier if the town collector really has to collect or could we go to a private vendor but then you get into the problem of the town putting the liens on the property for water and sewer. We don't know what we can do legally being a town.

Mr. Nason noted that there are a lot of things you would like to do but they tell you no. Mr. Jenkins agreed saying it would be nice if you could bill and collect ourselves or something like that. You would be taking the burden off of that office. Mrs. LeBlanc noted that it is an accounting practice that you don't bill and collect. Mrs. Lapierre noted that one could bill water and the other collect it and vice versa for sewer. There has been some conversation on doing it. Mr. Jones noted that there are some towns that do bill and collect. Mrs. LeBlanc agreed but stated that it is one those strongly recommended against items in the auditors report.

Mr. Haddock asked what happens with the billing and collecting. Mr. Jones told him it is brought up in West Brookfield every year and it is noted as bad business practices. It is written up in the auditor's report.

The Sewer Department would like to know what response we get, if any from the town collector regarding quarterly billing.

Mr. Kularski asked if the \$5.00 minimum was something in the computer that we can change. Mrs. LeBlanc informed him that it has nothing to do with the computer. The Board of Water Commissioners took a vote not to bill for any amount under \$5.00 and the reading would be carried over to go into the next reading. We can send out a bill for any amount. But due to this vote if someone comes out with a bill under \$5.00 they are coded differently so a bill will not be printed.

Mr. Jenkins stated that was his concern. If Shiela quits, although she has it in her head and a new person comes they will not be familiar with it and people could go

unbilled. This usage is rolled over until the amount becomes billable. Mr. Jenkins asked if it could go from one fiscal year to another. Mrs. LeBlanc stated that she has. If you think about it the water that is used from January through June it is billed out in the next fiscal year. It is counted as income for the next fiscal year.

Mr. Thomasian feels that there should be a minimum but he doesn't know what. The Board needs to really work and discuss this on their own.

At this point the Sewer Department thanked the Board for their time and departed the meeting.

- 7. Horse Pond – No Fishing** – Bill Fullam from Walnut Street was present and asked the Board why we closed Horse Pond to fishing.

Mr. Kularski explained that fishing on Horse Pond showed as a deficiency on our most recent sanitary survey conducted by D.E.P.

Mr. Fullam asked if it was mandated or recommended. Mr. Jones stated that state law reads that no fishing or no fishing or ice fishing without written permission in a drinking water supply. Mr. Fullam asked how could we get around it?

Mr. Fullam asked if this is so, how come ice fishing has been allowed for 15 years. Mr. Jones responded that no one pushed it. Mr. Fullam asked who is pushing it now? Mr. Jones responded the Massachusetts Department of Environmental Protection. They do inspections here every three years and during the last inspection there were three people observed fishing on Horse Pond by the D.E.P. Representative.

Mr. Thomasian stated that it is DEP that doesn't want the fishing essentially.

Mr. Lemieux asked if the Commissioners voted on this issue. Mr. Thomasian stated that the DEP is telling you it is not a permissible thing, whether we ever enforced it or not is another thing.

Mr. Lemieux question why the Board was enforcing this now then. Mr. Thomasian explained we did it now because the DEP cited us on it. Mr. Fullam asked why is Wachusett Reservoir and the Quabbin not closed to fishing.

Mr. Kularski informed them that they cited us in the report and we have to file a response on what we did to resolve this issue. Mr. Thomasian asked Mr. Jones if we could issue permits.

Mr. Jones quoted the law as follows: "No person shall swim, wade or bathe in any public surface water source. No person shall, unless permitted by written permit

by the Board of Water Commissioners or like body having jurisdiction over such source fish in.”

Mr. Jones informed Mr. Thomasian that yes, you can do it with written permit and we discussed this. Mr. Thomasian asked if we would issue everybody a permit?

Mr. Nason asked Mr. Thomaisan who? Was he going to set up an office in a little booth and hand out permits for them to fish?

Who is going to sit and write out letters that people can fish? How long are they good for?

Mr. Thomasian asked why we couldn't have them come here to the plant and have them get them during office hours?

Mr. Jones clarified that the Board discussed all of this. The Board chose at that time to not go that way. Mr. Thomasian stated that they didn't know they could issue permits. Mr. Jones stated that we discussed the permits that night. Mr. Thomasian clarified that we didn't know how to physically do the permits and how we go through the process.

Mr. Fullam asked why they couldn't do it on a yearly basis at a water board meeting? Mr. Jones stated that they could do that and this was all discussed at a previous meeting. It is up to the Board to set the policy for the permits.

Mrs. LeBlanc noted that this was previously discussed, the Board would have to set up the policy on how good the permit was for, where they would be obtained, would there be a fee as well as guidelines for fishing etc.

Mr. Fullam feels that you are only talking about 20 people. Mr. Thomasian thinks that the Board needs to reconsider and look into going the permit route.

There was some discussion on the location of animals on the north side of the pond and Mr. Jones is aware of it and is looking into it.

At this point, Mr. Fullam, Mr. Lemieux and Mr. Fedler left the meeting

Mr. Jones informed the Board that he purchased 8 signs that read as the Board requested, No Fishing, Drinking Water Supply, and Police Take notice. We installed them around the pond 2 weeks ago. He would suggest that you write a letter to the police department about the signs since they say Police Take Notice and we haven't yet informed them that the signs exist. This may not apply anymore.

Mr. Kularski stated that he hated to ban fishing and then you asked how you would give permits and police it and things like that. Mr. Thomasian thinks that we need to reconsider. Maybe there should be permits. Mr. Nason doesn't understand why they can fish on Wachusett and Quabbin reservoirs. Mr. Jones stated that it is the same rule but they must have established rules and permits to allow fishing there.

Mr. Kularski stated that he would work on a permit.

Mr. Kularski stated that we would have to send DEP an addendum stating that after public response we have reconsidered and have decided to go with a permit process. We will keep track of how any permits are out there.

Mr. Nason made and Mr. Thomasian seconded a motion to rescind the motion to bar all fishing of Horse Pond of September 14, 2009 meeting. So voted.

Shiela will send the seal to Mr. Kularski so he will have it.

The Board discussed limiting it to residents only or not. They agreed on \$5.00 permit fee for lifetime. There was discussion on who signs the permits.

The Board will review this item and re-visit at the next meeting.

- 8. Third Operator Proposal update** - Mrs. LeBlanc pointed out a copy of a document that Mr. Kularski had submitted for why we need this position.

Mr. Jones informed the Board that the only thing left on this is to bring it to the Board of Selectmen. At the last Board of Selectmen's' meeting we went to ask if there was a hiring freeze and if we would be able to move forward with the process of hiring a third operator. We were told to bring them more information. The next step is for the Board to meet with them again and bring the information and the estimated costs. This should be done fairly soon because we will be starting the budget process very soon. We will need to know whether to include the third operator or not.

The Board reviewed the reasons for going this route. Mr. Kularski asked that we change one of the items to read: in the next 6-8 years we could be looking to replace the Operator and Superintendent and that it is going to take time to learn the facility and the distribution system and they will also have to be an full operator and not in training.

Mr. Nason asked where the financial information was. Mrs. LeBlanc stated that she dropped that ball and did not get that printed out. The Board will have it for the meeting.

Mr. Jones feels that they can't just send anything to the Selectmen, the Board needs to be there to explain things.

- 9. Selectmen's Meeting** – Mr. Jones informed the Board that we have 3 issues to bring to the Board of Selectmen. One is the MAWARN mutual aid contract that our Board has approved but the contract has to be signed by the Board of Selectmen. The second is the information regarding the costs and justification of a 3rd operator. The third would be an update on the progress for the Horse Pond Dam. The reason for doing the update at the meeting is to remind them that the Board of Selectmen have agreed to fund the repairs and it is up to them to figure out how. However, we have not yet received the updated cost estimate from Lenard so he would put this off until then.

Mr. Jones would recommend that the Board pick a Board of Selectmen's meeting to attend and then write a letter describing the issues we would like to discuss so they can look into them earlier if they want.

- 10. MA Warn** – Mr. Jones stated that we need to get this contract signed by the Selectmen. It is a policy issue.

The Board asked that Shiela send a letter requesting to be on the agenda of the Selectmen's meeting on November 24, 2009.

- 11. Conservation Commission Meeting** - The Conservation Commission will be holding a Public Hearing tomorrow night on the Notice of Intent that Lenard has filed to be able to do work in the wetlands around the Horse Pond Dam. Scott Charpentier will be doing all the talking but he feels that the process might go better if the Board of Water Commissioners came. Mr. Jones has emailed the board members once and Shiela did also. The only board member we heard from was Jim who said he could not come.

Mr. Nason will be there to represent the Board of Water Commissioners. Shiela noted that the hearing time is 6:30pm.

- 12. Leak Detection Report** - Prowler Leak Detection Inc completed their leak detection survey of the North Brookfield water distribution system. They found only 1 leak in the system and this leak was in a fairly new hydrant. Mr. Jones and Mr. Kennan replaced the valve to fix that leak. This was the third leak detection survey we have undertaken.

- 13. Capital Improvement Plan Update** - The Capital Improvement Planning Committee is once again updating the list of future capital improvements. Mr. Jones included the list in your packet with his email response. The response includes the Horse Pond Dam and it reads that construction engineering is ongoing. We are currently scheduled to conduct repairs in the summer of 2010. USDA Loan/Grant is still being considered for funding. The Board of Selectmen has decided to have taxpayers pay the loan portion.

On the Doane's Pond Dam Repair Mr. Jones told them is on hold until the Horse Pond repair is finished. Next inspection will be in 2011 and there will be another estimate at that time. He suggested moving the project date back to 2012 and the funding will probably be the same as the Horse Pond Dam Repair. On the Maple Street pipe replacement he has told them we have decided to pursue a community development block grant as a mechanism to fund the project not water rates. He left the truck as it is but noted that we will have to decide next year whether to keep the replacement date or move it back. The truck is a 2000 and it will be 12 years old at the current replacement date and currently has 72,000 miles on it now. The truck itself is in decent shape although we have had to do a fair amount of repairs, replacing the stabilizer bars in the front, the utility body it what is going to go first.

14. Superintendent Report – Water Breaks -We had one break this past month. The 6" asbestos cement line on Elm St broke at 5PM, Thursday, October 28th. There were actually three breaks on two separate pipes. This was a hard one to fix, very time consuming. We turned the water back on for good around 5 AM and didn't finish the cleanup until 8AM. This was the first break we have had since DEP changed many of its rules regarding breaks and asbestos cement pipe. Once we were done Mr. Jones had to notify DEP that the water in this area was off more than 4 hours. Mr. Jones had to call the DEP asbestos program to report that we had replaced a piece of asbestos cement pipe and they gave me a waiver number because it was an emergency. He then had to call a Hazardous Waste Cleanup company with an asbestos removal license. Art Talbot, of Walsh Environmental is based here in North Brookfield and he had talked to him about this new rule a couple of months ago. Once we removed the pipe from the trench we had to double wrap all the parts in 6-mil plastic and seal it with tape. Mr. Jones called Mr. Talbot that morning and we set it up so he would pick up the pipe that afternoon. This cost us \$500. Mr. Jones then had to call the Board of Health and notify them that the water in this area was off for over 4 hours. After flushing the main we had to take a coliform sample from one of the condo units in the Edna Estates condominiums and bring it into Microbac for analysis. We received the results for this on Tuesday and it was negative for coliform. All of this added a couple of hours and more cost to the already hard job of repairing a water main.

Part time Help – Joe Flamand is done for the season. He was able to once again paint 1/3 of the hydrants in town, which comes out to be around 80 hydrants.

Beavers - Beavers have once again built a dam on the Stelmokas property. We have applied to the Board of Health to remove them and Mr. Jones has contacted Mac Speicher to trap them. Once we have permission from the Board of Health, he will be starting at the end of the month.

Watershed - We have one new house going up in the watershed. Carolyn Cohen is building on Rufus Putnam Rd on the Stelmokas property, between the road and the brook. The engineer had sent us copies of the septic system plan to make sure they complied with the state regulations.

Also in the watershed, Jim Mendala has started boarding horses at his location above the north end of the reservoir. They have been grazing in the upper fields up to now but on his weekly watershed inspection this morning Mr. Jones noticed that he had fenced in the lower field and there were horses in the area. State regulations call for a 100' setback for grazing of livestock and he doesn't think they meet this criteria. Mr. Jones and Mr. Kennan will be going up tomorrow to measure out the area and he will write a letter to Mr. Mendala about this if the area is too close to the reservoir.

15. New Business - None

Meeting adjourned: 7:48 pm

Respectfully submitted,

Shiela LeBlanc,
Recording Secretary