

**Board of Sewer Commissioners**  
59 East Brookfield Road  
North Brookfield, MA 01535

**Meeting Minutes**  
January 29, 2017

Present: Charles Haddock, Chairman  
Donald E. Smith, Vice Chairman  
John Farmer Jr., Clerk  
Adam Korabowski, Superintendent

The Town of North Brookfield Sewer Commissioners Meeting was called to order at 3:35 p.m.

**1. Discuss and accept minutes from December 11, 2018.**

Mr. Smith made a motion to accept the minutes as written. Mr. Farmer seconded the motion; all were in favor, approved.

**2. Superintendent Report.**

- The water meter froze and broke in the bay. Both heaters in the sludge bay and press room were replaced.
- From the water meter break, the water shorted out the underground wires for the press. Troy Brown temporarily by passed the problem and we are up and running.
- The filter unit froze during the cold snap.
- The clarifiers also began to freeze. We were coming in and chopping up the ice.
- The floats at Warren Street continue to give us a problem. We are looking into it.
- The cake spreader paddle guides wore out that used to fill the dumpster. Borelli Machine made a new track and guide.

**3 Sign bills, payroll, abatements and commitments.**

The Commissioners reviewed and signed off on bills and payroll.

**4. Discuss latest Techo Bloc reading. Eric Emanuel from Techo to explain high usage and request for abatement.**

Eric Emanuel and Leo Egan were in to discuss Techo Bloc's high usage for the 2<sup>nd</sup> half billing. Pictures showing flooding in their front yard were presented to the Commissioners. Mr. Emanuel believes it is due to 3 culverts that were made by the Highway Department and because of this, water pooled and seeped in thru the cover.

Mr. Emanuel requested an abatement and for the Department to bill off the water figures rather than what is metered. Laurie Lapierre noted that their one time abatement was allotted back on 3/30/17. Mr. Smith stated that we would need to have consistent readings to see exactly where the issue lies. Using the water readings is not out of the question but first we will see if the problem is I & I or pump issues. The problem would have to be corrected. The Commissioners were in full agreement. This was tabled until more data could be provided.

**5. Discuss and set billing rate for the 2<sup>nd</sup> half billing.**

Mr. Korabowski said that in order to meet the guidelines of the Department of Revenue and our budget I propose the following rates:

90% rate .01327  
100% rate .01443

After discussion, Mr. Farmer made a motion to accept the rates as presented and Mr. Smith seconded the motion; all were in favor, approved.

**6. Discuss Rodney coming in for Laurie's vacation (February 12<sup>th</sup> thru the 25<sup>th</sup>).**

Mrs. Lapierre stated that her vacation was planned well in advance of Rodney's retirement. Where Rodney used to assist with billing, Adam is unfamiliar. Bills are scheduled to go out on 2/26 and it takes weeks to prepare the billing after water commits and sends their bills at the end of January. Rodney when in, could also review and assist Adam with the budget and any other concerns he may have.

Currently, we are working with Nancy to correct the Superintendent's Account and Other Salaries. There was miscommunication and insufficient information on two payrolls. Transfers will need to be completed to correct the issue. At this time, we are requesting 30 hours per week for two weeks should Rodney need it to oversee billing.

Mr. Farmer made a motion to approve up to 30 hours per week for Mr. Jenkins for up to two weeks. Mr. Smith seconded the motion; all were in favor, approved.

**7. Discuss annual report.**

The Commissioners reviewed and approved the Annual Report for submission.

**8. Discuss FY19 Budget.**

A preliminary budget was presented. Mr. Korabowski stated that he has not obtained final figures for salaries due to Union negotiations. Hopefully next month negotiations will be completed and the budget finalized.

**9. Discuss personal cell phone for Town Use.**

Laurie Lapierre stated that she spoke with Nancy, the Town Accountant. Nancy stated that she does have departments that pay a portion of an individual's phone bill. A copy of the phone bill would need to be submitted to verify the line. During the conversation Nancy also stated that she would not pay this out monthly. It would need to be paid either on a quarterly, semi yearly or yearly basis.

After much discussion, Mr. Farmer made a motion to approve \$20.00 per month for each individuals cell phone bill. This includes Eric, Mike and Laurie. Insurance is required on the phone. The Town is not responsible should the phone be lost, stolen or damaged. Mr. Smith seconded the motion; all were in favor, approved.

**NEW BUSINESS**

The meeting adjourned at 4:58 p.m.

Respectfully Submitted,

Laurie Lapierre  
Recording Secretary