

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

Meeting Minutes
October 15, 2018

Present: Charles Haddock, Chairman
Donald E. Smith, Vice Chairman
Eric Cardenas, Assistant Superintendent
Laurie Lapierre, Administrative Assistant
Rodney Jenkins

The Town of North Brookfield Sewer Commissioners Meeting was called to order at 2:08 p.m.

1. Discuss and accept minutes from September 12, 2018 meeting.

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

2. Interim Superintendent Report.

Eric Cardenas presented the following:

Glenn Caterelli from Neponset controls was in to calibrate our instrumentation used for reporting and compliance.

Tom Newton, from Stantec stopped in to see if the department would be alright with the contractors paving over the sewer manholes just for the winter on North Common and Birch Street. This way they would not have to bring them up to grade now and then again in the spring when the final coat is applied. After discussion, and should there ever be an issue in that area, it was decided that we would raise the manholes now and again in the spring.

I have been approved by the EPA for signatory Authority of the Net DMR.

There is a new committee that was formed called the Down Town Development. Sheila Leblanc, member, called the Department to introduce herself and I was informed that at some point, the committee would like us to share any literature we may have on the sewer lines in the Main Street or downtown area. This project will be similar to Spencer's Main Street project.

R.H. White was in on 9/11 to install 4 new pump guide rails at the Warren Street Pump Station. The original rails were rusting and were giving us issues when we had to pull

the pumps. The new rails will be stainless steel so we won't have to replace them for a long time.

RAS pump #1 – Sludge is slowly seeping out of the mechanical seal. For now, it does not seem to be a major concern, but we will closely monitor the pump. Eventually, this will have to be repaired as the RAS pumps are very important to our process.

The service line that had collapsed on 11 East Brookfield Road has been repaired by Gauthier Excavating. Approximately 12 feet of 6 inch clay pipe had collapsed. The pipe was cut before and after the breaks and replaced with PVC.

There was another residential sewer line break on at 32 Mt. Guyot Street. The pipe was hit again by Neuco during their digging to replace gas lines on this Rd. The break only effected about 2 feet of pipe Neuco and I were quickly able to repair this with parts the sewer department had on the shelf.

3. **Sign Bills/Payroll and any Abatements/Commitments.**

The Commissioners reviewed and signed off on a commitment for Techo Bloc in the Amount of \$186.00. This was there original 1st billing for FY 2019.

Addendum #10 was reviewed and signed off on regarding meters installed on outside water services.

The Commissioners reviewed and signed off on a letter regarding discontinuation of abatements derived from privately owned outside water meter usage.

4. **Discuss advertisement for job opening.**

Ms. Lapierre explained that the job had been posted in the New Leader and NEWEA. We were hoping to place the ad also on the MWPCA website. We have called, emailed and faxed the job description but to no avail. Mr. Cardenas asked if it were possible to notify previous applicants and let them know that the position has reopened. It was questioned as to whether or not it is ethical. Mr. Haddock suggested we contact the Selectmen's office for advice.

5. **Billing update if any.**

Tabled

6. **Discuss chain of command.**

Mr. Jenkins questioned the chain of command. It was determined that Eric Cardenas would run day to day operations while Mr. Jenkins oversees the budget. Mr. Smith

made a motion authorizing Eric Cardenas as Interim Superintendent with authority to sign any document requiring signature. Mr. Haddock seconded the motion; all were in favor, approved.

7. **Inform Board of July 1, 2018 Retained Earnings account balance.**

Mr. Jenkins stated that we currently have \$492,526 remaining in retained earnings.

8. **Special Town meeting articles/date.**

Mr. Jenkins stated that originally we had requested to withdraw \$20,000 from retained earnings during fall Town Meeting. After calculating all the immediate necessary repairs and replacement pumps needed we are projecting \$40,900 needed. The Commissioners signed off on a request asking the Board of Selectmen to adjust the figures to read \$40,000 for the Town Meeting article.

Old Business:

New Business:

The meeting adjourned at 3:46 p.m.

Respectfully Submitted,

Laurie Lapierre
Recording Secretary