

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

**Meeting Minutes**  
January 15, 2020

Present: Don E Smith, Vice Chairman  
Kevin Valeri, Clerk  
James Nyberg, Superintendent

The Town of North Brookfield Sewer Commissioners Meeting was called to order at 3:04 p.m.

**1. Discuss/approve minutes from December 9, 2019 meeting.**

Mr. Smith made a motion to accept the minutes as written, Mr. Valeri Seconded, all were in favor.

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

Payroll, Warrant and Commitment SFB011 were signed

**3. Superintendent Report.**

James Nyberg presented the following:

- Monthly Zinc and Aluminum limits was exceeded
- Warren St pump station had a break in the force main. Contractors were called in to repair and the station is now running normally. The line from Pump #2 prior to the discharge valve was found to have a hole in the piping within inches of the wet well outer wall. The pipe was replaced from the Elbow inside the wet well to the valve and the system is operating normally.
- A discussion was held regarding the need for some clerical support at the facility and will be brought to the Selectmen at a future meeting.

**4. Financial Update:**

- FY20 on track as planned with a note made that due to the unforeseen collection system repair a transfer from retained earnings is most likely needed at the next town meeting. It was also noted that the second billing cycle is upcoming, to date while on track for receivables there is still an outstanding balance from billing cycle 1.

## **5. Facility planning updates:**

- Draft facility plan hard copies were distributed to the commissioners.
- A review of the plan was conducted with key points discussed throughout the report. Pertaining to the goals of the report, current asset conditions, overall life expectancies of assets, recommendations to current assets based on current conditions, recommendations for future modifications considering new regulations, recommendations for replacements due to life expectancy of equipment, and recommendations for overall process changes based on the NPDES permit requirements.
- A discussion was held regarding scheduling a meeting with the Selectmen to review this information. Mr Nyberg to schedule this meeting and provide documentation as needed for it.

## **Old Business:**

None.

The meeting adjourned at 5:35 p.m.

Respectfully Submitted,

James Nyberg  
Superintendent