

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

**Meeting Minutes**

August 8, 2016

Present: Charles Haddock, Chairman  
Donald E. Smith, Vice Chairman  
Rodney Jenkins, Sewer Superintendent

The Town of North Brookfield Sewer Commissioners Meeting was called to order at 3:34 p.m.

**1. Discuss and accept minutes from July 11, 2016 meeting.**

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

**2. Superintendent Report.**

The F150 was brought to Country Auto for vibrating brakes. Upon placing the truck on the lift the lift was moving upward but the truck was not. Upon inspection the frame has rotted thru. Country Auto advised to keep the truck local and not to put any money into it. MHQ has been contacted and we will be placing an article for the fall town meeting. The truck was due to be replaced in FY 2018 and was on the Capital Improvement Plan.

We are having RH White install a check valve for the discharge line. The cost is between \$1,500 and \$2,000.

We are resurfacing the driveway at the Bigelow Street Pump Station.

The secondary clarifier was pumped down. The surface rust was taken off and spray painted. We were looking into an epoxy paint for the clarifier that came highly recommended but at \$200 per gallon and we will need approximately 10 gallons it is something that we will keep in mind for the future.

Septage receiving is down for this time of year. \$180,000 was budgeted in for FY 2017.

The Town has a new website in which each department has its own page. There was a training session on the 4<sup>th</sup> of August. Brochures are going to be sent on how to navigate and make changes to the page.

**3. Discuss increase of 5,000 gallon minimum charge.**

After much discussion, Mr. Smith made a motion to increase the minimum charge from \$55.00 (1-5,000 gallons) to \$75.00 (0-1,000 gallons). Mr. Haddock seconded the motion; all were in favor, approved.

Mr. Smith noted that all sewer hook ups whether or not they use water should be paying the minimum fee to help eliminate the debt.

Laurie Lapierre will phone BMSI to ensure that we are able to bill 0-5,000 gallons without interrupting the water department and their billing. There is also the question if this is a software change or if this is part of our support. Mr. Jenkins stated that this may not matter if we are required to transfer to Pointe Software as part of the technology grant.

**4. Discuss setting up a charge for upgrade bank.**

Mr. Jenkins stated that it was a thought to set up a charge and the monies would be designated to an upgrade. Taking into consideration the increase on the minimum, we will table this for now.

**5. Discuss DEP/EPA site visit.**

Mr. Jenkins read a letter dated 8/5/16 from DEP. Mr. Jenkins noted that the DEP would like to set up a meeting to discuss an agreement on an enforceable schedule to implement improvements on septage handling and management. Three of those potential upgrades were presented by Kleinfelder.

Mr. Jenkins reiterated that there have been no ammonia violations since we stopped taking septage from GTC. The issues that Margo Webber pointed out during her site visit are also being addressed, one being that we have taken care of the eyewash station at the headworks building. A letter of response will be drafted to the DEP and read at the next meeting to obtain approval.

**NEW BUSINESS:**

The meeting adjourned at 4:42 p.m.

Respectfully Submitted,

Laurie Lapierre  
Recording Secretary

