

Minutes of the Meeting of the Board of Water Commissioners

Monday, March 10, 2014

Bell Hill Water Treatment Facility

14 Bell Road

North Brookfield, MA 01535

Present: Tim Nason, John Thomasian, Steve Jones, Shiela LeBlanc – Recording Secretary

Absent: James Kularski

Guests: None

Meeting opened: 6:00 pm

Mr. Nason made note to all those present that this meeting is being audio recorded.

1. **Minutes** – Mr. Thomasian made and Mr. Nason seconded a motion to approve the minutes of the Board of Water Commissioners meeting of February 10, 2014 as written. So voted.
2. **Tree Cutting** – Mr. Jones informed the Board that the Conservation Commission has ruled that a violation of the Rivers Protection Act did not occur on the area in question along the North Brook Canal. They sent a registered letter to the land owner which was not picked up. They have found out from DEP that a landowner can harvest up to 10 cords of wood within the 200' protected area as long as it is 25' away from the stream in question.

Their email contained the following statement: "In this case, for the most part, these limits have been observed." For the most part means they did cut one tree that was on the banks of the stream, well within the 25', but the rest were further away.

Mr. Jones informed the Board that today, during the watershed inspection he noticed that the tree cutting had resumed in the area. Four (4) trees had been cut down, two (2) well within 25' of the North Brook Canal and 2 approximately 25' from the canal. Mr. Jones has sent an email to one of the Conservation Commission members to inform them of this.

3. **Unaccounted for Water** -The percentage of unaccounted for water in 2013 was 19.2%. (works out to 14.1 mg annually or 39,000 gpd) This is an increase of 4.6% over last year, as shown in the chart that was included in the packet. Most of this is due to the increase in known leaks in 2013. We lost an estimated 3.8 million gallons of water due to known leaks in 2013 which is over double the amount lost in 2012. Factoring in the known leaks, our unaccounted for number in 2013 is 15.1%, roughly the same as last year.

Mr. Jones noted that we have an old system.

4. **Capital Improvement Planning Committee** - Each year the Capital Improvement Planning Committee asks each department to list any purchases of \$10,000.00 or more over the next five years. In the past we have listed the Horse Pond Dam project, the possible Doane Pond Dam project, and the replacement of the F350 utility truck.

Last year we added the replacement of the F150 pickup truck, to be done in 2017. Apparently the committee did not add it as it was not on the list that we received this year. We resubmitted the F150 replacement this year, notified them that the Horse Pond Dam project was completed, and left the others as they were. That is to replace the F350 in 2016 and to notify them that the next inspection of the Doane Pond Dam is scheduled for 2016, so that if anything is needed, it wouldn't be until 2017 at the earliest.

5. **Source Water Protection Plan Update** - Bruce Young, Source Water Specialist from the MRWA, has completed the Source Water Protection update. He emailed it to Mr. Jones last week and he was able to go over it before they met last Wednesday. They made a few changes and he will be putting the final copy together and then get it to us to mail in to MassDEP.

Mr. Young did make a couple suggestions, one of which a dog poop pickup station. He suggested putting two posts in the ground with a rail across and just put the bags on there. The recommendations are there and there does not appear to be anything big. This is a heavily traveled area by walkers and dog walkers.

6. **Community Development Action Committee** - Pioneer Valley Planning has posted the Request for Qualifications for the East Side Neighborhood Infrastructure Planning Project. It reads as follows:

The Town of North Brookfield invites responses for civil engineering consulting services to develop a plan for public infrastructure serving the East Side neighborhood. The primary goals of this planning process are (1) to conduct an inventory of existing public infrastructure within the plan area to include storm water drainage, potable water (also used for fire control), sidewalks and crosswalks, and roadways (sanitary sewer information to be provided by the Town of North Brookfield); (2) to evaluate the condition and performance of the existing infrastructure systems; and (3) to develop a final plan document that presents the findings of the first two goals and develops priority projects for future design and construction. Funding for this project is provided by the United States Department of Housing and Urban Development (HUD) through the Massachusetts Department of Housing and Community Development's Community Development Fund Program.

The full RFQ is available at the Pioneer Valley Planning Commission, 60 Congress Street, Springfield, MA 01104, (413) 781-6045, from 9:00AM to 5:00PM. The RFQ will be available from the date of this notice until the due date specified below, at the address above or in digital format via email by request from Mary Mazik at mmazik@pvpc.org; questions about the

content of the RFQ should be referred to Andrew Loew at aloew@pvpc.org. Parties requesting the RFQ electronically are strongly encouraged to verify that their email request has been received. PVPC is not responsible for any requests that are not received. The Town of North Brookfield, awarding and contracting authority, reserves the right to reject any and all proposals if it is deemed in the best interests of the Town to do so.

Completed responses are to be received no later than 3:00 PM, March 26, 2014 at the Pioneer Valley Planning Commission, 60 Congress Street, First Floor, Springfield, MA 01104.

Mr. Thomasian asked what our part would be. Mr. Jones explained that it will probably be working with whomever they hire and he will probably have to go to a meeting. It will be the Selectmen's decision and he is not sure on what input anyone will have. He is not sure if they will have to get together to review it. He noted that Andrew Loew from Pioneer Valley Planning Commission has handled all of this. He has run this project very well.

7. **Participation of Administrative Assistant for Job Description Reviews** – Mrs. LeBlanc noted that Leslie Scott-Burton has asked her to participate in the committee to discuss job description reviews. This would be done during regular work hours.

Mr. Jones noted that he has approved this but just wanted to inform the Board of this.

8. **Superintendent Report –Missed sample testing** - In the third quarter of 2013 we missed doing a Synthetic Organic Compounds sample collection that was scheduled. Specifically we had it scheduled for October. We have since collected this sample and submitted it to our lab. Due to it being late we have received a Notice of Noncompliance from MassDEP. This type of order is a Tier III, which means we have to provide public notice that we were late collecting the sample. This can be done using the annual water quality report that we will be putting together soon. To make sure it doesn't happen again, Mrs. LeBlanc has put together a check list that she will check out after samples are complete and initial before it goes to the lab.

CCR (Consumer Confidence Report) – Mr. Jones and Mrs. LeBlanc attended a class at the MassDEP office in Worcester regarding the Annual Water Quality Report. Both EPA and DEP make changes to this report regularly and these were explained at the class. We will start working on our report soon; we want to have it delivered in June. As we did last year, the report will be delivered electronically by posting it on the Water Department website. We do have to send out postcards to notify people of the address of the posting, but we do not mail the entire report anymore.

Chemical Supplier Change -We have changed the company that supplies us with Sodium Hypochlorite and Sodium Hydroxide. The new company, Univar, has the state bid. Since their trucks use a pressurized delivery system, we had to construct new delivery piping to handle the sodium hypochlorite. The sodium hydroxide piping did not have to be replaced.

Frozen Meters - There were 2 more frozen meters this past month that we repaired and tested before reinstalling.

North Main Street Leak Repair - Now that the weather seems to be changing Mr. Jones will be looking for a date to repair the leak on North Main Street. He would like to schedule it on a Friday. The reason for this is that this repair will affect Quabaug Corp. and they do not work on Friday. Also, the town offices and the library are closed on Friday. He realizes this will affect the other businesses, but the actual time the water will be off should be between 2 – 4 hours. It is the excavating of the pipe and then putting the road back together that will take the most time.

He realizes that Sunday was mentioned as a possible day due to most of the businesses being closed. The problem with this is that the repair will occur directly in front of the Catholic Church. We will need to do a lot of jackhammering to excavate the pipe, which would be a very loud distraction for the services that occur Sunday morning. He doesn't think this is a good idea.

He has not set a date yet but he did discuss it with Ed Thibault today and they have discussed a plan. He wants to get to warmer weather because as soon as we play with the gate valves they are going to start leaking and that will cause ice slicks on the roads and that is what he would like to avoid. So as long as we can wait he would like to. He is thinking the end of March early April. The Board agreed that Friday sounds like a good day.

He is hoping to shut 6-7 gate valves the day before so we only have to shut 1-2 on the day of the repair. This will allow us to shut down as late as possible. Water users will still receive water when these valves are shut but just from a different direction.

Mr. Thomasian suggested that we use the difference in elevation to try and maintain flow to some more of the houses on North Main Street. We could use the difference in elevation to determine the pressure that would need to be maintained to the top of the hill. We could have the pressure gauge at the hydrant down town to bleed it off. We would need someone to monitor it. We would need the hydrant down below to measure the pressure.

Mr. Nason volunteered to monitor the gauge if needed. Mr. Jones noted that he could determine the difference in elevation by using Google earth and convert to PSI. If it goes above a certain pressure it could crest the hill and go to the repair area.

We had the hydrant across from the Town Offices running during the repair anyways because of the gates that didn't hold. There is a drain right there but we were getting rid of so much that it was going by the storm drain and it was going toward Hannafords and started freezing up. Mr. Jones has spoken to Gary Jean, Highway Superintendent about sand bags for that area. We can get rid of the water we have to do it anyways.

Seasonal Employee – Joe Flamand will be back again this year and will start work on April 14, 2014.

9. New Business – NONE

Meeting adjourned: 6:30 PM

Respectfully submitted,

Shiela LeBlanc

Recording Secretary