

**Minutes of the Meeting of the Board of Water Commissioners
Friday, February 13, 2015
Bell Hill Water Treatment Facility
14 Bell Hill Road
North Brookfield, MA 01535**

Present: **Tim Nason, John Thomasian, James Kularski, Steve Jones
& Kristen Thacker (Secretary of the meeting minutes)**

Guests: **Brian Antonioli and Richard Kennan**

The meeting opened at 6:00pm.

Interviews for the open Superintendent position

John Thomasian, Jim Kularski and Tim Nason conducted the interviews with Mr. Antoniolo and Mr. Kennan for the Water Superintendent position.

Review and approve the minutes

James Kularski made a motion and Tim Nason seconded the motion to approve the minutes of the January 12, 2015 Board of Water Commissioners meeting. The vote to accept these minutes was unanimous.

Hiring Discussion and Recommendation for Superintendent's Position

The Board of water Commissioners all agreed that Mr. Antoniolo and Mr. Kennan's qualifications are very good. Mr. Thomasian stated that it would not be in the Town of North Brookfield's best interest to hire Mr. Antoniolo due to the fact that he lives in Holliston, MA which is more than an hour away from North Brookfield. Mr. Kularski stated that if that the Water Department had an emergency situation the Superintendent would need to respond in a timely manner and being over an hour away would not be an ideal situation for the Water Department and the residents of North Brookfield. Mr. Kularski made a motion that the Board of Water Commissioners recommend Mr. Richard Kennan to the Board of Selectmen to be the next Superintendent of the North Brookfield Water Department, Mr. Nason seconded the motion. The vote to recommended Mr. Kennan was unanimous.

Operator's Position

Mr. Thomasian stated that the Board of water Commissioners is planning to hire an Operator and have him/her start by the end of March 2015. Mr. Jones stated that he would post the ad for the Water Department's Operator position on Mass Water Works Association web site on February 25, 2015. This is provided the Superintendent's position has been approved by the Board of

Selectmen at their meeting to be held on Tuesday, February 24, 2015 at 6:00pm and the Senior Center in North Brookfield.

Community Development Block Grant Update

Mr. Jones stated that due to the response of the income survey, the North Common Street comprehensive reconstruction project has been chosen to be the subject of the 2015 Community Development Block Grant application. Mr. Jones also stated that this grant will be for housing renewal and will hire an engineer to design the North Common Street project. The North Brookfield Water Department will be partnering with the towns of Brookfield and Warren for this grant as the Water Department has a better chance of being approved for the grant when partnering with other towns. The North Brookfield Water Department was asked to provide a letter of support for this project. Mr. Jones has provided maps that were put together by Fay, Spofford, & Thorndike of the possible water main upgrades in the East Side area. This is the draft drawing that Mr. Jones went over it with them; Mr. Jones did suggest a few changes.

2014 Capacity Report PKT

Mr. Jones stated that 100,140,000 gallons of water was pumped from the Horse Pond Reservoir in 2014. Mr. Jones stated that this is 1,490,000 gallons less than last year (2013). Mr. Jones stated that the daily average dropped from 278,438 gallons per day to 274,356 gallons per day, a difference of 4,082 gallons. Mr. Jones stated that using the DEP (Department of Environment Protection) capacity limit for the reservoir of 433,000 gallons per day, the North Brookfield Water Department was at 63% of capacity in 2014. The North Brookfield Water Department has been in the 60% capacity range since 2008, three (3) years after the North Brookfield Water Department started doing leak detection surveys and six (6) years after new meters were installed.

New Utility Truck

Mr. Nason made a motion to transfer a sum of money from Retained Earnings to the Truck & Plow Account and Mr. and Mr. Kularski seconded the motion to put a warrant on the town meeting for May of 2015 to be able to purchase a new truck for the North Brookfield Water Department. The vote to transfer this sum of money for a new utility truck was unanimous.

Budget Transfer to Vehicle

Mr. Jones stated that the North Brookfield water Department has had to do a number of repairs on both trucks since this fiscal year started and the North Brookfield Water Department's vehicle repair account is empty. Mr. Jones stated that The North Brookfield Water Department has used money from the vehicle fuel account to pay for some of the repairs. Mr. Jones stated that the North Brookfield water Department has spent the most on the 2004 Ford F150 pickup truck, replacing the transfer case, fuel tank, differential cover, fuel vapor pressure sensor , rear wheel seals, front brake pads, emergency brake pads, rear brake shoes & rotors, front brake pads, shocks, and pinion seal. On the 2000 Ford F350 Utility Truck the North Brookfield water Department has had to have the front axle shaft, u joint, and both hub locks replaced.

Mr. Jones stated that he would like to transfer \$1,950.00 from Hired Labor/Purchase of Services Account to the Vehicle Expense Account.

Budget Transfer to System Improvement

Mr. Jones stated that the System Improvement Account was at \$12,382.20 after the last warrant. The North Brookfield Water Department has had two (2) hit and runs during the blizzard that broke two (2) fire hydrants. One of the hydrants being, at the church parking lot, was hit from behind. Mr. Jones stated that he believes that it will have to be totally replaced at a cost of \$5,000.00 to the North Brookfield water Department. The second hydrant that was hit is on Shore Road. Mr. Jones stated that this one may be repairable although Mr. Jones won't be sure until the snow melts. Mr. Jones stated that the North Brookfield water Department has had two (2) main breaks in the past week. Mr. Jones would estimate that with these two (2) broken hydrants and the two (2) breaks the \$12,382.00 is gone. Mr. Jones recommends to the Board of Water Commissioners that the North Brookfield Water Department transfers \$20,000.00 from Retained Earnings to the System Improvement Account to cover any system repairs for the rest of the fiscal year. This transfer will need to be voted on at a town meeting, the next town meeting is not until May 2015.

Mr. Jones exchanged emails with Town Accountant Nancy Nykiel and she recommends sending a memo to her and the Board of Selectmen explaining that we will be deficit spending until the next Special Town Meeting.

Mr. Nason made a motion to transfer a sum of money from the Retained Earnings Account to the System Improvement Account and Mr. Kularski seconded the motion. . The vote to transfer this sum of money was unanimous.

Superintendent Report

Mr. Jones stated that the water bills were sent out on the last week on January. Mrs. LeBlanc came up to the Water Department on a Saturday and worked with Mrs. Thacker to proof what had already been done and to help with the last steps.

Mr. Jones again stated that the North Brookfield Water Department have had two main breaks in the past week, both breaks were on Stoddard Place. Mr. Jones stated that in both circumstances the 4" AC pipe broke. Mr. Jones stated that the North Brookfield Water Department has had two (2) other breaks on this road in the past.

Mr. Jones stated that the Fiscal Year 2016 Budget was turned in at the end of January 2015, the due date for the budget was February 6, 2015.

Mr. Jones stated that the Capital Planning Committee has sent out its annual notice on major capital plans going forward. Mr. Jones stated that in the past two (2) years the North Brookfield Water Department has had the Ford F350 Utility truck to be replaced in fiscal 2016 and the Ford F150 pickup truck to be replaced in Fiscal 2017.

Mr. Jones stated that he has also kept the Doane Pond Dam on the list as it is due for an inspection in 2016. This list asks for projects to be planned 5 years out (2016 – 2020).

Mr. Jones stated that the Fiscal Year 2020 is the last year of the debt payments for the Water Department. Mr. Jones stated that the next year will be the year to start thinking about large projects that may be undertaken in 2021 as there will be no more debt to pay.

Mr. Jones stated that this month the North Brookfield Water Department has had the Annual Statistical Report to work on for MassDEP. Mr. Jones stated that this is a very time consuming report that himself and Mrs. Thacker have been working on. Mr. Jones stated that the report was originally due March 2, 2015 but due to the weather and the fact that we have all been busy plowing the DEP has pushed back the due date until March 16, 2015.

Mr. Jones stated that the North Brookfield Water Department also has the 2014 SERC Tier 2 Report due on March 2, 2015.

Mr. Jones stated that the DEP has chosen North Brookfield Water Department to participate in the Drinking Water Infrastructure Needs Survey Assessment (DWINSA). Mr. Jones stated that the North Brookfield Water Department was also chosen in 2011. At this time the North Brookfield Water Department used Lenard Engineering to complete the survey which is paid for by DEP. Mr. Jones stated that he has followed up on this and has contacted Lenard Engineering who did the first survey back in 2011. Mr. Jones stated that all bills are paid for by DEP.

Mr. Jones stated that the North Brookfield Water Department has hired Ruby Electric to conduct semiannual vibration tests on all our pumps and the air blowers. Mr. Jones stated that increasing

vibration usually means a bearing problem. Mr. Jones stated that the vibration tests were conducted in January and one of The North Brookfield Water Department's large air blowers is showing increased vibration and is now on the watch list.

Mr. Jones stated that Mr. Doug Blood and Mr. Jim Wilson attached the new antenna to the repeater that will be used for the bus company.

Mr. Jones stated that the Fire Department has not yet completed their antenna setup.

New Business

No new business.

Meeting adjourned at 7:17 pm

Respectfully Submitted
Kristen Thacker-Administrative Assistant