

**Minutes of the Meeting of the Board of Water Commissioners**  
**Monday, May 15, 2017**  
**Bell Hill Water Treatment Facility**  
**14 Bell Hill Road**  
**North Brookfield, MA 01535**

**Present:**       **Jim Kularski, Tim Nason, Shiela LeBlanc, Rich Kennan and  
Administrative Assistant, Kelly Valeri**

**Absent:**       **None**

**The meeting opened @ 6:00 PM**

**Review and approve the minutes**

Mr. Nason made a motion and Mr. Kularski seconded the motion to approve the minutes of the April 10, 2017 Board of Water Commissioners meeting. The vote to accept these minutes was unanimous.

**Superintendent Report**

Mr. Kennan and fellow Board members started the meeting by welcoming our new commissioner, Shiela LeBlanc. She is a welcome addition to the Board!

- **Shut Offs** - Mr. Kennan discussed that shutoffs were now complete. There are 2 locations that are still shut off and those houses are believed to be empty. There is still one location on South Main Street that is in default of payment. The service line is currently broken, however Mr. Kennan and Ed Thibeault will be working on that service this week. The service will be fixed and water to the property will be shut off for non-payment. At that time, Mr. Kennan and Ed Thibeault will also be repairing Ayers St. from a water main break last December. Bond Construction's asphalt plant had not been in operation for the year yet.
- **108 Ward Street** – Mr. Kennan was waiting to see if the residents from 108 Ward Street would be attending the meeting, to discuss an ongoing issue at their residence. More will be discussed in New Business.
- **Oakham Road Accident** – There was a recent accident on Oakham Rd. that caused a car to end up in Doane's Pond. An apparent medical emergency caused the driver of the vehicle to lose control and end up in the pond. Emergency personnel responded quickly and the driver was attended to. No update on the driver's condition was known at the time of the meeting. There was minor damage to the grass area but other than that there was no damage to report.
- **Bray Valve Warranty** - At a prior BOWC Meeting, Mr. Kularski inquired about a warranty on the new filter valves that are being replaced at the Water Treatment Plan. Mr. Kennan advised the Board that Stonkus supplies a one year warranty on parts and labor of the valves. The remaining filter valves will be replaced May 31<sup>st</sup> and Mr. Kennan will be working with the installation to minimize the cost.

- **Ross Valve** - Mr. Kennan along with Ross Valve are planning to install a new gate valve in October on Old East Brookfield Road. The installation will take place when they do the pilot valve maintenance. Mr. Kennan is still waiting for an estimate on that particular job.
- **3<sup>rd</sup> Operator** - A 3<sup>rd</sup> Operator advertisement was run for two weeks. Resumes have been accepted. Mr. Kennan will talk more about that in New Business.
- **Hydrant Flushing** – The water department started flushing hydrants on Tuesday, May 9<sup>th</sup>. Flushing should be completed by the end of the week.
- **Airlift Replacement** - Mr. Kennan informed the board that the system in the pit to discharge flush water to the sewer had let go. He is replacing the air lift system with a submersible pump and has been working with Kats Pump Service on this issue. The work should be completed by the end of the week.

## **New Business**

- **108 Ward Street** – Mr. Kennan discussed an ongoing issue with 108 Ward Street. Water pressure is an issue at some times at this location, especially when flushing hydrants. There were no issues when flushing hydrants this spring, therefore no actions will be taken at this time.
- **Point Billing System** - Kelly Valeri presented the new Point billing system that is to be installed in the upcoming month. Unfortunately, it will not be ready in time for billing, therefore we had to renew our contract with our current provider, BMSI for another year. There were also questions as to whether or not the Water and Sewer departments would combine billing and bill quarterly with this new Point system. The BOWC voted unanimously to keep billing separate and to continue with billing twice a year not quarterly at this time. A motion was made by Shiela LeBlanc and seconded by Tim Nason to send a formal letter to the BOS in regards to the Boards decision to stay separate Enterprises as we have been.
- **Executive Session** – At this point, the Board moved into Executive session for review and discussion of applicants for the 3<sup>rd</sup> Operator Position. Roll call: Kularski Yes, Nason Yes, LeBlanc Yes.

**Meeting Adjourned at 6:55 pm**

Respectfully Submitted,  
Kelly Valeri, Administrative Assistant

