

**Minutes of the Meeting of the Board of Water Commissioners**  
**Monday, September 18, 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**

Mrs. Leblanc made a motion and Mr. Nason seconded the motion to approve the minutes of the August 7, 2017 Board of Water Commissioners meeting. The vote to accept these minutes was unanimous.

**Superintendent Report**

- **1 East Brookfield Road** - Mr. Kennan advised the Board that during leak detection a substantial leak was found at 1 East Brookfield Road. Ed Thibeault worked with the Water Dept. digging and found an old service line leaking. The leak was fixed and the road was repaired.
- **Hillsville Road** – Mr. Kennan informed the Board of a water main break on the 21<sup>st</sup> on Hillsville Road. Again, everything went well with Ed Thibeault assising the Water Dept.
- **Transmission line road** – A lot of work and time has been put into reclaiming the transmission line road from Horse Pond to the RWPS. Ed Thibeault was working with the department cleaning the ditch and road. They also removed stumps and rocks from the transmission line from WTP to 67-148 intersection. Mr. Kennan also explained they cleared all the water roads and trails of debris. August was a big month of mowing and brush cutting around the pond. Everything's looking great!
- **Tree Removal**– Mr. Kennan was informed by the BOS that there was a tree on the Mendala property that needed to be removed. Mr. Kennan spoke with the owner to discuss our willingness to maintain a positive relationship as abutters despite past troubles. The Water Department removed the tree from the property quickly to resolve this issue.
- **Hydrant Repair** – During leak detection a hydrant was accidentally damaged on School and Mt. Guyot Street. Mr. Kennan and Jamie were able to fix it quickly.
- **Kubota Water Pump** – Mr. Kennan and Jamie replaced the water pump on the Kubota. They have had past troubles with this particular machine. This was repaired by Ahearn 2 years ago at a cost of around \$800. By doing the work ourselves, the department was able to save approximately \$500.

Jamie is very mechanically inclined and we will look at future repairs with other equipment in house for the future.

- **Jamie's Schedule** – Jamie is progressing well and Mr. Kennan will plan on starting him on his new schedule after Columbus Day weekend.
- **Charter** – Mr. Kennan advised the Board that the department is looking into switching from Verizon to Charter for our DSL line. Verizon has been beyond slow in responding to solving our internet issues. DSL is so slow even when it works at all. Having other departments on the same line does not help either. We are currently waiting on Charter to come out and let us know if they can run the line.
- **96 Ward St** – Mr. Kennan discussed with the owner the unmetered private hydrant usage. The department is infusing that location into our current flushing program. If the owner wishes to use the hydrant he must contact us to install a meter to the flush line and he will be billed accordingly.
- **Phone System** – We had been in contact with Troy Brown regarding our inability to retrieve messages from our voicemail. In the meantime, Jamie found a loose connection in the electric room that was part of the problem. We also switched out phones which seemed to solve our issues.
- **Scales** – Scales came out on Friday for maintenance on the compressor. The heads are knocking and they also found that the compressor tank had water in it due to the valve closure for blowoff.

## **New Business**

- **Backflow Fee** – Mr. Kennan looked into possibly increasing the backflow rate/fee. After talking with Ryan Toomey at length, it was decided we leave the backflow fee where it is and adjust our 2019 Budget accordingly.
- **Minimum Rate** – Mr. Kennan advised the Board that there would be further discussion at a later meeting to discuss the minimum water usage rate.
- **Retained Earnings** - Mr. Kennan discussed the possibility of transferring retained earnings for 2019 budget as there are major repairs that will need to be done.
- **BMSI/Itron** - Mr Kennan wanted to discuss a possible co-pay from Sewer Department for the BMSI and Itron fees. He would like to revisit our current agreement with them in the future.

**Meeting Adjourned at 6:55 pm**

Respectfully Submitted,  
Kelly Valeri, Administrative Assistant