

Minutes of the Meeting of the Board of Water Commissioners
Monday, February 12th 2018
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 January 8, 2018 Board of Water Commissioners meeting. The vote to accept these minutes was unanimous.

Discuss and vote on installation of the Beacon Cellular Pilot Program

Mr. Kennan explained to the board that this vote had been tabled from our last meeting, and since then another metering company has stepped forward asking to show us a presentation on a new metering system. After a brief discussion, Mr. Nason made a motion to table a vote on the Beacon Cellular Pilot Program until more information is provided on the Mueller based system. Mrs. LeBlanc seconded that motion, all were unanimous.

Review and vote on the FY2019 Budget

Copies of the proposed FY2019 Budget were handed out to the Board and reviewed. Mr. Nason made a motion to submit the FY2019 Budget as written. Mrs. LeBlanc seconded that motion. The vote to submit the budget as written was unanimous.

Superintendent Report

- **March Water Bills** – Mr. Kennan informed the Board that meters have been read and bills have been sent out. Two accounts had high usage and the owners were notified of conditions. Camp Atwater also had a high usage again. A leak was found while reading meters. The valve was shut off in the meter pit and Urban League was contacted.
- **Analog output**– A used analog output was installed in the control panel at the Water Treatment Plant. It is working well. Mr. Kennan explained that he found the part for a third of the price online and used his credit card to save money for the department. He will no longer be putting purchases on his personal credit card. He will wait for approval from the BOS in regards to a Water Department Credit card.

- **New BMSI billing software** – Mr. Kennan advised the Board that Kelly is in the process of updating our BMSI software. Our BMSI billing software has not been updated in a very long time. The new billing software should be ready to go within the next few weeks.
- **Mueller presentation**– Mr. Kennan informed the Board of a new metering system we will be looking at and are awaiting more information. He is hoping to have an estimate and more details on this system at our March meeting.

New Business

- **Retaining earnings for May Special Town Meeting** – Mr. Kennan discussed the cost for Compressor replacement and RWPS pump repair. The estimated cost is \$28,000 and any monies left will be put back in to retained earnings. Mr. Kularski entertained a motion to submit the article for May's special town meeting. Mr. Nason made a motion to submit the article for May's special town meeting, Mrs. LeBlanc seconded that motion. The vote was unanimous.
- **Hiring Schedule for 3rd Operator**– Mr. Kennan informed the Board that he received 8 applications for the Operator position, however none had the Grade 1 License the Water Department was requiring for the available position. Applications were reviewed by the Board and will be kept on file. Mrs. LeBlanc made a motion to repost the Ad with an emphasis on the License requirement. Mr. Nason seconded the motion. The vote to repost the Ad was unanimous.
- **Abatement**– Mr. Kennan informed the Board of an issue of an Ert reading the incorrect address. Upon completion of meter reads the Water Department was contacted by a resident who was concerned about their usage. A work order was issued for that address. Upon further inspection of the Ert and meter, Mr. Kennan found that the Ert was reading a different location and that an abatement would be issued to the Property Owner.
- **Department Credit Card** – Mr. Kennan discussed the department credit card with the BOWC. He explained that a policy was drafted at a BOS Meeting however the policy still needs to be reviewed and signed by all Board Members. Mr. Kennan will advise the Board of any new information as it becomes available.

Meeting Adjourned at 6:58 pm

Respectfully Submitted,
Kelly Valeri, Administrative Assistant