

Minutes of the Meeting of the Board of Water Commissioners
Monday, April 18th 2018
Bell Hill Water Treatment Facility
14 Bell Hill Road
North Brookfield, MA 01535

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

Absent: Jim Kularski

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 March 12, 2018 Board of Water Commissioners meeting. The vote to accept these minutes was unanimous.

Robin Marble attending to discuss water usage for 86 Elm Street

Mr. Kennan welcomed Robin to the meeting. Her issue with the last billing cycle was her usage. The usage in the home went up substantially and she didn't understand why. After a lengthy discussion with the BOWC and Rich Kennan she decided she would monitor her tenant's usage more closely. The administrative assistant will also send her copies of the Work Orders.

Superintendent Report

- **Water shut offs**– Water shut off notices were mailed out and posted on rentals/apartments. Shut off date is Monday 23rd. Payment must be received by noon on Monday to avoid having the water service shut off. There were 199 Shut off notices issued.
- **OSHA Determination**– The OSHA determination was made on the Hillside Ave. complaint and a letter sent to Mr. Kennan on certain items to complete. Items included a trench safety checklist, competent person training and trench safety classes. Rich Kennan is signed up for the Competent person course the end of the month and Jamie Flamand will be attending a trench safety course in June.
- **3rd Operator Advertisement**- Mr. Kennan advised the Board that he will run the 3rd operator ad next week for May BOWC review. He is hoping we will have a qualified candidate at this time.

New Business

- **Point Software** – Mr. Kennan discussed with the Board the possibility of joining Point if that is what the BOS determine. The BOWC and Mr. Kennan all agreed the meeting with the BOS went

well. Mr. Kennan has recommendations he would like to see if the BOS due in fact have us move forward with Point Software. There has been no response thus far as to whether we are staying with BMSI or moving forward with Point Software. Our next billing cycle starts in a few months so a decision should be made soon.

- **WWTP agreement**– Mr. Kennan would like to review the current agreement between the Water Dept. and Sewer Dept. This will be discussed at the May meeting as we were missing our Water Commissioner, Jim Kularski.
- **Outsourcing breaks** – Mr. Kennan discussed the new Osha regulations with the Board and mentioned that in the future, the Water dept. may look into outsourcing water main breaks. This is just something to keep in mind as the regulations change.

Meeting Adjourned at 6:45 pm

Respectfully Submitted,
Kelly Valeri, Administrative Assistant