

**Minutes of the Meeting of the Board of Water Commissioners**  
**Monday, July 9<sup>th</sup> 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**

Mrs. LeBlanc made a motion and Mr. Nason seconded the motion to approve the minutes of the June 11, 2018 Board of Water Commissioners meeting. The vote to accept these minutes was unanimous.

**Review 3<sup>rd</sup> Operator applications**

Mr. Kennan informed the board he received one qualified applicant for the 3<sup>rd</sup> Operator Water position. The Board reviewed the application and found the applicant does have his Grade 1 Operator in Training certificate which is required for the available position. Mr. Kennan proposed to bring the candidate in on Monday, July 16<sup>th</sup> at 6:00 p.m. for an interview. All members of the Board were available to meet on the 16<sup>th</sup> for the interview.

**Superintendent Report**

- **Compressor Replacement**– Mr. Kennan informed the Board the new compressor is installed and working good. The old system is still in place for a backup if needed.
- **RWPS**– The #2 Pump at the RWPS has been rebuilt and is operating well. Mr. Kennan explained he was not very happy with how the project proceeded. The work took exceedingly longer than promised as well as e-mails and phone calls not being answered in a timely manner. Mr. Kennan felt Ruby Electric was never on the same page as him throughout the project.
- **Service line leak**- A service line leak was repaired on Maple Street by Gillette's. While they were there they went back to the main and replaced the corp with a saddle and new corp as the original was leaking on the AC pipe.
- **Curbstop Repair**- A curbstop repair was done on Mt. Guyot Street. The rod and curbstop were replaced as the original had rusted off.

- **North Common St. -** The North Common project is underway. The water department has been working with the contractor marking services and main location for replacement. The gate valves are a challenge to shut down. Replacing the pipe is a shame as the condition of the cast iron is in excellent condition. Mr. Kennan will keep the Board informed on status of the project as it proceeds.
- **Meter reading-** Jamie has started the meter readings for the upcoming billing cycle. Point will be working with Kelly on the new software for billing. If all goes well, Point will be used for the first billing cycle in place of BMSI.
- **NaOCL Chemical Feed-** Mr. Kennan is changing the NaOCL chemical feed room. The old Miox pumps have been eliminated along with feeding the chemical to the pump directly from the tank. He is trying to eliminate potential leaks from valves at the bottom of the tank that would lose all the chemical should the valves fail.
- **pH Analyzer-** The pH Analyzer has been replaced. It is working well other than a small issue with one of the probes. Mr. Kennan will contact the sales rep. about this.
- **FY18 Budget-** Mr. Kennan informed the Board the budget this year was very tight. There's been a lot of scrambling to cover accounts over the past few weeks.

### **New Business**

- **Final read fee** – Mr. Kennan discussed implementing a fee on Final Water Readings. This fee would cover the cost associated with the time, paperwork, etc. in supplying final water reads to lawyers and/or real estate agents when selling a property. A vote will be taken at the August meeting.
- **Set date for 3<sup>rd</sup> Operator Interview**– The Board agreed to meet on Monday, July 16<sup>th</sup> at 6:00 p.m. to interview the candidate for the available 3<sup>rd</sup> Operator position.

**Meeting Adjourned at 6:41 pm**

Respectfully Submitted,

Kelly Valeri  
Administrative Assistant