

**Minutes of the Meeting of the Board of Water Commissioners**  
**Monday, October 21, 2019**  
**Bell Hill Water Treatment Facility**  
**14 Bell Hill Road**  
**North Brookfield, MA 01535**

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

**Absent:** None

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

**Review and approve the minutes**

Ms. LeBlanc made a motion to approve the September 16, 2019 minutes as written. Mr. Bombard seconded the motion. The vote to accept these minutes was unanimous.

**Superintendent Report**

- **Watershed Protection Plan**- Mr. Kennan is still working on getting the Watershed Protection Plan initiated. He attended the Planning Board meeting on October 16<sup>th</sup> where he explained his position on why he would like to see this in place. Mr. Kennan is awaiting the Planning Board's decision on whether or not he can move forward with this plan.
- **Hydrant Flushing**- Hydrant flushing is under way. There were a few water main breaks that occurred during flushing so some areas are still experiencing air in the lines and some yellowing of the water. This is all very common during flushing season and is also common when a break occurs. Flushing will continue through the 26<sup>th</sup> of October.
- **Water Operators**– The two water operators are now attending T2 and D2 classes for preparation of taking over when Mr. Kennan retires. They are in class on Wednesday's and Thursday's through December. Once classes are finished, they will be eligible to take the exam for the Treatment and Distribution which will be one step closer to having the licenses that are needed to operate the Water Treatment Plant.
- **Badger System** – Mr. Kennan informed the Board that he would like to move forward with installing the Badger system. He will discuss this further under new business.

**New Business**

- **Unaccounted Water** – Leak detection was performed last week and there were no leaks found in the distribution system. Unaccounted water is high so Mr. Kennan will be looking to shut possible service lines to eliminated usage without reporting it to the water department.

- **Neptune Meter System** – Ti Sales who sells the Neptune Metering System came to the Water Treatment plant and met with Mr. Kennan and Ms. Valeri to give an overview of their metering system.
- **Loan Obligation** – Mr. Kennan explained to the Board that he has a plan after the loan obligation is fulfilled. He would like to tie in Elm Street to Ward Street in the 2021 Budget. He would work with Ed Thibeault on this project.
- **Retirement** – As Mr. Kennan stated earlier, he would like to retire in October 2021. He has the two Operators going to class for their T2 and D2 Licenses. If they are unable to obtain the license, the job would be put out accordingly. If they are successful in obtaining the licenses, the BOWC would have the final say as to whether or not to hire from within.
- **Fall Special Town Meeting** – Mr. Kennan informed the Board that he is going to the Fall Special Town Meeting to ask to transfer funds from Retained earnings to the System Improvement account. This will cost the water users nothing as the money is from retained earnings.

**Meeting Adjourned at 6:40 pm**

Respectfully Submitted,

Kelly Valeri  
Administrative Assistant