

**Minutes of the Meeting of the Board of Water Commissioners**  
**Monday, November 18, 2019**  
**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:** Scott Bombard

**The meeting opened @ 6:07 PM**

**Review and approve the minutes**

Ms. LeBlanc made a motion to approve the October 21, 2019 minutes as written. Mr. Nason seconded the motion. The vote to accept these minutes was unanimous.

**Superintendent Report**

- **Hydrant Flushing** – Hydrant flushing is now complete. There are some hydrants that are in need of repair. Hydra Tech will be coming to fix the hydrants they can. The others that cannot be fixed will be replaced.
- **Planning Board**- Mr. Kennan received a letter from Bill King in regards to the changes the Water Department would like to see put in place concerning protecting our water. The letter stated that the consensus of the planning board was to change nothing at this time. Mr. Kennan asked Mr. King to provide the water department with a signed letter stating this so that it can be forwarded to Mass DEP.
- **Test holes**– Ed Thibeault and Mr. Kennan performed test holes to determine the feasibility of installing a main on Elm Street. Digging went well in the areas they tested.
- **Water Operators** – The water operators are nearing the conclusion of their T2 and D2 classes. The next step is for them to prepare for the exams. Mr. Kennan has come up with a succession plan that he will discuss in new business.
- **Water Main Break** – Mr. Kennan informed the board of a water main break on Mad Brook Rd. This break led to lengthy flushing after the repair due to the distance of the distribution feed.
- **DEP** – Mr. Kennan received a call from Mass DEP who informed him of an anonymous complaint they received on the water quality in North Brookfield. The reply to DEP was we are more than happy to meet with anyone to discuss any issue or concern they may have. By not knowing who called makes it difficult to address the issue. DEP was informed of our flushing policies and of the

water main breaks that happened while flushing was taking place. All of which can cause discoloration to the water.

### **New Business**

- **Unaccounted Water Usage Letters** – Mr. Kennan drafted water usage letters for the water commissioners to review. The water departments unaccounted water usage is very high and this is something that is monitored by DEP. Moving forward there will be some changes made to help decrease the unaccounted water usage and Mr. Kennan is hoping to have cooperation from the Sewer, Highway and Fire Departments. The board members reviewed the letters and agreed they be sent to the said departments for their review. A copy of each letter will also be sent to the Board of Selectmen for their review and to keep them informed during this process.
- **Discuss Planning Board Letter** – As mentioned earlier, a letter was sent to Mr. Kennan from Mr. King, the Planning Board Chairman. The letter was in regards to the Water Department's request for stricter watershed protection zoning. The letter was reviewed by the Water Commissioners. It was decided that they will wait for the signed letter before addressing this issue any further.
- **Discuss DEP input for takeover of Department** – Mr. Kennan put together a succession plan for his retirement. The present board members requested that the current operators be brought in to the next meeting, so they are aware of the responsibilities of the Superintendent position and to discuss any questions/concerns from either Operator. If a time line can be met, DEP will be notified to see if they approve the plan or not.
- **Badger agreement for FY2021 Budget** – A vote on whether or not to move forward with the Badger metering system will be tabled until next month when a full board will be present.
- **Elm Street Main Installation** – As discussed earlier, Mr. Kennan explained his plan for adding a main on Elm Street. Initial dig sites showed very little ledge where he wants to dig. More will be discussed once estimates are received for materials.
- **Cross Connection Fees** – A discussion was held by Mr. Kennan and the Board of Water Commissioners in regards to the Sewer Department paying for the cross connection testing that is performed twice a year at the WWTP. These fees were part of the water and sewer agreement that is longer in place. A letter will be sent to Sewer regarding the fees.
- **Meeting Adjourned at 7:04 pm**

Respectfully Submitted,

Kelly Valeri  
Administrative Assistant