

**Minutes of the Meeting of the Board of Water Commissioners**  
**Monday, February 3, 2020**  
**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 @ 6:00 PM**

**Review and approve the minutes**

Ms. LeBlanc made a motion to approve the January 13, 2020 minutes as written. Mr. Nason seconded the motion. The vote to accept these minutes was unanimous.

**Review, Discuss and Vote on Proposed FY2021 Budget**

Copies of the proposed FY2021 Budget were given to the Commissioners for review. This Budget had a few changes to the prior copy given to the Board. The FY2021 Budget now includes much needed projects at the Water Treatment Plant, such as updating the SCADA system, minor roof repair, computer software upgrade and Pump repair at the Raw Water Pump Station. These projects can now be done as the Loan obligation is finished and the cost will not affect the user fees. The User Fees will go down slightly even with these upgrades/repairs being done. After a brief discussion, Ms. LeBlanc made a motion to approve the FY2021 Budget as written. Mr. Nason seconded the motion. The vote to accept the FY2021 Budget was unanimous.

**Superintendent Report**

- **Brush Removal** – The Operators have begun brush removal at Horse Pond along the shoreline. It is going well. Mr. Kennan is trying to clear around the shoreline to help with the TOC's.
- **Water Bills**- Water bills were mailed on January 29<sup>th</sup> and are due on Monday, March 2, 2020.
- **Operator taking exam** – Mr. Kennan informed the Board that the second Operator has now scheduled the T2 and D2 exams. The results will be available at the next meeting.

**New Business**

- Mr. Kennan stated that with the new FY2021 Budget, users can expect to see approximately a 5% drop in their water bills.

- Water Department by-laws should be reviewed and updated as seen fit by the Board of Water Commissioners.
- Mr. Kennan brought up succession concerns. He's not sure if the time frames will work out. This will be watched closely as retirement get closer.
- Pay scale letters for reviewed by the Commissioners. These pay scales are for the Water Operators and the Administrative Assistant as previously approved by the Selectmen and our Board of Water Commissioners. Mr. Kennan wanted to have something in writing to keep here at the Water Treatment Plant for review if there are any questions that come up in the future.

**Meeting Adjourned at 6:38 pm**

Respectfully Submitted,

Kelly Valeri  
Administrative Assistant