

Minutes of the Meeting of the Board of Water Commissioners
Monday, May 12, 2014
Bell Hill Water Treatment Facility
14 Bell Road
North Brookfield, MA 01535

Present: Tim Nason, John Thomasion, James Kularski, Steve Jones, Laurie Lapierre-Recording Secretary

Absent: None

Guests: None

Mr. Nason made a note to all those present that this meeting is being audio recorded.

- 1. Reorganize the Board-**Mr. Kularski made a motion and seconded my Mr. Nason naming John Thomasion as Chairman.
- 2. Minutes-** Mr. Kularski made and Mr. Nason seconded a motion to approve the minutes of the Board of Water Commissioners meeting of April 14, 2014 with the following changes. So Voted.

The meeting started at 6:15.

- 3. Heating expense transfer** – Mr. Jones noted that we have gone over our budgeted line item for heating expenses in 2014. Though, a considerable amount of money has been saved by switching vendors. Ms. Leblanc had typed up a money transfer of \$1,000 from the Chemical Account to the Heating Fuel Account to cover the balance. At this point we are over \$35 but one more delivery is expected. Mr. Kularski made and Mr. Thomasion seconded a motion to approve the transfer. So voted.
- 4. Administrative Assistant Position Update-** Mr. Jones stated , “as we all know by now, Administrative Assistant Shiela Leblanc has moved on to a full time position with the School Department. Sheila worked for the Water Department for 19 years and will be sorely missed by all of us. We thank her for the time she worked here and wish her the best of luck in the future.”

An ad for help wanted was placed in the New Leader and the Southbridge Evening News last week. 12 resume’s were received. Mr. Jones stated he would like to work as quickly as possible to fill the position. He recommended waiting until weeks end or even the beginning of next week to whittle the list down to the top three candidates rather than interviewing all 12. At the last meeting it was decided that all Board Member’s would be present to conduct interviews. The Board after discussion agreed on May 19th at 6 p.m. to review resume’s and determine a day to conduct interviews. Mr. Jones noted that should a decision be made by the 23rd of May a two week notice by the candidate would bring us to the 9th of June for a starting date.

In the interim, Mr. Jones and Mr. Lalashius will keep up with the Administrative work. Shiela will be paid for 15 sick days per the personnel policy. This will leave 1 week of pay in which we will pay Ms. Lapierre 4 hours for the meeting and transcription with the remainder to be used for Ms. Leblanc to train the new hire.

At the last meeting Chairman to the Board of Selectmen, Mary Walters had stated that the Town requires a Cori check for all employees. Mr. Jones upon checking the new Personnel Handbook and in speaking with Board of Selectmen Administrative Assistant Leslie Burton, it was confirmed there is no requirement for a Cori check. Upon consideration, the Board was in agreement to waive the Cori check.

Mr. Jones suggested coming up with questions to ask the applicants upon interviewing. The Board will come up with questions for Monday night's meeting.

Combining Positions – Ms. Lapierre presented to the Board the idea of combining both the Sewer and Water Administrative position. Ms. Lapierre noted that she is familiar with the operation of both positions along with the billing software program. Details would need to be worked out between departments in respect to the hours and location of the Administrative Assistant. Mr. Jones asked, "how would you handle phone calls." Ms. Lapierre responded, "we could call forward the phones or look into a part time position for a clerk." The Board agreed that there was merit and would look into the proposal. The only concern being we would be taking 60 hours of work and making it a 40 hour position which could be overwhelming. The Board agreed to have Mr. Jones contact Mr. Jenkins (Sewer Superintendent) for his feelings in regards to the proposal. Ms. Lapierre will also contact the Board of Selectmen to see if the job would have to be reposted should they decide to go this route. This will be added to the May 19th agenda.

5. Special Town Meeting/Annual Town Meeting Results – Mr. Jones explained at the Special Town Meeting last Friday, both articles that were on the warrant passed. The first was to transfer \$33,000 from Retained Earnings to the System Improvement Account to pay for the repairs in the infrastructure that have occurred lately. The second was to transfer \$3,000 from Retained Earnings to the Salary Other Account to pay for detail costs we have incurred and will occur this fiscal year. At the Annual Town Meeting, the article allowing the board of Water Commissioners to apply for and expend funds from grants also passed.

6. Superintendent Contract – Mr. Jones stated that his one year contract with the Town has been signed by the Board of Selectmen.

7. Water Shut Off's – Mr. Jones explained that as of this morning there were 47 unpaid services. Mr. Nason worked out a payment plan with two of them and two of them are at the Edna Estates and cannot be turned off due to location. Due to today being a warrant day and Mr. Lalashius having the day off, only one shut off was done today. There are 19 locations that are scheduled for tomorrow morning beginning at 9 a.m.

Since Ms. Leblanc is no longer here to work out payment plans with the chairman, Mr. Jones stated he would take a name and number and leave a message with the Chairman regarding the request. All payments must be made by June 15th in order to ensure that they are credited to this fiscal year.

8. North Brook Canal – Mr. Jones explained that Jim Mendala phoned a couple of weeks ago to let us know that the North Brookfield Canal had breached its eastern banking. We met and Mr. Mendala brought me down to the breach (pictures handed out). I drove down Barnes Road and saw where the water was running under the road through a cross culvert into a swamp. At this time, I do not know where the water is going from there. The Conservation Committee was contacted, and I met with three of their members. Options were discussed. They will discuss this at their meeting

tomorrow night. I did not receive calls from anyone in the area so I assume this is not doing any damage to anyone's property. At best I hope to be able to divert the brook so it will all go to Brook's Pond, this way there will not be any damage. This will not be easy to deal with, the breach is in the middle area of the brook, bordered on all sides by Jim Mendala's property and there is no easy way to get to it, the trees have grown up all around this area.

Mr. Thomasian expressed interest in viewing the breach. Mr. Thomasian and Mr. Jones will meet Friday Morning at 8 a.m.

- 9. Source Water Protection Award** – We were notified on the 18th of April that the North Brookfield Water Department had been awarded a Public Water System Award for Source Water Protection from the Department of Environmental Protection. Ms. Leblanc and I travelled to Sharon, MA to receive the award during the Massachusetts Drinking Water Awards ceremony. A certificate in recognition of the award was received from Senator Stephen Brewer and another from Governor Deval Patrick. The Board congratulated Mr. Jones and staff. Mr. Thomasian also stated that it was in the paper.

10. Superintendent's Report –

As you are all aware, I will be submitting my one year notice of resignation to the Board of Select men at the beginning of June, before your next meeting. Copies will also be sent to all of you.

The Board of Selectmen has signed the contract with Lycott to treat the pond for algae. The treatment is scheduled for tomorrow morning.

The flushing is ongoing. Mr. Lalashius began on April 29th and it is scheduled to run until May 23rd.

We had one water main break this past month. It occurred on April 19th (6" ac) on Lakeview Ave. We also repaired a leak in the service line (copper) for 69 Elm Street.

In respect to the solar project that we signed, Mary Walters has informed us that the company has received all the permits needed from the Town of Spencer to begin the project.

As we have been doing for the past seven years, we followed the Geecepeace procedures to addle the goose eggs in a nest on Doane Pond. We do this so the population of geese does not expand and foul the water in the reservoir.

New Business

Mr. Jones presented a letter received by Christopher Tillotson. Mr. Tillotson is an Eagle Scout Candidate and an avid fisherman. As his Eagle Scout Project, Mr. Tillotson would like to build a handicap accessible fishing dock on Doane's Pond on the corner of Oakham Road (pictures enclosed). After minimal discussion, this was taken under advisement until the next meeting.

Meeting adjourned: 7:03 p.m.

Respectfully Submitted,

Laurie Lapierre, Recording Secretary

