

Minutes of the Meeting of the Board of Water Commissioners
June 9, 2014
Bell Hill Water Treatment Facility
14 Bell Hill Road
North Brookfield, MA 01535

Present: James Kularski, John Thomasian Steve Jones-Water Superintendent
Administrative Assistant, Erika Rivers (Secretary of the meeting minutes)

Absent: Tim Nason

Meeting time: 6:07PM

1. James Kularski made a motion and John Thomasian seconded the motion to accept the minutes of the following BOWC meetings. The vote to accept the minutes was unanimous.

- A. May 12, 2014 minutes
- B. May 19, 2014 minutes
- C. May 28, 2014 minutes
- D. May 30, 2014 minutes

2. On April 4, 2014 BOWC received a letter from the N. Brookfield Youth Center requesting to borrow the gate key to get into the area of Horse Pond. The NBYC annually sponsors a road race and the course winds through the pond area. They also need the gates to be opened for the runners/walkers and emergency vehicles if needed. If approved by the BOWC, Charlie Haddock would be picking up the key from the Water Department and returning it that Monday after the race. James Kularski made a motion and was seconded by John Thomasian to approve the race and the authorization of Charlie Haddock to retrieve the key. The vote was unanimous.

3. **Administrative Assistant update** –Mr. Thomasian and Mr. Jones went to the Board of Selectmen's meeting last week and Mr. Thomasian recommended that Erika Rivers be our next Administrative Assistant. The BOS agreed and unanimously approved the hiring of Erika. Erika started June 9, 2014 and the Water Department is happy to have her on board.

4. **North Brook updates** –Mr. Thomasian and Mr. Jones walked up to the breach at the North Brook Canal. The water flow has slowed considerably but it was still flowing. Both gentlemen

agreed that the Water Department needs to look into fixing the breach, but that there is no easy way. Mr. Jones also heard from Trevor Bruso who said it was okay with the Conservation Committee to divert the brook if necessary, but that when we make a plan to fix the problem, we need to go to one of their meetings first.

On June 3rd, Joe Flammand & Mr. Jones brought a 2 X 10 up to the diversion and placed it so the canal side was blocked off and all the water would flow to the North Brook side. This was the case naturally as the canal leg had dried up and all the water was flowing to the North Brook leg anyway. This has happened in the past but not usually this early in the spring. They left the diversion board in place in case we get more rain. This will allow the canal section to dry up completely.

5. Shut off update - There were 47 unpaid water bills when shut off day, May 12th rolled around. Many people paid that day and 8 payment plans were set up. The Water Department ended up shutting off 8 residences. Of the 8, 7 have paid and have been turned back on and 1 is still off. Of the 7 payment plans, all are either paid off or are on schedule.

6. Superintendent Retirement update –Superintendent Jones has sent his one year notice of retirement to the BOS on June 4th. The Water Commissioners and Mr. Jones will need to schedule a time line for hiring a replacement later in the summer.

7. Annual Town Meeting -The continuation of the ATM is June 20th. This is the meeting where the budgets are voted on. Our budget is more complicated than usual due to the plans to hire a new superintendent 3 months prior to when Mr. Jones leaves. The Water Department will be transferring money to do this and to buy back a portion of my Mr. Jones's sick time.

8. Supt Report Flushing- Water main flushing was completed on May 23rd after the Water Department flushed the interconnection with East Brookfield.

The Valley View School is rebuilding the building that burnt down. A 6" dedicated fire line is being added and was tapped into the main line on Oakham Rd on May 28th. They are also upgrading their domestic water line to 4" and that was tapped in the same day. The 4" domestic line will be connected to the 2" line that they already have so that it will be looped. Both lines will need to be disinfected and pressure tested before the water is turned on.

Ruby Electric conducted their semiannual vibration test on all 8 of our pumps and the 2 large compressors. All passed.

The Water Department received the okay on the Source Water Protection Plan Update from Kathy Romero of MassDEP last week. These updates are done every 3 years. We received considerable help from Bruce Young of the Mass Rural Water Association to make this happen.

Andy Lalashius and Mr. Jones have spent much of this past month filling in for Shiela LeBlanc. Mr. Lalashius has been doing all the final readings, commitments, and monthly reports and Mr. Jones has been doing the warrants, payrolls, accounting, and everything else. Mrs. LeBlanc has been up twice to help us. Mr. Jones is keeping track of the time and will pay Mrs. Leblanc out of the Administrative Assistants salary account. It takes a lot of time to do the duties of the Administrative Assistant, especially when Mr. Jones and Mr. Lalashius have their own jobs to do.

We have changed our office hours from 8 – 2 to 8:30 – 2:30 to accommodate Erika, we had talked about this during the interview.

Mr. Jones will be taking his last 3 remaining vacation days at the end of the month.

At the BOS meeting last week, Mr. Thomasian also recommended Chris Tillotson's project to them. They asked for a letter of recommendation.

The meeting adjourned at 6:48PM

Respectfully Submitted,
Erika M Rivers-Administrative Assistant, Water Department