

**Minutes of the Meeting of the Board of Water Commissioners  
Bell Hill Water Treatment Facility  
14 Bell Road  
North Brookfield, MA 01535  
Monday, April 8, 2013**

**Present:** James Kularski, Tim Nason, John Thomasian, Steve Jones – Water Superintendent and Shiela LeBlanc – Recording Secretary

**Absent:** None

**Guests:** None

**Meeting opened:** 6:02PM

1. **Mr. Thomasian made and Mr. Kularski seconded a motion to approve the minutes of the March 11, 2013 meeting as written. So voted.**
2. **Horse Pond Dam** - There has been a mix up with the Conservation Commission in regards to their Certificate of Compliance. They had originally approved the project and sent the certificate to us. It had not been notarized so Mrs. LeBlanc sent it back. Mr. Jones called Conservation Committee secretary Kim Kort last week to see when it would be ready and she said it had been notarized and left in our mailbox at the town hall. We never received ours but Lenard Engineering received their copy. We need the original to be able to register it with the deed. Since the original cannot be found, we will start the process over again.

We have not heard from the Office of Dam Safety regarding their Certificates of Compliance.

The weir board has been closed and the water level has risen so that it is running over the weir board. The reservoir is at 915.2' above sea level which is 101% full.

Mr. Kularski brought to the Board's attention that he walked up there the other day and he has a concern on the rails of the walk way. He is concerned that little kids may fall through. He would suggest something cheap and inexpensive to add rails so no children could fall in. He also noted that the wing walls and training walls are not protected either.

After some discussion the Board agreed to have Mr. Jones obtain quotes for chain link fence for the walk way and by the wing and training walls. Mr. Jones will contact Morrison Fence and have the quote for the next Board of Water Commissioners meeting.

3. **Raw Water Pump Station Building Repair** – Mr. Jones included pictures of the soffits, roof, and chimney at the RWPS. He noted the soffits are rotting, slate is falling off due to the soffit problems, and bricks are close to falling off the chimney. He asked Sutherland Roofing for a quote to repair these problems and

his quote was for \$4,425.00. He did not quote prevailing wages though and when Mr. Jones asked him about it he said the quote would double with prevailing wages. So to do the whole job he is saying \$8,000.00 - \$9,000.00. Anything over \$5,000.00 and we would need three quotes. More importantly, we don't really have this kind of money to spend. We have approximately \$33,000 in the system improvement account and he doesn't feel comfortable going below the \$25,000 level. This is the money we use for main breaks, leaks, and hydrant repairs. Mr. Jones has talked to Jeff Samuelson about a quote also and he will be looking at what it will cost to repair just the worst sections. Basically trying to band aid it. We will wait to see what Mr. Samuelson comes back with. The Board agreed that the chimney should be taken completely taken down.

There are picnic tables at the pump station that belong to the group that used to gather there on Sunday mornings. Since the group no longer meets there he would like to dispose of these tables. The Board agreed that the picnic tables should be disposed of as well as the grill and the spit and gear.

4. **Repairs – Bearings, Generator, Packing and Heaters** - Meachem HVAC replaced the vent pipe that was rotting away for a cost of \$700.00. We have also found problems with both treatment room heaters and Meachem will repair them. They have already worked on them for a cost of \$650.00 and have estimated the rest of the repairs to run approximately \$1,760.00.

Ruby Electric has done some work on the #1 raw water pump for a cost of \$650.00. They have also found that the brass sleeve around the pump shaft is worn and in need of replacement. They are working up a quote to do the work. They have also found that recycle pump #2 needs new bearings which will cost \$2,100.00. Neither of these jobs are emergencies and we will plan on doing them this year if there is enough money in the building and equipment account or we will wait until the new fiscal year budget in July.

Southworth -Milton started a 3 year service on the RWPS generator today. This service replaces all the hoses and belts, the air filter, flushes the cooling system and replaces the coolant and the water pump, and adjusts the valves. The cost for this service is \$5,325.00. They did the WTP generator last year.

These repairs will make it tight on our Building and Equipment budget line item. We won't have enough money to do them all.

5. **Net Metering Credits** - We received a proposal on net metering credits from the Nexamp Company that Mr. Jones told the Board about at the last meeting. The proposal was included in their packets. As said then, the proposal is for credits worth 30.5%. According to the numbers we sent them, that would mean an annual savings of \$9,738.00.

The town has also received an offer from Solventerra, the company that is planning on building solar panels on land owned by Brookfield Orchards. Their offer is for 22.5%

We haven't heard anything from the Board of Selectmen as to which way they are planning to go. They did ask for our thoughts on the process and companies, Mr. Jones included the Board in his emailed response.

Mr. Jones noted that he read in the paper that the Selectmen will be presenting this as an article at the spring town meeting.

The Board of Selectmen has scheduled a meeting with department heads this Wednesday to talk about net metering. If any of the Board would like to go, it will be held at 10:00 in the town offices. He will know more after the meeting this week.

Mr. Jones noted that the Town Meeting is May 10 and our next meeting is May 13<sup>th</sup> and he was told that the budget will probably be on the June meeting.

6. **CCR Mailing Ruling** - The 2012 Annual Water Quality Report, otherwise known as the Consumer Confidence Report or CCR has been completed. Mrs. LeBlanc and Mr. Jones have worked on it for a while and have converted it over from Microsoft Publisher format to Microsoft Word format. They both find it much easier to work on with the Word format. Either way, Mrs. LeBlanc converts it over to a .pdf file to be posted online on our web page. As required by DEP we keep three year's worth of CCRs on line and at the office.

We received a letter from DEP about the EPA's ruling that the CCR report can be posted on line instead on mailing them out. The letter was included in the Board's packet. The one change was that the CCR has to **be online** when the notice goes out. We had put a notice in with the bills that went out in January. This would have been good except the CCR wasn't on line at this point; in fact we hadn't even started it at that point. If we did quarterly billing we would be able to put the notice in the final quarter bill. Since we don't, Mrs. LeBlanc came up with the idea to send post cards out to all water users announcing that the CCR will be on line. We have finished the CCR and Mrs. LeBlanc has been working with North Brookfield's webmaster Priscilla Johnson to post it on our web page. Sending out post cards will still be much cheaper than sending out a four page report. It will also save on the time we usually spend folding the pages and stapling the reports together.

Mr. Kularski asked that Mrs. LeBlanc add him to the email list.

7. **Bell Hill Water Treatment Facility** - The water treatment plant has been known as just that, the water treatment plant, since it was built. Most treatment facilities have a name, like the John J. Carroll Water Treatment Plant. Mr. Jones feels that this treatment plant should also have a name and he would like to recommend that we name our treatment plant the Bell Hill Water Treatment Plant. Mrs. LeBlanc noted that she like facility better. We would use this name for forms with D.E.P. and others.

**Mr. Thomasian made and Mr. Nason seconded a motion to name the treatment plant –The Bell Hill Water Treatment Facility. So voted.**

8. **Server Replacement** - The server that we use to keep all our billing and office data on was installed in November of 2006. We budgeted to replace it in this year's fiscal budget. Mr. Jones has been in contact with David Smith of Premier Online regarding the replacement. We had originally received a quote from him last year. He has updated the quote and Mr. Jones given him the okay to order the new server and to make plans to install it. The final cost will be approximately \$4,800.00. Mr. Jones explained that this is very involved due to connections with Collector and Sewer. The computer itself is \$3,200.00.
9. **Superintendent Report – Seasonal Employee** - Seasonal employee Joe Flamand started working this year on April 1st. He will be working the same schedule as past years, 19 hours a week, Mon, Tuesday, and ½ day on Wednesday.

**MEMA** - We have been asked to join the MEMA, Drought Management Task Force, Reservoir Monitoring Network. We will receive an email at the end of each month asking for the reservoir level and whether there are any abnormal conditions. The first report for us went out last week.

**MSDS** - This past year we installed Right to Know stations at both buildings. We made binders that contained the MSDS for the materials that we use. Recently Mrs. LeBlanc and Mr. Lalashius collaborated in updating the MSDS binders. Mr. Lalashius went through both buildings and indexed any material that he thought would have an MSDS sheet and then he went on line and downloaded them. We went from having one binder containing MSDS sheets here at the treatment plant to having three full binders of MSDS sheets and indexes that list all the sheets. Now that we are caught up with the current MSDS sheets we will now work on updating them whenever we buy any materials that need them and then update them annually also.

**Classes** – Mr. Lalashius and Mr. Jones attended two classes this past month, one on leak detection and line locating and the other on cross connection control, past

present, and future. They received 3 Training Credit Hours for each course. Both of them now have enough credit hours to renew their licenses at the end of the year.

**Hydrant Flushing** - We will start flushing water mains on April 22nd through May 17th. A notice will be published in the local papers; we will put a notice on the signboard in the center of town and will have our daily schedule posted on the Water Department Facebook page. Flushing is a housekeeping chore that we do for the distribution system semiannually to keep the water mains clear and the water fresh at dead ends.

**ATM** - The annual town meeting date has been set for May 10<sup>th</sup> at 7:30. Mr. Jones asked the town's administrative assistant whether they will be doing budgets that day and the response he received was "As usual, they probably won't be doing the budget until the June meeting. Looks like June 21<sup>st</sup> is the date."

We do not have any specific articles on the warrant but there is always an article at this meeting to allow Water Commissioners to spend grant money.

#### **10. New Business – None**

**Meeting adjourned: 6:41PM**

**Respectfully submitted,**

**Shiela LeBlanc**  
**Recording Secretary**