

Minutes of the Meeting of the Board of Water Commissioners
Monday January 12, 2015
Bell Hill Water Treatment Facility
14 Bell Hill Road
North Brookfield, MA 01535

Present: **Tim Nason, John Thomasian, James Kularski, Steve Jones
& Kristen Thacker (Secretary of the meeting minutes)**

The meeting opened at 5:58pm.

Review and Approve the Minutes

James Kularski made a motion and Tim Nason seconded the motion to approve the minutes of the December 8, 2014 Board of Water Commissioners meeting. The vote to accept these minutes was unanimous.

Superintendent Hiring Process

The Board of Water Commissioners are attending the Board of Selectmen meeting on Tuesday, January 13, 2015 at 6:00pm. The Board of Water Commissioners are planning to discuss with the Board of Selectmen, the posting of the Superintendent position internally. If the Board of Selectmen would like to post the Superintendent's position externally Mr. Jones stated that the position can be posted on the Massachusetts Water Works Association website, as has previous Water Department positions. The Board of Water Commissioners would also like to discuss with the Board of Selectmen the salary for the new Superintendent starting at the same level as the current Superintendent.

Budget FY2016

Mr. Jones stated that the North Brookfield Water Department did make a couple of small changes in the budget since the last Board of Water Commissioners meeting on December 8, 2014. The testing and research account went down by seven hundred dollars (\$700.00) due to a different set of samples that is scheduled for this year and a new cost structure by the North Brookfield Water Department's lab, Microbac. Mr. Jones also increased the amount of money needed for off premise computer back up due to adding the SCADA computer data to the backup plan. Mr. Jones added the rest of the Testing and Research money to the System Improvement account.

Mr. Jones stated that Mr. Kennan has been working on getting a quote to replace the F350 utility truck.

SCADA Computer

Mr. Jones stated that one of the projects the North Brookfield Water Department has funded for this fiscal year is to replace the SCADA computer and update the Wonderware operating system. Mr. Jones purchased the computer separately using the specifications given to the North Brookfield Water Department by LCS Controls. LCS came and updated the SCADA software and transferred the data to the new computer. The North Brookfield Water Department has budgeted nine thousand (\$9,000.00) for this project. Mr. Jones stated that this is the last time the North Brookfield Water Department will be able to replace the computer and operating system without replacing the PLC (programmable logic controller) and other parts of the hardware needed to control the treatment plant. Mr. Jones stated that the hard drives to this computer are scheduled to be replaced every three (3) years. Every six (6) years the computer and all the hardware will have to be replaced as well.

Community Development Block Grant

Mr. Jones presented a section of the PowerPoint presentation the engineers gave at the last public forum. Mr. Jones stated that the focus of this grant is drainage but there is the possibility that water main work could be included. Mr. Jones stated that there is a list of ten (10) possible projects that may be funded. Mr. Jones stated that the choice is up to the town but it is being driven by the response to the income survey that Pioneer Valley planning has done in this area. Mr. Jones stated that the comprehensive reconstruction of Mount Guyot Street, North Common Street and Willow Street are three of the projects on the list that would include water main replacement. Mr. Jones stated that the North Common Street area has the best response to the income survey and is at the top of the list as of now. Mr. Jones stated that the next grant application will focus on design plans for the specific project that is chosen.

Raw Water Pump Station Roof

Last spring Mr. Jones asked Mr. Jeff Samuelson for a quote on the cost to fix the roof on the Raw Water Pump Station. Mr. Samuelson has looked at the roof and thinks it will cost more than ten thousand (\$10,000.00) and maybe as high as thirty thousand (\$30,000) if the North Brookfield Water Department Commissioners would want the whole roof redone. Mr. Jones stated that it will have to go through the Massachusetts procurement process. Mr. Samuelsson is going to write up some specifications that will help the North Brookfield Water Department.

Superintendent Report

Mr. Jones stated that the antenna for the bus company has been installed but is not yet connected. They also added another one for the fire department.

The North Brookfield Water Department had one frozen line in an abandoned house at fifteen (15) North Common Street. The North Brookfield Water Department also had one broken meter at four (4) East Brookfield Road on Christmas Eve.

Meters have been read and Mrs. Thacker will be sending the bills out at the end of the month.

New Business

No new business.

Meeting adjourned at 6:57 pm

Respectfully Submitted
Kristen Thacker-Administrative Assistant