

Minutes of the Meeting of the Board of Water Commissioners
Monday April 13, 2015
Bell Hill Water Treatment Facility
14 Bell Hill Road
North Brookfield, MA 01535

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

The meeting opened at 5:59pm.

Review and approve the minutes

Tim Nason made a motion and James Kularski seconded the motion to approve the minutes of the March 9, 2015 Board of Water Commissioners meeting. The vote to accept these minutes was unanimous.

Unaccounted for Water

Mr. Jones stated that the North Brookfield Water Department pumped 92.93 million gallons in 2014 of which 22.3 million of those gallons were unaccounted for. Mr. Jones stated that this gives the North Brookfield Water Department a 24% unaccounted for rate for 2014. This is the highest it has been since the North Brookfield Water Department had 33% in 2006. Mr. Jones stated that the reason for such a high percentage of unaccounted for water is that the North Brookfield water Department has had large leaks and plenty of them. Mr. Jones stated that he had estimated that 9.7 million gallons of water was lost through leaks the North Brookfield Water Department had in 2014, in particular the leak on the 16" line on North Main St. most likely contributed most of this amount. Mr. Jones stated that as the North Brookfield Water Department's water distribution system gets older, the worse the leak problem may get.

Backhoe Bid

Mr. Jones stated that every three years the North Brookfield Water Department needs to bid out the backhoe services as part of the state procurement rules. Mr. Jones stated that he has gathered the bid information and it is ready to go. Mr. Jones stated that the North Brookfield Water Department needs to advertise it in the New Leader and post it. Mr. Jones stated that he will set the bid opening date for the BOWC meeting in June of 2015.

Water Main Flushing

Mr. Jones stated that the North Brookfield Water Department will start flushing water mains on April 27, 2015 and go through May 22, 2015. Mr. Jones stated that a notice will be published in the local papers and a notice will go on the local cable access station. Also the North Brookfield Water Department 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. Mr. Jones stated that flushing is a housekeeping chore that the North Brookfield Water Department does for the distribution system semiannually to keep the water mains clear and the water fresh at dead ends.

Budget

Mr. Jones stated that the North Brookfield Water Department has a couple of changes in numbers for the FY16 Budget. Mr. Jones stated that the amount of dues the North Brookfield Water Department pays for water association memberships has gone up \$113.00. Mr. Jones stated that the Dues & Membership line item is a subcategory of the Other account. Mr. Jones stated that he transferred money from the Attorney fees subcategory in the Other Account to cover this change, keeping the Other Account level funded.

Mr. Jones stated that the cost of sampling has also gone up since the North Brookfield Water Department originally submitted their budget. Mr. Jones stated that the North Brookfield Water Department budgets an increase into this account, therefore nothing had to be transferred to cover the increase.

Mr. Jones stated that the cost of health insurance will be going up 11.6% starting the fiscal year 2016. Mr. Jones stated that this raises the North Brookfield Water Department's part of the cost by \$2,654.00 to a total of \$30,500.00. Mr. Jones stated that he and Mr. Kennan discussed the increase and together agreed to raise the user's fees by this amount to pay for the increase. The North Brookfield Water Department submitted a revised budget with this change to the Board of Selectmen, Finance committee, and Town Accountant.

Operator six month evaluation

Mr. Jones stated that Mr. Kennan started employment as the Operator with the North Brookfield Water Department on October 7, 2014. Mr. Jones stated that Mr. Kennan's probationary period was over on April 7, 2015. Mr. Jones has evaluated Mr. Kennan for this period of time and found

that he has worked out very well. Mr. Kennan has done all the work that has been required of him, done it well, and with an excellent attitude.

Special Town Meeting & Annual Town Meeting

Mr. Jones stated that May 8, 2015 has been set as the date for the next Special Town Meeting and Annual Town Meeting. Mr. Jones stated that the North Brookfield Water Department has one article in the Special Town Meeting which is to transfer money into the System Improvement Account from the Retained Earnings account. Mr. Jones stated that the North Brookfield Water Department has it as a “sum of money”. Mr. Jones stated that the North Brookfield Water Department is approximately \$5,000.00 in the red in this account as of today. The North Brookfield Water Department’s article for the annual Town Meeting is to transfer \$39,000.00 from Retained Earnings to the Truck Account for the new truck and plow.

Lycott contract

Mr. Jones stated that the Board of Selectmen signed the contract for algae control with Aquatic Control last week and it has been sent back to Aquatic Control. Mr. Jones stated that the North Brookfield Water Department usually schedules this treatment for the second week in May.

DWINS

Mr. Jones stated that at the February 2015 meeting Mr. Jones had stated that North Brookfield has again been chosen to participate in the Drinking Water Infrastructure Needs Survey Assessment which is conducted every 4 (four) years. Mr. Jones stated that The US Congress uses the results of the survey to allocate money to the Drinking Water State Revolving Fund, the same fund that paid for this treatment plant project. Mr. Jones stated that all costs for this survey are paid for by MassDEP.

Mr. Jones stated that the North Brookfield Water Department was also chosen in 2011 and used Lenard Engineering to complete the survey. Mr. Jones followed up on this and contacted Lenard Engineering who did the first survey.

Mr. Jones stated that he recently received an email from MassDEP saying that Lenard is not on the list of engineering firms that DEP will pay to have this done this time around. Mr. Jones stated that the DEP did send a list of participating engineering firms that have been pre-approved

to conduct the survey. Mr. Jones and Mr. Kennan have discussed the list and decided to work with Tata & Howard of which Mr. Jones and Mr. Kennan have worked with in the past.

Superintendent Report

Mr. Jones stated that last Thursday Ed Gates from MassDEP came and conducted a Sanitary Survey of the North Brookfield Water Department. Mr. Jones stated that a Sanitary Survey is done every three years and is an inspection of a water system's facilities, operations, and record keeping. The North Brookfield Water Department will receive a report on anything that needs to be changed. Mr. Jones stated that he feels as though the inspection went well; both Mr. Kennan and Mr. Jones conducted the survey with Mr. Gates. Mr. Jones stated that there will be some recommendations like prior years. Mr. Jones stated that according to Mr. Gates, ice fishing is prohibited on the reservoir and this is against DEP policies and will have to be changed in the North Brookfield Rules & Regulations. Mr. Jones stated that the North Brookfield Water Department will receive a report from Mr. Gates on what exactly has to be done.

Mr. Jones stated that the North Brookfield Water Department has asked Town Counsel about how to handle vacation pay for Mr. Jones and whether Mr. Jones was due anything or not since I was leaving on his anniversary date. Mr. Jones stated that Town Council has decided that Mr. Jones is owed nothing for this fiscal year.

Chris Connolly started as the Operator of the North Brookfield Water Department on March 30, 2015. Mr. Kennan started his training due to Mr. Jones being on vacation. Mr. Jones stated that much of the last month has been spent on training of one kind or another. Mr. Jones stated that he and Mr. Kennan have spent time on the various reports that have to be done and have started working on the Annual Water Quality Report. Mr. Jones stated that this will be the first one for both Mrs. Thacker and Mr. Kennan. Mr. Jones stated that training will continue for the next month as much as possible while handling the regular spring tasks. Also, Joe Flamand started in full time part time today.

New Business

Mrs. Thacker stated that she had received a letter from a customer's Nurse Practitioner suggesting that her water not be turned off due to non-payment for medical reasons. Mrs. Thacker stated that the bill has not yet been paid and the shut off notices are going out this week. The Board of Water Commissioners agreed that the shut off notice should be sent.

Meeting adjourned at 6:26 pm

Respectfully Submitted

Kristen Thacker-Administrative Assistant