

**Minutes of the Meeting of the Board of Water Commissioners**  
**Monday May 11, 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.**

**Karen Kelley from 57 New Braintree Road**

To avoid her water being shut off, Ms. Kelly requested to pay her water bill (in full) on/by June 3, 2015. The Board of Water Commissioners discussed and agreed to allow Ms. Kelley to the said agreement, the vote was unanimous. Ms. Kelley is aware that if the agreement is not followed the water at 57 New Braintree Road will be shut off on June 3, 2015.

**Review and approve the minutes**

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

**Reorganize the Board**

Mr. Nason nominated James Kularski as Chairman of the Board of Water Commissioners, Mr. Thomasian seconded the motion. The vote was unanimous to elect Mr. Kularski as the new Chairman of the North Brookfield Water Departments Commissioners.

**Annual & Special Town Meetings**

The North Brookfield Water Department had two (2) articles in the Annual and Special Town Meeting(s) on Friday May 8, 2015 both of which unanimously passed. Mr. Jones stated that the first article was to transfer twenty thousand dollars (\$20,000.00) into the System Improvement Account. The North Brookfield Water Department was \$5,743.00 (five thousand seven hundred and forty three dollars) negative in this account; with the transfer the North Brookfield Water Department now has \$14,257.00 (fourteen thousand two hundred fifty seven dollars) in this account. The North Brookfield Water Department has repaired one leak that hasn't been paid for yet. The North Brookfield Water Department still has road and parking lot work to do for the repairs they made this past winter. The North Brookfield Water Department also has two (2) more hydrants that will need to be repaired or replaced.

Mr. Jones stated that the money for the new utility truck also passed. The North Brookfield Water Department will need to speak to the Town Accountant regarding when the monies will be available, once this information is known the process to get the new truck can begin.

### **Sanitary Survey**

Mr. Jones stated that the North Brookfield Water Department received the results of the DEP Sanitary Survey and there were no violations found. Mr. Jones stated that there were three (3) deficiencies that need corrective action by June 26, 2015. Mr. Jones stated that the first is submitting an updated Staffing Plan. The reason this update is needed is that DEP Sanitary Surveyor Ed Gates knows that Mr. Jones is retiring from Superintendent of the North Brookfield Water Department in June 2015. Mr. Jones stated that the Water Department has the needed paperwork and Mr. Jones has asked Mrs. Thacker to fill it out and return it to the DEP once Mr. Jones has retired.

The second deficiency is to submit a revised Total Coliform Sampling Plan. As of now the North Brookfield Water Department has four system sample sites. Mr. Jones stated that each site has an upstream and downstream sample site the North Brookfield Water Department uses in case coliform is detected. One of the four regular sites is the Bell Hill Treatment Plant Lab sink. The downstream repeat sample site is 6 Sunset Drive and the upstream sample site is the 100' treatment plant sample tap. Mr. Gates has told the North Brookfield Water Department to change this repeat sample site to a different location. The North Brookfield Water Department has chosen 66 Bell Street for this location, as it is close to the treatment plant and accessibility is good. Mrs. Thacker has done the paperwork for this and Mr. Kennan is working on the map of the sampling locations that has to be submitted along with the paperwork.

The third deficiency is to update the North Brookfield Water Department's emergency contact list.

### **Annual Water Quality Report**

Mr. Jones stated that the Annual Water Quality Report has been completed. Mr. Jones stated that the report has been posted on the Water Department Web Page and Mrs. Thacker has sent out postcards to all municipal water users notifying them of the website address where it can be read. The North Brookfield Water Department also leaves copies at the Town Offices, Senior Center, Library, both Housing Authority addresses, Quabaug Corp, East Point Properties and also at the Bell Hill Water Treatment Plant for people to read. If anyone wants the North Brookfield Water Department to email or mail them a copy, they can call the Water Department office at 508-867-0207.

### **Drinking Water Infrastructure Need Survey (DWINSA)**

Mr. Jones contacted Tata & Howard about conducting this survey for the North Brookfield Water Department and they have agreed to do it. Mr. Jones stated that he has notified MassDEP of this and they will contact Tata & Howard regarding payment and the scheduling of the survey.

### **Richard Kennan's contract**

Mr. Jones stated that both he and Mr. Kennan have spoken to the Board of Selectmen's Administrative Assistant and to individual selectman about getting Richie's contract done. Mr. Jones stated that the Board of Selectmen is planning on getting it done but nothing has happened as of yet. Mr. Jones stated that his only concern with this is that the North Brookfield Water Department may not have money in the Overtime account to pay the Superintendent's overtime if the contract isn't in place by June 12, 2015.

### **Back Hoe Services Emergency Repairs & Related Construction Equipment Bid**

Mr. Jones stated that the advertisement for the bid ran on May 8, 2015 and will run again on May 15, 2015. All bids have to be in by 2:00PM on June 8, 2015. Mr. Jones stated that this is the date for the next meeting Board of Water Commissioners therefore the Commissioners will be able to open the bids and recommend to the Board of Selectmen who to award the contract to.

### **Superintendent Report**

Mr. Jones stated that shutoffs for non-payment of bills started today, Monday May 11, 2015. Mr. Jones shut off four residences and there are seventeen (17) left on the list that will be done tomorrow. Mr. Jones stated that the Town Collector's clerk left the job two (2) weeks ago, leaving the Town Collector with no clerk. Mr. Jones stated that due to this Mrs. Thacker spent most of today and will spend much of tomorrow helping out at the Town Collector's office. This allows the late payments to be processed and avoids us shutting off water services that are being paid for at the last minute.

Mr. Jones asked the Board of Water Commissioners (Chairman) how they wanted to handle any requests for a "payment plan" going forward. The Board agreed that any customer asking for a payment plan tomorrow, May 12, 2015, was as follows; ½ of the balance must be paid immediately and the second ½ of the bill must be paid on or before June 3, 2015.

The North Brookfield Water Department had their annual office floor cleaning on the weekend of April 18, 2015. Everything was moved out of the office, lunch room, control room, and conference room on Friday April 17, 2015. Enterprise Cleaning came in Saturday and stripped and (re)waxed the floors. Mr. Jones, Mrs. Thacker and Mr. Flamand put the rooms back together on Tuesday (due to the Monday holiday). Mr. Jones stated that this process is a lot of work, but it keeps the floors looking good.

Mr. Jones stated that water main flushing started on Monday, April 27, 2015 and will continue through May 22, 2015. Mr. Connolly has been doing the flushing, which has worked out well. Being the new Water Operator Mr. Connolly has prior flushing experience and a smart phone that allows him to look at a map to find the streets he will be working on.

Mr. Jones stated that the Eddy hydrant by the Catholic Church parking lot on Grove Street, which was hit by a vehicle this past winter, has been repaired. The North Brookfield Water Department was able to do the repairs, replacing the broken flange and bonnet basket. Mr. Jones stated that the North Brookfield Water Department did need help with the draining mechanism and the Eddy Rep came down and fixed it at no cost. The North Brookfield Water Department also had a hydrant hit by a vehicle on Shore Rd. Mr. Kennan and Mr. Connolly were able to repair it with the flange repair kit that the North Brookfield Water Department keeps in stock. Mr. Jones stated that two (2) more broken hydrants have been found by Mr. Connolly as he has been flushing. The fire department has been notified. The North Brookfield Water Department is looking into whether they can be repaired or whether they need to be replaced.

Mr. Jones stated that there have been four (4) leaks found this past month, three (3) on building owner's property and one (1) on the North Brookfield Water Department's side of the curb stop. Mr. Jones stated that the North Brookfield Water Department has repaired the leak they were responsible for. Mr. Jones stated that two (2) of the owner side leaks have been repaired and there is one more to go.

Mr. Jones stated that the North Brookfield Water Department has a meeting at 10:00am tomorrow morning with a FEMA representative regarding payments from the snowstorm named Juno that occurred at the end of January 2015. The winter storm "Juno" was declared a Federal disaster which allows Federal money to help repay some of the costs. Mr. Jones stated that for the North Brookfield Water Department it would be for the truck and plow usage and for the backhoe which Mr. Jones used to move some of the snow. Mr. Jones stated that the total amount would come to \$716.25 and they usually pay 75%.

Mr. Jones stated that training with Mr. Connolly has been ongoing. Last week Mr. Connolly started on the Tuesday through Saturday schedule and Mr. Connolly will be doing his first solo Saturday on May 23, 2015. Mr. Jones stated that things have been going well thus far.

Mr. Jones stated that he has nine (9) days of vacation left which he will be taking in June 2015. Mr. Jones stated that his last day working will be June 1, 2015. Mr. Jones stated that this will be the last Board of Water Commissioners meeting that he will be at as Water Superintendent. Mr. Jones stated that "it has been a good run" and he thanked the Board of Water Commissioners for hiring him fifteen (15) years ago.

**New Business**

No new business.

**Meeting adjourned at 6:26 pm**

Respectfully Submitted

Kristen Thacker-Administrative Assistant