

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

Present: **James Kularski, Tim Nason, John Thomasian, Richard Kennan and Kristen Thacker, Administrative Assistant**

Guests: Gary Gutowski and John Ruggiero from MSP Radio, Framingham GHQ
Brad Gannon, North Brookfield Fire Chief
C. Blair Sutherland, MSP Telecommunications Director, Framingham GHQ

The meeting opened at 6:00pm.

Review and approve the minutes

Mr. Thomasian made a motion and Mr. Kularski seconded the motion to approve the minutes of the February 22, 2016 Board of Water Commissioners meeting. The vote to accept these minutes was unanimous.

State Police Proposal for antenna for Fire and Ambulance at Water Treatment Plant

Brad Gannon, North Brookfield Fire Chief, Mr. Gutowski, Mr. Ruggiero and Mr. Sutherland explained that the North Brookfield Water Department has always been a top choice for the Massachusetts State Police antenna due to the elevation and the fact that other antennas have been placed at the Water Treatment Plant and have great success. Mr. Gannon explained that the State Police had a plan to put this said antenna in Hardwick, MA but their cell tower was not put up yet so that fell through. Mr. Gannon stated that everything for the project has already been bought and the State Police need to have the antenna up by June 2016. Mr. Gannon stated that Mr. Gutowski and Mr. Ruggiero had been up to the North Brookfield Treatment Plant on two different occasions and had drawn up three different locations on the property to put the antenna. Mr. Gannon stated that the three locations were in the packets that were provided in front of the Board of Water Commissioners and Superintendent. After a brief discussion, Mr. Kularski, Mr. Nason, Mr. Thomasian and Mr. Kennan agreed that site number three (3) would be an ideal spot for the said antenna. Mr. Kularski stated that the North Brookfield Board of Selectmen would have to make the final decision. Mrs. Thacker stated that a letter would be sent down to the Board of Selectmen to recommend that the State Police proposal for an antenna for fire and ambulance be into place at site number three (3).

Superintendent Report

Mr. Kennan stated that the North Brookfield Water Department's Doan's Pond was scheduled for a "Phase One" dam inspection that was budgeted for the new FY17 in July of 2016. Mr. Kennan stated that he feels as though the Water Department should and will pay for the first part, the Phase One inspection, however, if any other work is required the Town Of North Brookfield should endure any further costs as this land/dam is owned by the Town of North Brookfield and not owned by the Water Department.

New Business

Mrs. Thacker stated that she and Mr. Kennan have been working on the Annual Statistical Report and it should be completed and ready to submit tomorrow. Mr. Thacker stated that demands had not been started yet due to the fact that not all of the water payments had been entered into the billing software by the collector's assistant. Mrs. Thacker stated that as soon as those remaining payments were entered the demand list would be printed and the demand bill would go out in the mail. Mrs. Thacker stated that she had hoped to send the bills out by early next week.

Mr. Kennan stated that he and Mr. Kularski had attended a finance committee meeting in February. This meeting was held at the police station by the Finance Committee whom had asked all departments to attend so that they could voice their opinions/concern. Richie stated that he and Mr. Kularski voiced their concern was with the Town of North Brookfield's lack of a "step program" for all employees that are not union. After discussion with the finance committee, Mr. Kennan and Mr. Kularski decided to raise the FY17 budget by \$1900.00 to raise the North Brookfield Water Department's Administrative Assistant's hourly pay \$1.00 per hour. Mr. Kularski stated that he would like to change the job description for the Water Department's Administrative Assistant. Mr. Kularski stated that he would like to see a job description of Office Manager instead of Administrative Assistant.

Mrs. Thacker stated that the Board of Water Commissioners meeting for the month April 2016 needs to be changed due to Mr. Kennan being on vacation on the second Monday of the month and the holiday on Monday, April 18, 2016. After a quick discussion, Mr. Thacker stated that the North Brookfield Water Department's Board of water Commissioners meeting will be held on Tuesday April 19, 2016 at 6pm at the Water Treatment Plant.

Meeting adjourned at 6:47pm

Respectfully Submitted,
Kristen Thacker-Administrative Assistant

