

Minutes of the Meeting of the Board of Water Commissioners
Monday, June 12, 2017
Bell Hill Water Treatment Facility
14 Bell Hill Road
North Brookfield, MA 01535

Present: **Jim Kularski, Tim Nason, Shiela LeBlanc, Rich Kennan and
Administrative Assistant, Kelly Valeri**

Absent: **None**

The meeting opened @ 6:00 PM

Review and approve the minutes

Mrs. Leblanc made a motion and Mr. Nason seconded the motion to approve the minutes as written of the May 15, 2017 Board of Water Commissioners meeting. The vote to accept these minutes was unanimous.

Mrs. LeBlanc then made a motion to approve the minutes as written of the May 24th Executive session meeting. Mr. Nason seconded the motion. The vote to accept these minutes was unanimous.

Superintendent Report

- **Stonkus Engineering** - Mr. Kennan advised the board that the 3 filter area valves were all replaced. The project went well and was completed in a day which saved on labor costs.
- **Airlift Replaced** – The airlift was replaced with a submersible pump by Kat's Pump Service. The project was a big one and went well. This will save money as the compressor will not be running for the original airlift. It'll be used for backup only. Mr. Kennan is working on the service agreement with Scales on a cost of repair and service.
- **3rd Operator** - The 3rd Operator position has been approved by the Board of Selectmen. Mr. Kennan and the new hire, Jamie Flamand will be attending the BOS Meeting on June 13th to introduce Mr. Flamand to the town.
- **Ayers Street** - Mr. Kennan along with Ed Thibeault repaired Ayers Street from an earlier water main break this year. They also dug and fixed a broken service on South Main Street. The Water department now has the capability to shut off the service.
- **Point Software** - There is nothing new to report on the Point Software installation. We are continuing our Service with BMSI for another year, as Point was not ready with software in time for the upcoming July water readings. At this time, Mr. Kennan does not have confidence in Point as he feels they had a considerable amount of time to prepare for the installation and did not do so. He also stated Point Software will cost us more than our current BMSI software.

- **Hydrant Flushing** – Hydrant flushing is complete and went very well this year. There was no issue with 108 Ward Street during flushing. Mr. Kennan will continue to monitor the location as we move forward.
- **Budget** - Mr. Kennan informed the board that the budget will be moved as submitted. He will have information ready for anyone that may have questions.
- **Verizon Email** – The Water Department recently switched email to AOL as Verizon will no longer provide email service. This was completed and our email service will have no disruption in service.
- **Rate change on minimum usage** - The board discussed raising the minimum usage water rate from the current \$50 to \$55. This will affect the first 5,000 gallons of usage. Mr. Nason made a motion and Mrs. LeBlanc seconded the motion to increase the minimum water usage fee from \$50 to \$55. The vote was unanimous. The new rate will take effect on our next billing cycle on September 1st.
- **Implementation of Cottage turn on fee** – Mr. Kennan asked the board if there was currently a fee associated with cottage services being shut on/off for the Season. There is currently no policy in place. The board decided that they will take this under advisement to be discussed at a later meeting.

New Business

- **Horse Pond Phase 1 Inspection** – Mr. Kennan is waiting on Lenard for the price. He will have that available for the July Meeting.
- **3rd Operator Description** – Mr. Kennan had copies of the Water Operator and 3rd Operator job descriptions available for the Board to review. The Board will take these home to review and further discussion will take at the July Meeting.

Meeting Adjourned at 6:41 pm

Respectfully Submitted,
Kelly Valeri, Administrative Assistant