

Minutes of the Meeting of the Board of Water Commissioners
Monday, November 13th 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 @ 6:03 PM

Review and approve the minutes

Mrs. Leblanc made a motion and Mr. Nason seconded the motion to approve the minutes of the September 18, 2017 Board of Water Commissioners meeting. The vote to accept these minutes was unanimous.

Superintendent Report

- **New Braintree Road Tie In** - Mr. Kennan informed the Board of a major cluster that occurred when trying to locate the water main for the tie in. After almost 2 days of looking and digging in ledge they did find the line. At that point Mr. Kennan made an executive decision to waive the tie in fee due to prohibitive cost for the road crew digging and by the Water Departments failure to locate the water main. The road crew was also responsible for patching the road for un-needed excavation.
- **Badger Meter Seminar** – Kelly Valeri and Mr. Kennan attended a seminar that was very informative. They would like to move forward with the new system. Mr. Kennan has discussed with Nancy Nykiel accessing monies from retained earnings. There will be more details to come as we get closer to the possible change over. The procurement process will need to be reviewed at that time.
- **Old East Brookfield Rd** – The Water Department worked on a pilot valve service and everything went smoothly. A possible complete new installation may be an option due to the age of existing PRV in System. There is a lot to think over for this project.
- **Tree Removal**– A number of diseased trees at the Water Treatment Plant have been knocked down. The trees were very close to the power lines and were in danger of falling on them. There are still more to remove in the future.
- **Hillside Ave. Water Main Break** – While flushing hydrants on October 12, 2017 a water main break occurred causing two sections to need repair requiring an all night event. Unfortunately, the

police had to be called as a property owner was irate over work in front of the home disrupting the use of his driveway. The property has been restored by the Water Department by paving the driveway and loaming the lawn. May have to return in the Spring to seed the lawn again as its late in the season for grass to grow.

- **Shutoffs October 18th** - Water shutoffs were done on October 18th. There were a total of 12 locations shut off. Out of the 12 services 2 required digging as one leaked and the other the service rod was corroded and needed to be replaced. Mr. Kennan is looking for any ideas that may rid the department of doing shutoffs as the time and costs of repairs cost us more than we take in.
- **8 New Braintree Rd.** - The Water Department received a call of a service line leak by the owner of 8 New Braintree Rd. That leak was repaired however a further discussion is needed with the owner as to who is responsible for fixing these leaks. The curb stop to the property can not be found therefore water to the property can not be shut off. Any repairs have to be made with the water live and the Water Department has been responsible for fixing these in the past. Mr. Kennan will be contacting the owner to discuss this issue.
- **E-Coli Testing** - Mr. Kennan advised the Board E-coli testing had started. The department tests every 2 weeks for 1 year and reports monthly to DEP.

New Business

- **Retained earnings** - Mr. Kennan discussed the need to transfer some of the monies for the 2019 Budget for major repairs that are needed. One major repair being the compressor that is currently in the attic. Scales provided quotes for the Board to review and discuss.
- **Department Credit Card** - Mr. Kennan brought up to the Board the need for a department credit card as more renewals are being done online. He has had to use his personal credit card to renew our anti virus subscription. License renewals through the State are moving to paperless renewals as well. A letter will be drafted and sent to the Board of Selectmen for this request.
- **Pay raise** - Mr. Kennan discussed with the board how to approach a pay increase for current Administrative Assistant Kelly Valeri. He feels she is doing an outstanding job and should be compensated to reflect that.

Meeting Adjourned at 6:52 pm

Respectfully Submitted,
Kelly Valeri, Administrative Assistant