

Minutes of the Meeting of the Board of Water Commissioners
Monday, December 11th 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

Mr. Nason made a motion and Mrs. LeBlanc 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.

Discuss and vote on minimum usage fee increase

Mr. Kennan explained to the Board that he is trying to have the minimum users pay the same rate as the users over 5,000 gallons. This increase would do just that. After a brief discussion, Mrs. LeBlanc made a motion to raise the minimum user rate from \$55 to \$60 our next billing cycle which starts in January. Mr. Nason seconded this motion. The vote was unanimous for the increase.

Discuss and vote on the need for a Department credit card

Mr. Kennan discussed with the board the need for a Water Department Credit Card. In the past, he has had to use his own personal credit card to renew subscriptions that no longer send out a paper Invoice. We also recently received a letter with the Water Department License renewals stating they were seeking to go paperless within the next few years and to set up an account online for future renewals. In addition, Mr. Kennan went on to state that when the Water Department needed a new submersible pump, he could find them at least a hundred dollars less online then either of our current vendors were offering them for. Mrs. LeBlanc made a motion to request the approval from the BOS to apply for a credit card for the Water Department. Mr. Nason seconded the motion, all were in favor, vote was unanimous.

Superintendent Report

- **Horse Pond Phase 1 Inspection** – Lenard Engineering inspected and evaluated the pond. The report came back as the dam is considered in good condition with no major concerns at this time. The next inspection will be in 2022. A letter will be sent to the BOS for review.
- **151 School Street** – Mr. Kennan informed the Board that both service lines to the property were leaking near the corp off the main. That was repaired quickly with Ed Thibeault.

- **70 Elm Street** – Water Department received a call of possible break. Upon inspection Mr. Kennan could not determine if AC pipe had a crack. The department replaced the main as a preventative measure replacing corp as well with Ed Thibeault.
- **8 Hillside Ave**– A representative from OSHA met with Mr. Kennan regarding a complaint that was received from a resident of Hillside Ave. during a recent break. Mr. Kennan and the Rep. from OSHA discussed safety policies within the department and all of the reporting forms from that break were also reviewed. There was no basis found for the complaint however the Rep. may want to see programs in place for the future. Mr. Kennan will keep the Board posted of anything in the future.
- **Trouble with heat in office**– Mr. Kennan informed the Board that last week on Thursday morning, he noticed a strong smell of gas in the building. The heat was turned off and Meacham was called to come take a look at the furnace. No one was able to come and rectify the problem until Friday late afternoon. Mr. Kennan feels we may want to call Meacham and see if there is a special service agreement in place for a quicker response time or we could start looking elsewhere.

New Business

- **2019 Budget** – Mr. Kennan gave the Board a copy of the proposed 2019 Budget to review.
- **Possible Personnel change** – Mr. Kennan informed the Board that Chris Connolly may be moving on to another job. More will be known in the next few weeks.

Meeting Adjourned at 6:47 pm

Respectfully Submitted,
Kelly Valeri, Administrative Assistant