

Minutes of the Meeting of the Board of Water Commissioners
Monday, January 8th 2018
Bell Hill Water Treatment Facility
14 Bell Hill Road
North Brookfield, MA 01535

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

Absent: **Shiela LeBlanc**

The meeting opened @ 6:00 PM

Review and approve the minutes

Mr. Nason made a motion and Mr. Kularski seconded the motion to approve the minutes of the December 11, 2017 Board of Water Commissioners meeting. The vote to accept these minutes was unanimous.

Discuss and vote on installation of the Beacon Cellular Pilot Program

Mr. Kennan reviewed with the Board the proposal to install a pilot program which would include the installation of 10 new cellular Ert's and see how it goes. There is no obligation to try this pilot program. The Board decided to hold off on a vote until all Board members were present next month.

Superintendent Report

- **Brown St.** – Mr. Kennan informed the Board that during the cold spell, he received a call on a Saturday evening from a resident of Brown Street that their meter was leaking. He responded to the home that evening to view the issue and found that the meter was in fact fine, it was the fittings that were leaking. He went on to explain that from the curb stop in is the responsibility of the home owner. He informed them they would need to contact a plumber. Mr. Kennan would like to review our bylaws in the near future and update any information if needed.
- **Valley View Leak** – Valley View also had a leak on their property during the cold weather. Mr. Kennan informed them that the leak was up to them to fix as it was on their property.
- **Service Leaks** – Mr. Kennan explained to the Board that there were several service leaks due to the extreme cold. He is hoping that the recent snow fall will slow up the frost. He also had the Administrative Assistant post information on the Water Department's Facebook Page on how to help prevent frozen pipes in this cold weather.
- **Flow Fluctuations** – Mr. Kennan discussed with the Board the recent trouble with the Flow fluctuations at the Water Treatment Plant. He brought in A/D Instruments to trouble shoot. It was advised that a new analog output module could be the issue. Mr. Kennan found a used one online to try as a brand new one is over \$2,000 and he was not confident that was

the issue. Again, he used his personal credit card to purchase the module and in doing so saved the department hundreds of dollars. This once again brought up the need for a department credit card. Mr. Kennan informed the Board members that our request for a department credit card is on the Agenda for the Board of Selectmen's meeting this week.

New Business

- **Service Charge** – Mr. Kennan would like to revisit a possible service charge to customers who call for a broken meter. During the extreme cold weather, the department went to several homes to inspect meters only to find frozen pipes. When pipes are frozen it is the responsibility of the home owner to call a plumber. The Water Department does not service frozen lines.
- **Personnel change** – Mr. Kennan informed the Board that Chris Connolly has resigned. The Board members reviewed the resignation letter and Mr. Nason moved to accept his resignation, Mr. Kularski seconded. Motion was made to accept Chris's resignation letter. They both thanked him for his years of service and wish him well on his new endeavor. Mr. Kennan will place an Ad in the New Leader in the upcoming weeks posting for a 3rd Operator.
- **Retained earnings for Meters** – A copy of the proposed 2019 Budget was shown to the Board. Mr. Kennan made adjustments to show the proposed \$100,000 from retained earnings to start on replacing the old meters throughout the town. His budget is level funded.
- **Retained earnings for May Meeting** – Mr. Kennan stated the need for compressor replacement and the RWPS Pump repair. That will be discussed further next month when all board members are present.
- **Discuss Sewer Agreement for 2019 budget** – Mr. Kennan would like to discuss with the board the current Sewer department agreement. It was decided that we will wait until next month's meeting when we have a full board to further discuss this issue.

Meeting Adjourned at 6:47 pm

Respectfully Submitted,
Kelly Valeri, Administrative Assistant