

**Minutes of the Meeting of the Board of Water Commissioners**  
**Monday, May 13, 2019**  
**Bell Hill Water Treatment Facility**  
**14 Bell Hill Road**  
**North Brookfield, MA 01535**

**Present:** Tim Nason, Shiela LeBlanc, Scott Bombard, Rich Kennan and  
Administrative Assistant, Kelly Valeri

**Absent:** None

**The meeting opened @ 6:00 PM**

Mr. Nason started by welcoming our newly elected Commissioner, Scott Bombard to the Board of Water Commissioners.

**Reorganization of the Board**

Ms. LeBlanc made a motion that Tim Nason be named the new Chairman of the Board of Water Commissioners. Mr. Bombard seconded the motion. The vote to accept was unanimous.

**Review and approve the minutes**

Ms. LeBlanc made a motion to approve the April 8, 2019 minutes as written. Mr. Nason seconded the motion. The vote to accept these minutes was unanimous.

**Discuss and vote on Sewer billing proposal by the Board of Selectmen**

- As requested at our last BOWC meeting, the water department received a letter from the Selectmen in regards to the water/sewer billing proposal. A copy of the letter was given to the commissioners to review. After a brief discussion, Ms. LeBlanc made a motion to have Ms. Valeri assume the responsibilities of Sewer Billing. This includes all aspects of the billing process including final reads. Mr. Bombard seconded the motion. The vote to accept the sewer billing responsibilities was unanimous. Mrs. LeBlanc also stated it would be a good idea to send a letter to the Board of Selectmen stating that the Water department be the only department with access to the billing software to make the transition of billing as smooth as possible. It was agreed by all a letter be drafted and sent to each of the commissioners for review.

## **Superintendent Report**

- **Service Leaks**- The water department repaired 2 service leaks. One of the service leaks required extensive work back into the street to the main as the leak was at the corp on the main.
- **Hydrant Replaced**- Mr. Kennan informed the board that the hydrant has been replaced on Hillsville Rd. from the car accident. The paperwork has been sent to Bartlett for reimbursement.
- **Hydrant Flushing**– Hydrant flushing is now complete. There are a couple of hydrants that will need to either be worked on or replaced depending on the initial review of the hydrant condition.
- **Sites cleaned up** – The sites of Ward St., Ayer St., East Brookfield Rd. and Bates Street have been cleaned up.
- **Water Shut Offs** – Water shut offs are complete. There was one house that was unable to be shut off. The Water Department will be fixing that with Ed Thibeault on Tuesday.
- **Transfer of Funds** – The work to the RWPS and the WTP will be starting soon as the town approved to transfer funds from retained earnings for these repairs.

## **New Business**

- **Watershed Bylaw** – Mr. Kennan shared an email he received from Bruce Young in regards to the current watershed bylaws. Mr. Young would like to know if anything has changed with the Town boards as far as implementing any new watershed bylaw. He has limited time to help the water department with a new bylaw and wants to know if this is feasible before committing to the long process again. The BOWC agreed to work with Mr. Kennan in approaching some current members of boards to get their opinions on this.

**Meeting Adjourned at 6:31 pm**

Respectfully Submitted,

Kelly Valeri  
Administrative Assistant