

**Minutes of the Meeting of the Board of Water Commissioners  
Monday, December 9, 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**

**Review and approve the minutes**

Ms. LeBlanc made a motion to approve the November 18, 2019 minutes as written. Mr. Bombard seconded the motion. The vote to accept these minutes was unanimous.

**Superintendent Report**

- **Water Main Break** – There was a water main break on Walnut Street on November 20, 2019 in the evening. It was an all night repair. The cast iron pipe blew a hole out which is very unusual. Ed Thibeault and crew did an excellent job!
- **Unaccounted Water Usage**- Mr. Kennan has sent letters to the other departments in regards to the high unaccounted water usage. He is optimistic that he and the departments will start to work together on solutions to help lower these numbers.
- **Elm Street Project**– A project estimate has been prepared. Mr. Kennan will go further into the details in new business.
- **Water Operators** – The water operators have now completed their T2 and D2 classes. A succession plan will be discussed further in new business.
- **FY2021 Budget** – Preparation has begun on the FY2021 Budget. Discussion on a few topics will be addressed in new business.
- **Updated Retirement Plan**– Mr. Kennan has updated his Retirement Plan. The details will be discussed further in new business.
- **Water Main Break Call** – Mr. Kennan received a call from dispatch on Sunday evening for a possible water main break on Lakeview Ave. After arriving at the location, it was determined there was a service leak to 34 Lakeview Ave. not a water main break. The neighbor will contact the owner. The curb stop is shut off until the repair is made.

- **Operator Discussions** – The current operators were brought in to meet with the Board of Water Commissioners to discuss succession and responsibility expectations. Both Jamie Flamand and Robert Peterson attended and discussed with Board Members the huge undertaking of the Superintendent position. Board members agreed that passing the T2 and D2 tests are a must to consider either operator moving forward. Both Operators agreed and are feeling very confident in their ability to pass both tests. The Board will be notified of the results once tests have been taken.

### **New Business**

- **Review Elm Street Project costs** – Mr. Kennan had a rough estimate cost for the Elm Street Project beginning FY2021. This will be discussed further as more estimates come in.
- **Discuss and Vote on Meter Replacement Project** – As discussed earlier, the water department has looked at 3 options for replacing the current metering system in town. All monies needed for this project will come from water retained earnings so there will be no cost to the water users for this upgrade. After reviewing the 3 options, Mr. Nason made a motion to accept the Badger Metering System. Mrs. LeBlanc seconded the motion. The vote to use Badger Metering System was unanimous.
- **Discuss Succession Plan**– Mr. Kennan put together a new succession plan for his retirement. The Board members were given a handout with Mr. Kennan’s department succession proposal. After reviewing the proposal, all board members agreed to start with the Operators taking and passing the exams at which point the proposal for takeover could be started.
- **Planning Board Letter** – Mr. Kennan presented a new letter to the Board in regards to the Planning Board’s decision regarding the Source Water Protection Plan changes Mr. Kennan would like to see put in place. A copy of that letter has been submitted to DEP for their review.
- **Discuss Administrative Assistant budget line item** – Currently the Administrative Assistant’s salary is an hourly position. After taking over the Sewer billing responsibilities, Mr. Kennan and Ms. Valeri proposed to the Board to make the sewer monies allotted for billing purposes part of the Admin. Assistant’s salary. After a brief discussion, all Board members agreed that the Sewer monies will be salary and not hourly.
- **Meeting Adjourned at 6:51 pm**

Respectfully Submitted,

Kelly Valeri  
Administrative Assistant