

**Minutes of the Meeting of the Board of Water Commissioners
Monday, January 13, 2020
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 December 9, 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 Fullam Hill Road. This was caused by rotted bolts on the couplings that fell off. The crew replaced a section of AC as they could not count on the condition of the pipe after the leak. It was another late night fix in very cold conditions. Everyone did an excellent job!
- **Meter Readings**- Meter readings have begun for our second billing cycle. The readings are going very slow. There will be further discussion in new business.
- **Water Operators** – The water operators have now completed their T2 and D2 classes. One Operator has taken and passed the T2 Test, the other is planning on taking it soon. The D2 Tests will be the next step to the licensing process.
- **Brush removal** – The Operators have begun brush removal at Horse Pond. Mr. Kennan is hoping this will help the TOC's.
- **New Business**
- **FY 2021 Budget** – Mr. Kennan presented the Commissioners with the Preliminary FY 2021 Budget for their review.

- **Metering System** – Mr. Kennan informed the commissioners that the Ert's are failing and the Water Department's top priority at this time should be the meter replacement program. He is thinking a three year plan instead of four as difficulty obtaining reads is increasing.
- **Elm Street Project** – As stated earlier, Mr. Kennan feels the meter replacement program should be the main priority at this time. The Elm Street project that was proposed earlier this year could hold off until FY2022 Budget. This will also give time to look into grant participation.
- **Meeting Adjourned at 6:28 pm**

Respectfully Submitted,

Kelly Valeri
Administrative Assistant