

**Minutes of the Meeting of the Board of Water Commissioners**  
**Monday, June 8, 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**

**Reorganization of the Board**

Ms. LeBlanc made a motion that Tim Nason retain the Chairmanship. Mr. Bombard seconded the motion. The vote to accept Tim Nason as Chairman was unanimous.

**Review and approve the minutes**

Ms. LeBlanc made a motion to approve the March 9, 2020 minutes as written. Mr. Bombard seconded the motion. The vote to accept these minutes was unanimous.

**Discuss and Vote on proposed updates to current Water Bylaws**

Mr. Kennan handed out copies of the proposed updates to be discussed and voted on. After review and a brief discussion, Ms. LeBlanc made a motion to accept the updates that were presented. Mr. Bombard seconded the motion. The vote to accept the updates was unanimous.

**Superintendent Report**

- **Water Service Leak** – Mr. Kennan informed the Board there was another water leak at 31 Bates Street. This was the second time on that site. To avoid future issues, the service line back to the main was replaced.
- **FY2021 Budget**- The FY2021 Budget was resubmitted as level funded, as there are a lot of repairs to be done at the Pump Station as well as the Treatment Plant. The Scada system has come in as a huge replacement expense.
- **Patching** – All of the water main break areas have been patched. It took a little longer than expected as Mr. Kennan was waiting for Bond to start making the asphalt.

- **Scheduling vendors-** Mr. Kennan is starting to schedule the vendors for the work coming up which is starting in July. Some of the work includes the Water Treatment Plant roof, Raw Water Pump Station pump rebuild, the Scada system and new Meters.
- **Flushing-** Hydrant flushing is under way and about half way complete.
- **Beavers-** Back in late March there were two beavers removed from the Pond. It looks as though the others that were there have moved on.

### **New Business**

- Due to the corona virus, water shut offs were pushed off until June 30, 2020. Mr. Kennan discussed with the Board members whether or not to do shut offs in July. It was decided that water shut offs would be scheduled for Monday, July 6. Ms. Valeri will contact the Town Collector and advise her of this.
- Mr. Kennan will be retiring June 30, 2021. A succession plan and options are being discussed by the Board.

**Meeting Adjourned at 6:46 pm**

Respectfully Submitted,

Kelly Valeri  
Administrative Assistant