

**TOWN OF BROOKFIELD**  
**Water Department**  
**MEETING MINUTES**  
**August 11, 2021**

**Posted Meeting:** *The meeting of the Brookfield Water Department was called to order at 11:00 a.m. in the office of the Water Department.*

**In Attendance:** *Donald Taft, Al Jones and Robert Barnes.*

*Superintendent: Dennis Clarke*

*Guest: Highway Superintendent; Ryan Pontbriand*

*Guest: Town Grant Writer; Cathy Larocca*

*Guest: Town Administrator; Kelli Robbins*

*Minutes taken by Administrative Assistant; Holly Chisholm.*

**Minutes**

*Commissioners voted and accepted the minutes from June 9<sup>th</sup> and July 14<sup>th</sup>.*

**Commitment**

*Commissioners signed the 1<sup>st</sup> commitment for fy22 for bulk water in the amount of \$4,914.00.*

**Highway Superintendent**

*The Highway Dept. received a proposal for the Central Street project. Included in this proposal was the cost for the water main design. Ryan discussed the possibility of the Water Department contributing approximately \$50,000 for the water main design portion of the project. Cathy Larocca stated that she is not sure if the ARPA grant for the water department will cover the cost but will further research. Mr. Taft asked Ryan to contact the engineer to see if he would be willing to write up a separate contract proposal for the water department. Cathy stated that it is necessary for all documentation between department projects to be separated for clear reporting.*

*Dennis stated that before committing he would like to research other engineering proposals. Commissioner's have agreed with this decision and will review all proposals at the next meeting.*

*Commissioner's voted to approve the Central St. water main project design and construction using the ARPA funds. All in favor; so voted.*

**Rates**

*Commissioners have reviewed the proposed rate changes. Al and Dennis will complete an impact analysis before voting on and implementing the new rate change.*

**CMRPC**

*CMRPC is moving forward with the grant for Green St. Public meeting is scheduled with the BOS on the 24<sup>th</sup> of August.*

**Enterprise Fund**

*Town Administrator; Kelli Robbins discussed the possibility of the water department becoming an enterprise fund. She stated that this would be beneficial to the town by removing funding for the department from the tax rate. Commissioners discussed the changes in the benefit package but Kelli stated that employees would still be covered under the town's policy. She stated that she would write an article for the FY23 Annual meeting.*

**CSX**

*Dennis stated that CSX clearly marks with color coding. Our zone is in East Brookfield so Dennis will need to make sure both plans agree.*

**Regional Water Meeting**

*Mr. Taft will reach out to the four surrounding communities regarding the meeting. It will be held at Lewis Field weather permitting.*

**Adjourn**

*Commissioners have agreed to adjourn the meeting at 1:03 p.m. Mr. Taft will post the next meeting for August 25th.*