

TOWN OF BROOKFIELD
Water Department
MEETING MINUTES
January 12, 2022

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: Don Taft, Robert Barnes and Al Jones

Superintendent: Dennis Clarke

Minutes taken by Commissioner; Al Jones

Minutes

Commissioners approved the minutes of October 13th and December 8th of 2021.

Billing

All billing has been approved and signed by the commissioners.

Casual Labor Acct.

Mr. Taft asked about the expenditure in the casual labor account. Holly will speak with Laurie to have this reclassified to the appropriate acct.

Preliminary Design

Dennis has received the full set of preliminary designs with revisions to include a fire protection line, which is to be capped until future use and fire hydrant locations. This will go out to bid at the end of January. Commissioners are all in favor of moving forward with this design.

Well Redevelopment

Dennis sent out requests for three proposals for the development of the wells. DL Maher Co. and F.G. Sullivan have responded. F.G. Sullivan's proposal was lower, but Dennis stated that the cost is going to exceed the initial amount of what the Commissioner's agreed upon. Mr. Taft made a motion to accept the quote from F.G. Sullivan with contingencies not to exceed \$13,000 for Well 02G and not to exceed 11,000 for Well 03G. Al Jones 2nd; so voted.

CSX

Dennis will be walking the tracks to East Brookfield to define the markings for the spray zones

Software

Dennis stated that we will be upgrading our software for billing before the spring billing and will move forward with online payments. The cost of the upgrade will be \$2,500.00 with an additional \$500.00 per year increase for support.

Budget

Commissioners discussed the budget for FY23. The budget will include an additional two hours per week for the Admin. Assistant and an increase in the expense account due to software update, required water sampling and the 7% inflation rate in the past twelve months. Mr. Jones made a motion to approve the proposed budget as amended. Mr. Taft seconded; so voted. Mr. Barnes abstained from voting.

Article Accounts

After discussion with Laurie, she agreed with combining the two article accounts and rename the Water System Improvement account to Water Capitol Expense account.

Article

Mr. Jones made a motion to submit an article to delete the Water-Pump Station account for fy23 and transfer all remaining funds to the Water-Main Improvement Account and rename this account to the Water Capital Expense Account. This account will be used for all future capital expenditures for the Water Department. Mr. Taft seconded; so voted.

Transfer

Mr. Jones made a motion to submit an article to transfer \$40,000 from the Water Surplus Account to the Water Capital Expense Account. Mr. Taft seconded; so voted.

Adjourn

Commissioners have agreed to adjourn the meeting at 12:30 p.m. Donald Taft will post the next meeting for February 9, 2022.