

**TOWN OF BROOKFIELD**  
**Water Department**  
**MEETING MINUTES**  
**January 13, 2021**

**Posted Meeting:** *The meeting of the Brookfield Water Department was called to order at 11:03 a.m. in the office of the Water Department.*

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

*Superintendent: Dennis Clarke*

*Minutes taken by Administrative Assistant; Holly Chisholm*

**Minutes**

*Water Commissioners reviewed and accepted the minutes from December 9<sup>th</sup>. All in favor.*

**Bank Deposits**

*Commissioner's discussed the delay of payments being deposited within a reasonable amount of time. The Water Department is receiving phone calls from customers concerned about their payments and checks not being cashed. Payments are posted in the Water Department and then turned over to the Treasurers Department. After checking with the Treasurer, Holly stated that the issue was due to transferring payments to a new bank. This issue should be resolved for any future deposits.*

**Reminder Notice**

*Holly will send out reminder notices this week for all unpaid account balances.*

**Superintendent Report**

*Dennis stated that well 05G is now completed. They did replace the deteriorated pipe in the well. This will be a small additional cost. The well will continue on line this afternoon.*

**Website**

*Mr. Taft would like to see all minutes posted to the website for the Water Department along with the Rules and Regulations. Holly will discuss the process with Karen.*

**Annual Report**

*Mr. Taft provided the draft annual report to the Board. Holly and Dennis will make necessary adjustments to be submitted for review at the next meeting.*

**Advisory Board Budget**

*The Advisory Board has asked the departments to submit a level funded budget. If not level funded; justified increase. Dennis stated that comparison for the last three years has indicated the increase in the budget with the cost increase in testing. Expense account will be increased by \$5,675.00 while wages will be level funded per recommendation of the Advisory Board. Commissioner's voted to submit the budget to the Advisory Board in the amount of \$140,676.80. All in favor.*

**BOS Budget**

*Mr. Jones motioned to submit wage increases to the BOS for the FY22 budget. Mr. Barnes seconded. All in favor; so voted. The following are the increases with justification.*

*Superintendent -79,980.75. This includes the 2% cola.*

*Administrative Assistant-\$15,204.98  
Grade 4/Step 5 @ 23.30 pr. hr.  
375.00 longevity  
290.78 – 2% cola*

*2ndary Operator-7,464.87 -2% cola*

**Capital Plan**

*The projected maintenance for well 03G and 04G will be in FY23 or FY24. Maintenance was last done in 2014.*

*Commissioners would like to look into grants for a future treatment facility or other possible work related plans such as replacement of pipes.*

**Adjourn**

*Commissioners have agreed to adjourn the meeting at 11:08Mr. Taft will post the next meeting for January 27, 2021.*