

**TOWN OF BROOKFIELD**  
**Water Department**  
**MEETING MINUTES**  
**January 27, 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> 2021. 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.*

**Budget Questionnaire**

*Commissioners voted and approved the budget questionnaire that Mr. Taft completed for FY22. All in favor.*

**Work Plan**

*Mr. Taft submitted a 5 year work plan to the Board for review. Pass over for future discussion.*

**Monthly Reconciliation**

*The Accountant sent out a monthly reconciliation spreadsheet for the Water Department to track monthly committed monies. Holly will be working on this with the Accountant to find any discrepancies.*

**Wage Adjustments**

*Commissioners reviewed and discussed the budget for submittal. Mr. Taft will now submit the FY22 budget to the BOS and Advisory Board. All in favor; so voted.*

### **Rate Review**

*After lengthy research and review of the water rates, commissioners have decided to increase the rates in FY23. Dennis stated that the last increase was back in 2013. The Water Department is in need of this increase to sustain the expense of the department and all future developments. Mr. Jones made a motion to increase the rate to \$4.25 from 3.50 per thousand gallons with a base rate for the first 5,000 gallons of \$60.00 from \$55.00. The bulk rate will increase from \$5.00 per thousand gallons to \$5.75 for all water haulers. Mr. Taft seconded the motion. All in favor; so voted.*

*Dennis will call all water haulers regarding the increase in the rates. Holly will send letters out to all customers with the spring billing this year to notify all customers of the rate change beginning with the fall billing for FY23.*

### **Adjourn**

*Commissioners have agreed to adjourn the meeting at 1:05 p.m. Mr. Taft will post the next meeting for February 10, 2021.*