

TOWN OF BROOKFIELD
Water Department
MEETING MINUTES
July 14, 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: Town Administrator; Kelli Robbins

Guest: Town Grant Writer; Cathy Larocca

Minutes taken by Superintendent; Dennis Clarke

Minutes

Commissioners will review and vote on the June minutes during the August meeting.

Payments

There are two outstanding water balances for fy21. Dennis received a phone call from one of the customers and will grant a two week extension due to hardship. There has been no notice from the other customer and the disconnection of service will take place if needed.

Budget Discussion

The online payment process will be put on hold until the budget is in effect for fy23. The water department is in need of a new computer and software upgrade to continue with the online payments but due to the cost of the upgrade the department will need to budget the money for the following year. The new computer has been ordered and will be installed within the next two weeks.

Dept. Hrs

The commissioners discussed increasing the Administrative Assistants hrs from a 12 hour work week to a 16 hour work week due to the additional work load. The increase in hours would not be in affect until fy23. Kelli asked if this may be temporary for leaning the new program and online payment process. Dennis stated that it is not, the hours are needed year round. Kelli also mentioned a software program that she has worked with in the past. This may be a less expensive alternative.

Reconciliation

The reconciliation for the water department is going well.

Standpipe

The standpipe cleaning is finished. Dennis stated that the crew from Liquid Engineering were very professional and did a great job. They will be following up with recommendations regarding standpipe repair and maintenance work.

Water System Extension

Dennis met with the water resource planner on June 18th to review the possible extension project. Dennis and Bruce looked at footages, number of connections, withdrawal numbers, elevations and current water infrastructure bid pricing. It was determined that an extension is not feasible at this time. Dennis notified the owner of Oakholm Farm that this request is not possible for near future projects.

Source Water Protection Plan

Mass Rural Water is working on septic system information to be mailed out with our billing in the fall.

Software Upgrade

Holly will look into the cost of the upgrade for the Eldorado billing software. We are working with an older version that is now phasing out.

CSX

CSX railroad no spray zone. Dennis will write a letter to CSX requesting they post signs in our zone 2 for No Spray zone. If CSX will not produce the signs within 60 days, Dennis will seek permission from CSX to purchase and install the signs.

Badger Upgrade

The water department will need to budget \$10k for the badger upgrade in fy23.

Mass DEP Water Dept. Recognition

The Mass DEP has recognized the Brookfield Water Department for meeting all state and federal requirements for 2020.

Work Order Form

Dennis handed out the revised work order form and discussed briefly. Kelli recommended signature blocks for each individual department to initial and date rather than a check box. Dennis will address this prior to the next meeting. All parties to review the form for discussion next meeting.

Multi Dwelling Units

Dennis and Al are still working on an updated list for the multi dwelling units. Dennis explained to Kelli the billing process and why adding a fee to each multi dwelling unit would make the billing more equitable.

Drought Update

Dennis brought to the commissioners attention that we are not in a drought.

Grant Opportunities

Cathy Larocca discussed the possible ARPA money to be granted to Brookfield. Kathy stated that Brookfield will be receiving two payments of \$350k each. The money is to be used for eligible projects only. Water system infrastructure projects that were delayed due to covid are eligible but must provide proof of prior documentation. Dennis will review projects that were stalled due to covid for future discussion.

Rules and Regulations

Dennis edited the Rules and Regulations to include the revisions that were discussed. The commissioners reviewed the Rules and Regulations by section number and voted on each section individually. Please see attachment.

Adjourn

Commissioners have agreed to adjourn the meeting at 2:06 p.m. Mr. Taft will post the next meeting for August 11, 2021.