

**Minutes of the Meeting of the Board of Water Commissioners**  
**Monday, October 23, 2023**  
**Bell Hill Water Treatment Facility**  
**14 Bell Hill Road**  
**North Brookfield, MA 01535**

**Present:** Tim Nason, Christopher Caputo, Patrick Gustafson, Jamie Flamand and Kelly Valeri

**Absent:** None

**The meeting opened @ 6:00 PM**

**Review and approve the minutes**

Mr. Caputo made a motion to approve the September 11, 2023 minutes as written. Mr. Gustafson seconded the motion. The vote to accept these minutes was unanimous.

**Superintendent Report**

**Water Meter Installations** – Meter installations are going well. There was a brief discussion on how to approach the water users that will not let the Water Operators gain access to their residence to install the new meter. Determining a flat fee for these residences or termination of water service was discussed. There will be more discussion as the meter installations near completion.

**Water Shut Offs** – There were a total of 14 water shut offs performed on Tuesday, October 17<sup>th</sup>. There was a discussion of adding a by law to include a turn on fee for water users that can't be shut off due to a broken curb stop. An amendment to our current water by laws will be brought to the next meeting to be voted on by the Board members.

**Leak detection** - A Leak detection survey was performed on September 12<sup>th</sup>, September 26<sup>th</sup> and October 2<sup>nd</sup> on the entire water distribution system by Water & Waste Pipe Testing Inc. This test is performed every two years and is beneficial to the Town of North Brookfield Water Department in reducing the unaccounted water leakage, with their goal being under 10% per Mass DEP recommendations. The company estimated water leakage from 6 leaks to be approximately 64,000 gallons per day. Mr. Flamand is working with Eddy Thibeault to fix these as soon as possible.

**New Business**

None at this time.

Mr. Nason made a motion to adjourn the October 23<sup>rd</sup> BOWC meeting. Mr. Caputo seconded the motion. The motion to adjourn the meeting was unanimous.

**Meeting Adjourned at 6:25 pm**

Respectfully Submitted,

Kelly Valeri  
Administrative Assistant