

**Minutes of the Meeting of the Board of Water Commissioners**  
**Monday, November 20, 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. Nason made a motion to approve the October 23, 2023 minutes as written. Mr. Gustafson seconded the motion. The vote to accept these minutes was unanimous.

**Superintendent Report**

**Proposed amendment to current water billing information** – As discussed in the previous months meeting, a proposed amendment to the North Brookfield Water Department rules and regulations was submitted to the Board of Water Commissioners. The amendment would add to the current rules and regulations Chapter 9, Section 6 stating “in lieu of non-functioning curb stop, the water turn on fee will still be applied to the water user account”. (See fee schedule) The board discussed this change and will vote at the December meeting.

**Proposed flat water rate** – As meter installations near completion there are still several water users that have not called to schedule an appointment after several attempts by the water operators to do so. With new billing software in the near future, the old meters will be unable to be read. A proposed flat rate for water users that do not have a new water meter has been discussed with the Board of Water Commissioners and will be voted on at the December meeting. The flat rate will be based on the national average of water use per person per day and number of bedrooms in the residence.

**Tank Painting** - Mr. Flamand informed the Board he had been in contact with Aqueous regarding tank painting. They agreed to allow the Water Department to purchase all supplies now and store them at their facility at no extra cost, to avoid any future increases in materials. The labor cost will be billed when the tank is painted. Mr. Flamand is hoping to do this project in FY25. There will be more to come as the project approaches.

**Water Main Breaks** – There have been three water main breaks since the Board last met in October. The night of the meeting, there was a water main break on the corner of Ward Street and Summit Terrace. That went well. The next was on October 31<sup>st</sup> on Batchelor Drive. That also went well. November 3<sup>rd</sup> there was a break on Elm Street. Eddy Thibeault assisted the Water Department with each of these. Thank you to Eddy and Water Department crew for a job well done!!

**Highway Water Line** – Mr. Flamand informed the Board of Water Commissioners that he had met with the Highway Superintendent as well as Selectmen to review the needs of a new water line for the new Highway building on Donovan Rd. After discussing options, it was decided that a 2” water line was all that was needed for the new building. That water line could be run from behind Sewer across town property to the Highway building. That will save a lot of time and money from the original proposed project. Thank you to Mr. Flamand for taking the time to meet with other departments and for cutting the cost of the project down dramatically!

**New Business**

None at this time.

Mr. Nason made a motion to adjourn the November 20<sup>th</sup> BOWC meeting. Mr. Caputo seconded the motion. The motion to adjourn the meeting was unanimous.

**Meeting Adjourned at 6:33 pm**

Respectfully Submitted,

Kelly Valeri  
Administrative Assistant