

TOWN OF BROOKFIELD
Water Department
MEETING MINUTES
March 9, 2011

Posted Meeting: The meeting of the Brookfield Water Department was called to order at 6:32 p.m. in the office of the Water Department.

In Attendance: Robert Barnes and Chairman Roger Charpentier Jr. Superintendent; Bruce Clarke.

Guest: Selectmen; Peter O'Connell.

Minutes taken by Bruce Clarke.

Minutes

Commissioners reviewed and voted to accept the minutes from February 9, 2011. Mr. Barnes moved; Mr. Charpentier seconded; so voted.

Warrant

Commissioners voted to approve the billing warrant for March 15, 2011. Mr. Charpentier moved; Mr. Barnes seconded; so voted.

Audit Report

Mr. O'Connell presented to the board the significant deficiency in the finding of the audit report produced by Scanlon and Associates. The Water Commissioners have previously reviewed this report as well as all prior reports regarding their concern over the segregation of duties. Please see attachment. Mr. Charpentier suggests that the Water Department return a letter to the BOS stating that due to the size of the Water Department the Commissioners see no reason to change the current office procedures for which they have been operating under for many years. Commissioners feel that a change in the procedures would only add an increase in expense to all water customers. Bruce Clarke also stated that the Water Department is always open for record review. Mr. Barnes moved to send the letter to the BOS regarding this issue. Mr. Charpentier seconded; so moved.

Water Superintendent

Selectmen O'Connell is seeking an agreement with the Commissioners in creating a new part time position involving the Water Superintendent. This position would be funded through the BOS office, therefore reducing the Water Department's budget for salaries. This new job description will create a supervisor overseeing all town projects designated by the BOS. Water Commissioners discussed briefly Mr. O'Connell's proposal. They feel that the creation of this position is unnecessary and that the Water Superintendent is

always available to help with town projects in his current position. Examples are listed below. A letter will be drafted for the Commissioners to review.

Examples of town projects involving Water Superintendent.

CDBG

Solar

Town Hall Roof

Town Hall Renovation

2nd Operator

Selectman O'Connell is also seeking an explanation in the event that the Water Superintendent unavailable for a lengthy period of time. Bruce explained that we have two backup operators but neither have written obligation to the town. Bruce strongly suggests if the town were to hire another worker for the Highway Department that the job description include a secondary water operator. Bruce also suggested that the Water Department should be responsible for funding a percentage of this salary. The Commissioners will further review this topic when the full board is present.

Office Relocation

Selectman O'Connell asked if the Water Department would be willing to relocate its office into the highway building on Mill St. Commissioners are not in favor of this relocation.

Solar Power

Selectman O'Connell spoke about the possibility of bringing solar power to the land at the pumping station. He feels that the Water Commissioners should review all information regarding this project for the near future.

Water Over The River

The BOS have been contacted by Wagon Wheel and Nanatomqua mobile home parks regarding the possibility of tying into the town's water system. Mr. O'Connell asked about the cost involved in doing this project. Bruce responded that this project would first have to begin with an evaluation from an engineer because of the two bridges that must be crossed. Mr. O'Connell stated that he will with set up a joint meeting between the BOS, Water Department and Mobile home parks to discuss this project further.

Meeting

Commissioners are requested to contact Heather Lemieux, Chair of the Capital Planning Committee, to review present and future projects and expenditures.

Denis L. Maher Co.

Commissioners reviewed the bill from Denis L. Maher Co. for the rehabilitation of well O2g. This bill is in excess of the original written quote due to unforeseen problems with the well. A letter is attached to this bill explaining the increase to the Procurement

Officer and town Accountant. Mr. Barnes moved to pay this expense, Mr. Charpentier seconded; so moved.

Brass

New regulations regarding lead in brass will be implemented at the beginning of calendar year 2014. Regulations state that it will be illegal to install products that do not meet the new definition of lead free. This means that all brass under 2” must meet the new code. The Water Department is responsible for the purchase of all new brass fittings before this deadline. The new brass will be an expected increase of forty percent.

Posted Meeting

Holly will post the next meeting for April 13, 2011.

Meeting adjourned at 8:00 p.m. Mr. Barnes moved; Mr. Charpentier seconded; so voted.