

TOWN OF BROOKFIELD
Water Department
MEETING MINUTES
July 13, 2011

Posted Meeting: *The meeting of the Brookfield Water Department was called to order at 6:30 p.m. in the office of the Water Department.*

In Attendance: *Robert Barnes, Joseph Murray and Chairman Roger Charpentier Jr. Superintendent; Bruce Clarke.*

Minutes taken by Administrative Clerk; Holly Chisholm

Minutes

Mr. Charpentier Jr. made a motion to accept the minutes from June 8, 2011. Mr. Barnes moved; Mr. Charpentier J. seconded; so voted.

Commitments

Commissioners signed the final commitments for FY11.

#16 Bulk \$ 5.00

#17 Bulk \$ 74.70

#18 Bulk \$ 6628.50

Warrant

Commissioners voted to approve the billing warrant for the end of FY11. Commissioners also approved the billing warrant for FY12. Mr. Murray moved; Mr. Barnes seconded; so voted.

Financial Management Review

Commissioners reviewed the Financial Management Review completed by the Division of Local Services from the Department of Revenue's Division. One of the material weaknesses is in regards to the Water Department. These concerns relate to the segregation of duties. Please see report on file.

Tools

Bruce discussed with the Commissioners the purchase of new cordless tools. The cost will be approximately \$400.00.

Scanner

Bruce and Holly will look into the purchase of a scanner for the office.

Sanitary Survey

DEP conducted a Sanitary Survey of the Water Department on June 7, 2011. This particular survey is conducted every three years and covers all aspects of the department.

At this time we are in receipt of the final summary regarding this survey from DEP. There have been no findings for violations but six deficiencies that require corrective actions. See report on file.

Camera/Sanitary Survey

Bruce will be installing a monitoring camera at the standpipe to inspect the vent and hatchway on top. This will meet our requirement for inspection.

Monitoring Waivers

Bruce has applied for monitoring waivers for volatile organic contaminants, synthetic organic contaminants and inorganic contaminants. We are no longer able to apply for perchlorate waivers due East Brookfield's yearly firework display within our zone two.

CDBG

The Town of Brookfield was denied the 2012 grant application for the Community Development Block Grant.

Granite Curbing

On June 11, 2011 Bruce attended a meeting with Bill Scanlon and Peter O'Connell at DHCD headquarters in Boston. This meeting was to mitigate the cost of the granite curbing on Lincoln Street. The result of this meeting will come at a later date.

FY2011 Budget

Commissioners reviewed the final budget for FY11.

Posted Meeting

Holly will post the next meeting for August 10, 2011.

Meeting adjourned at 7:20 p.m. Mr. Barnes moved; Mr. Charpentier Jr. seconded; so voted.