

**CITY OF BROCKTON
WATER COMMISSION
Minutes
August 17, 2010**

Present: Bruce Malcolm, Chairman/Commissioner
Peggy McGrath, Commissioner
Ossie Jordan, Commissioner
Jody Hickey, Commissioner
Larry Rowley, Superintendent of Utilities
Michael L. Thoreson, DPW Commissioner
Brian Creedon, Water Systems Manager
Alisa Hambly, Secretary

Absent: Patrick Quinn, Commissioner

Attending: Thomas Altieri
Jonathan Grasso

Mr. Malcolm called the meeting to order at 9:01 A.M., noting that a quorum is present and the meeting is being recorded.

Mr. Malcolm requested a motion to waive the minutes of June 24, 2010

Mr. Jordan moved to accept the June 24, 2010 minutes. This motion was seconded by Ms McGrath and so voted unanimously by the Commission.

Mr. Malcolm called for a report from the **DPW Commissioner**. **Mr. Thoreson reported** he received an email from DEP that the meter program project approval certificate will be issued by the end of the week; this allows us to place the ads. Also stated that there is going to be an RFP to hire an outside auditor. Also trying to be proactive and have sent out approximately 1,000 letters to those that have multiple estimated bills; the response is being tracked and appointments are being scheduled on Saturdays and if necessary will do night time appointments to read the water meter. Also bids were rejected for Phase 2 of the Water Treatment Plant work as they came in very high; currently reviewing how to re-do the bidding documents.

Mr. Malcolm questioned how many estimated bills were issued in the last period. Mr. Rowley stated approximately 3000. Mr. Thoreson clarified the 8600 that has been quoted is the number of manual reads that have to be physically read by the meter readers due to failing devices, once a read is obtained it is an actual read; if a reading cannot be obtained it is estimated. Mr. Thoreson noted that the access ordinance has been submitted to the Ordinance Committee for review; if we cannot get into homes to access install new meters the problem will not be solved, the point is to get a uniform system. Mr. Malcolm questioned if the meter replacement was included in the budget or brought before Council? Mr. Thoreson stated that there was a pilot program in place in 2001; began speaking about this in 2005 and have tried three times for State Revolving Fund monies (first began in 2007 or 2008). Mr. Thoreson stated that a history/fact sheet is being written for dissemination. Mr. Jordan suggested doing a PSA's to reach everyone.

Mr. Malcolm called for a report from the Superintendent of Utilities. **Mr. Rowley reported** that July's monthly report was included in the meeting information. In the process of installing a new main on Donna Road and Clifton Avenue. Staffing is at same level. Regarding the estimated read letters - had 200 responses on Monday and read 60 accounts; will also be changing out the meters for those with appointments on Saturday; although there is nothing wrong with the meters they are being updated to radio meters, these meters will be retrofitted to the new system when chosen. Mr. Rowley reported that the flow received from Aquaria was increased last week to 1760 GPM which equals 2.5 MGD; with out incident.

Mr. Malcolm postponed the report from the Water Systems Manager and opened the meeting for **New Business** and **Water Connections**, calling for discussion of the application for **25 Thayer Avenue**.

Ms Hickey moved that the application for 25 Thayer Avenue be approved for 1650 GPD. This motion was seconded by Mr. Jordan, and so voted unanimously by the Commission.

Mr. Malcolm called for discussion of the application for **240 Manley Street**.

Mr. Jordan moved that the application for 240 Manley Street be approved. This motion was seconded by Ms McGrath, and so voted unanimously by the Commission.

Mr. Malcolm called for discussion of the application for **300 Manley Street**.

Ms McGrath moved that the application for 300 Manley Street be approved. This motion was seconded by Mr. Jordan and so voted unanimously by the Commission.

Mr. Malcolm called for a report from the **Water Systems Manager**. **Mr. Creedon reported** on the flows, stating that Silver Lake's average usage is approximately 7 MGD and the Brockton Reservoir is 500,000GPD; the level of Silver Lake is being maintained and Monponsett is continuing to decrease. Also provided a listing of the largest customers over eight billing periods as requested by Councilor Stuart in preparation of possibly splitting the top block rate. Also at Mr. Thoreson's request he has checked with Quincy, Taunton, New Bedford and Fall River on what their policies are on meters.

Mr. Malcolm opened the meeting for **Old Business** and discussion of the following:

- Current Year Budget Report – everything is fine, too early for a revenue report.

Mr. Rowley noted that he may change the hours for the meter readers for the next billing cycle in order to hopefully obtain readings, as currently they are reading between 160-180 reads per day per person. Both Mr. Rowley and Mr. Thoreson

- Meter Access policy – submitted to City Clerk for Council
- Irrigation meter/systems – sent to Solicitors
- Meter replacement – previously discussed.

Mr. Malcolm opened the meeting for **Other Business** stating that there is a request for posting of the meeting minutes online, which was previously discussed and the Commission suggested that this be postponed until the next meeting.

Mr. Jordan provided information that he received from an open meeting law seminar that was held by the Attorney Generals Office.

Mr. Jordan moved to adjourn into executive session to deal with a personnel action.

Roll call vote was taken – Mr. Malcolm – yes, Ms McGrath – yes, Mr. Jordan – yes, Mr. Hickey – yes. Executive Board members Thoreson – yes, Rowley – yes, Creedon – yes. Adjourned into executive session.

Entered into Regular Session.

The Commission decided that the site visits would be held during October.

The Commission decided the next regular Water Commission meeting would be on September 16, 2010 at 9:00 AM.

Mr. Malcolm also noted that there would be a special meeting with just Commissioners on August 30, 2010 at 6:00 P.M. Ms Hambly questioned how the agenda should be posted. The Commission decided to post opening remarks, executive session and adjourn.

Ms McGrath moved to adjourn. This motion was seconded by Ms Hickey meeting adjourned at 11:27 AM.

Respectfully submitted:

Alisa Hambly
Secretary

Certified by:

Brian M. Creedon
Water Systems Manager
Clerk of the Commission