

WATER COMMISSIONERS' MEETING
September 9, 2003
6:30 P.M.

MEMBERS PRESENT: David Dunbar, Samuel Briguglio and Francis McNamara.

GUESTS PRESENT: Supt. Paul Rafuse and Brenda Boudreau – clerk.

David Dunbar opened the meeting at 6:30 p.m.

DECISION: Board voted unanimously to accept the minutes of July 8, 2003.

Previously signed warrants for \$1,474.73, \$537.02, \$738.89 and \$2,756.72 totaled \$5,507.36 for FY04.

Previously signed payroll warrants for \$2,973.63, \$2,945.30, \$2,945.30, \$3,005.30 and \$900.00 totaled \$12,769.53 for FY04.

Commissioners read and noted the following correspondence:

- A. Memo from Carolyn Smart, Administrative Assistant dated August 12, 2003 re: HIPAA privacy notice.
- B. Letter from Walter York, 15 Spaulding Street, to Paul Rafuse dated August 12, 2003.
- C. Letter to Mr. & Mrs. Michael Stuart from David Dunbar, Chairman dated August 13, 2003 re: Payment plan.
- D. Letter to Dick Choate, Town Accountant, from David Dunbar, Chairman dated August 13, 2003 re: Carry forward the remaining balances.
- E. Letter from Mark Wetzel, PE, Vice President of Dufresne-Henry, Inc. to Paul Rafuse dated August 25, 2003 re: Proposal for new water source.
- F. Letter to Jim Soucie, Hollingsworth & Vose, from Paul Rafuse dated August 27, 2003 re: Relocation of water main on South Street.
- G. Letter to Gary Sheperd, from Paul Rafuse dated September 2, 2003 re: Landscaping at 15 Spaulding Street.
- H. Letter to Walter York, from Paul Rafuse dated September 2, 2003 re: Landscaping at 15 Spaulding Street.
- I. Letters to Robin St. Hilaire, Joseph Cote, Robert Thorpe and Ted Sprague from Paul Rafuse, dated September 2, 2003 re: Collection of water samples.
- J. Memo from John Collins, Fire Chief, dated September 8, 2003 re: 9-11 Observance.

OLD BUSINESS:

- 1. Paul discussed/reviewed the estimate submitted by Dufresne-Henry for the 8" well installation and pump test for new water source at Harbor Trace Development. The Board feels that we should wait until the acquisition of the land is a definite.

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2. Paul discussed/reviewed West Meadow Booster Station.
3. Paul discussed/reviewed South street bridge water replacement/upgrade.
4. Brenda presented July appropriation balances

NEW BUSINESS:

1. Paul discussed/reviewed FY04 preliminary budget, the board suggested that the budget should reflect a cost of living raise for employees.
2. Paul discussed/reviewed ear mark the surplus money.
DECISION: Motion made and seconded to ear mark Unretained earnings (surplus) as follows:

\$25,000.00, South Street Bridge Project, Acct# 5006
\$25,000.00, Main Street Station Upgrade, Acct#5009
\$7,000.00, Storage Tank Maintenance, Acct#5011
\$20,000.00, Water Main Extensions, Acct#5013
\$100,000.00, Well Development & Exploration, Acct#5014
3. Paul discussed/reviewed that he will submit an article at the town fall meeting to correct salary and wage figures.
4. Fall town meeting is sscheduled for October 21, 2003.
5. Paul reported submittal for warrant articles will close September 29, 2003 at 4:00 p.m.
6. Paul reported bacteria detection at Fitchburg storage tank. He resampled and the lab confirmed his findings.
7. Paul reported on the recent customer complaints due to a leak in the chemical feed at Cross Street Station.
8. Paul reported that he would be taking his vacation October 10-24, 2003.
9. DECISION: Board voted unanimously to approve App # 0616, Donald Batsford, 31 Old Meetinghouse Hill Road, 1" service. Check received for Connection Charge of \$1,000.00.

DECISION: Board voted unanimously to adjourn the meeting at p.m.

The next scheduled meeting is Tuesday, October 14, 2003.

Respectfully submitted,

Brenda A. Boudreau, clerk

