

WATER COMMISSIONERS' MEETING
AUGUST 20, 2002
6:30 P.M.

MEMBERS PRESENT: David Dunbar and Samuel Briguglio. Francis McNamara was absent.

GUESTS PRESENT: Supt. Paul Rafuse, Peter Decarolis and Jean Dinon – clerk.

The meeting was opened at 6:30 p.m.

Previously signed warrants for \$1,399.30, \$37,643.00, \$636.83, \$27.58, \$1,008.43, \$951.16, \$6,273.67, \$85.62, \$82.93 and \$3,183.02 totaled \$51,374.47. Previously signed payroll warrants for \$2,932.49, \$2,898.50, \$339.90, \$2,589.89, \$3,015.63, \$2,932.98 and \$2,916.63 totaled \$17,626.02.

Motion made and seconded to accept the minutes of July 9, 2002.

Commissioners read and noted the following correspondence:

- A. Letter from Richard Choate, Town Accountant to Townsend Water Department dated June 30, 2002 re: Water agreement costs.
- B. Memo to Board of Selectmen from Brenda Boudreau, clerk dated July 9, 2002 re: Water Department FY03 salaries and hourly rates effective July 1, 2002.
- C. Letter to Kathy Rossbach, Tax Collector/Treasurer from Paul Rafuse dated July 11, 2002 re: Three bills for West Meadow booster station.
- D. Letter to Richard Choate, Town Accountant from Jean Dinon, Office Administrator dated July 12, 2002 re: Abatement to Country Estates.
- E. Letter to Mike Mahoney from David Dunbar dated July 15, 2002 re: Staying current with payment plan.
- F. Letter to Ms. Andrea Lemerise, Massachusetts DEP from Paul Rafuse dated July 19, 2002 re: Lead and copper testing results.
- G. Letter from June Riddle, Town Counsel to Board members and departments dated July 19, 2002 re: Correspondence by mail.
- H. Letter to Kathy Herrick, Tax Collector from Paul Rafuse dated July 22, 2002 re: Thank you for usage of postage metering machine.

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- I. Letters to all lead and copper sample participants from Paul Rafuse dated July 22, 2002 re: Results of lead and copper testing.
- J. Memo to Assessor's Office from Paul Rafuse dated July 22, 2002 re: Tax work-off program.
- K. Letter to Richard Choate, Town Accountant from Jean Dinon, Office Administrator dated July 23, 2002 re: Posting error in June.
- L. Letter to Kathy Rossbach, Tax Collector from Paul Rafuse dated July 24, 2002 re: Payment of Jasco bill from West Meadow Estates escrow account.
- M. Letter to Kathy Cricones from Paul Rafuse dated July 31, 2002 re: Invoice for water service installation.
- N. Letter to R. H. White Construction Company, Inc. from Paul Rafuse dated August 5, 2002 re: Thanks and appreciation to Joe Lavin for repair at pumping station.
- O. Memo from Erving Marshall, Jr., Communications Director to all departments dated August 6, 2002 re: Communications information.
- P. Memo from Dick Choate, Town Accountant to all departments dated August 6, 2002 re: Bills payable warrant.
- Q. Letter to Kathy Rossbach, Tax Collector/Treasurer from Paul Rafuse dated August 7, 2002 re: Payment of Jasco bill from West Meadow Estates escrow account.
- R. Letter to Mike Mahoney from Paul Rafuse dated August 15, 2002 re: Failure to adhere to payment arrangements.
- S. Noted draft of Town of Townsend, affordable housing long-range plan, June 2002, Townsend Housing Authority.
- T. Noted Board of Selectmen representatives.
- U. Noted Joint policy of the Board of Selectmen, Capital Planning Committee, Finance Committee, Policy #98-5, Capital Expenditures of \$50,000 or more.

OLD BUSINESS:

1. Paul discussed/reviewed Harbor Trace development. Ron Koivu requested to build and supply four to five houses with water on the existing 6" main on South Street because of cash flow. Motion made and seconded to deny the request of Harbor Trace developer, Ron Koivu, for four to five houses for water installation due to the fact that there is not enough water pressure.
2. Paul reported on an update on the status of West Meadow booster station. Pumps are piped in, the last part of the electrical installation is being done, and lines have been chlorinated. Paul talked to R. H. White and getting the pressure test. Start-up date is August 28, 2002. Bill Galerani, Earth Tech, suggest we keep existing pump station in tact in case there are any problems; we can switch over. Afterwards we can dismantle it.
3. Paul reported that system study (Master Plan) should have draft version for next meeting in September. There is recommendation to place the whole line on Main Street. The line is 10" cast iron. They can burst old pipe and replace it with new one.
4. Paul reported that state revolving fund loan application was submitted on August 15, 2002. It will be for main to Shirley Road. We should know in October how we scored.
5. Paul reported on Leahy property well site. Paul was going to contact him and then heard ambulance call at Bob's house for chest pain. Paul will get ahold of him.
6. Jean reported on July appropriation balances sheet.
7. Jean reported on that status of Mike Mahoney account. He has been approved for disability and should be making a payment in a few weeks.

NEW BUSINESS:

1. Paul discussed/reviewed the storage tank cleaning and inspection quotes of Highland Street tank and Fitchburg Road tank. DEP requires it to be done every five to seven years. Underwater Solutions is usually who does the work for us. Liquid Engineering has the lowest quote. New England Inspection has to take the tanks off-line. Paul would suggest Underwater Solutions or Liquid Engineering. Paul called ¾ of the references for Liquid Engineering, and no problems were reported. Motion made and seconded to award Liquid

Engineering for storage tank cleaning and inspection of Highland Street tank and Fitchburg Road tank contingent upon approval of transfer of \$2,500.00 from surplus to storage tank maintenance account.

2. Paul discussed/reviewed Carole Stone's retirement bonus (sick leave bank). In order to get this benefit you have to work 10-15 years. Dave suggested we have a line item in budget as people get vested. Paul told Kathy and Dick that this is Carole's money, and we have to do whatever.
3. Paul discussed/reviewed policy regarding results of looming and seeding of customer's lawn after repairs. There are a few homes that have this Yardley plastic tubing, and Paul has not been charging for repairs. Motion made and seconded to replace Yardley plastic tubing with no charge, but we will not be responsible for digging, replacement of sod regarding lawn, walkway, etc. We will not be responsible for lawn growth.
4. Motion made and seconded to approve Appl. #599, 600 and 601, Peter DeCarolus, 34, 36 and 40 Proctor Road, 1 1/2" service contingent upon development association agreement to maintain meter pit and water line. There will be a common driveway, a meter pit and each house will have its own meter.
5. Paul discussed/reviewed cell phone for superintendent. Motion made and seconded to give Paul Rafuse, superintendent, \$20.00 stipend for personal cell phone.
6. Paul discussed/reviewed repair/replace office building siding. It was tabled.
7. Paul reported that W2 has over 103,000 miles. In the last 16 months it has rear rotors and brakes. We have spent approximately \$1,600.00. Sam asked if repairs could be done by someone else besides Townsend Ford.

Motion made and seconded to adjourn the meeting at 8:40 p.m.

The next scheduled meeting is Tuesday, September 10, 2002.

Respectfully submitted,

Jean R. Dinon, Clerk

