



TOWNSEND WATER DEPARTMENT
540 Main Street
West Townsend, Massachusetts 01474

Niles Busler, Chairman
Paul L. Rafuse,
Water Superintendent

Francis McNamara, Vice-Chairman

Andrea Wood, Clerk
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WATER COMMISSIONERS MEETING AGENDA
OCTOBER 21, 2013 5:30 PM 540 MAIN STREET WEST TOWNSEND, MA

I. PRELIMINARIES:

I.1 Call the meeting to order – Mr. Busler called the meeting to order at 5:36 P.M. at 540 Main Street, West Townsend

I.2 Roll call - Mr. McNamara present, Mr. Busler present and Mrs. Wood present.

I.3 Review/ Approve meeting minutes for August 13, 2013, September 9, 2013 and September 23, 2013 – Mrs. Wood moved to approve the minutes from Sept. 23rd and the report of the Planning Board meeting of Sept. 23rd, seconded by Mr. McNamara, the vote was unanimous in favor of the motion. Mr. McNamara moved to accept the minutes from Sept. 9th, seconded by Mrs. Wood, the vote was unanimous in favor of the motion. Mrs. Wood said that she was unwilling to approve the minutes from August 13th, because of the number of “typos”, words missing, sentences that don't fit or don't make sense and information that is inaccurate. Mr. Busler asked what happens now? Mrs. Wood said that she would work with Mrs. Boudreau to correct the minutes and if an agreement cannot be arrived at the minutes will show both opinions.

Chairman's additions or deletions - None

I.4 Review and initial Correspondence – The review did not generate any discussion.

II. APPOINTMENTS:

II.1 5:45 pm David Gullotti Owner of 550 Main St. rusty water complaint – Mr. Gullotti did not attend, but Mr. Busler asked about the problem. Mr. Rafuse explained that it has mainly effected three families the Boundys, the Gullottis and the Le'Cuyers, but lately he has noticed a difference in the water at the Office periodically. The cause of the problem is a mystery. They had the booster station checked and it passed inspection, then they flushed the hydrant and the water was clear for awhile but then became rusty looking again and the PH was low. They replaced the pump and flushed the hydrant again, the PH is rising. It was suggested that the main from West Meadow road up might need to be replaced.

III. MEETING BUSINESS:

III.1 Sign Stantec engineering agreement – Mrs. Wood moved to sign the Stantec agreement, seconded by Mr. McNamara, the vote was unanimous in favor of the motion.

III.2 Discuss/Review/ Approve quotes to clean/redevelop approximately 12 wells in well field at Main St. Station – There are 52 wells in total. Mr. McNamara moved to award the bid to the lowest bidder, seconded by Mrs. Wood, the vote was unanimous in favor of the motion.

III.3 Discuss/Review/ Approve quotes to clean and inspect Cross St. well – Mr. McNamara moved to award the bid to the lowest bidder D.L. Mar, seconded by Mrs. Wood, the vote was unanimous in favor of the motion.

III.4 Sign Contracts for the purchase of new service truck and Radio Transmitter Installation Project – Mr. McNamara moved to sign and initial each page of the contracts for the new service truck and the Radio Transmitter Installation, seconded by Mrs. Wood, the vote was unanimous in favor of the motion.

III.5 Discuss/Review/ Approve opinion from Town Counsel Re: Retirement Bonus Policy – Town Council said that this policy cannot be honored and the free service must withdrawn from those presently receiving it.

III.6 Discuss/Review/ Approve opinion from Town Counsel Re: Access to Premises to be added to Service Applications – Modified language will be added.

III.7 Discuss/Review/ Approve Abatement Policy – Tabled until the next meeting

III.8 Discuss/Review/ Approve meter replacement (Manufacturer) – Neptune and Badger meters were discussed, Badger offers a newer technology in the newer E Series more information was requested.

III.9 Discuss/Review Information recvd from Board of Health Re: Manganese in Drinking Water – The Town Wells test very low for manganese, the main concern of the Board of Health is private wells. Mr. Busler suggested that a letter be sent to the Board of Health assuring them of the condition of the wells. Mrs. Wood moved to sent a letter to the Board of Health, seconded by Mr. MacNamara, the vote was unanimous in favor of the motion.

III.10 Approve 1" service, #5600, Rick Lamarre & Sons, 19 Alyssa Drive – Mr. McNamara moved to grant the 1" service#5600 Rick Lamarre & Sons to be signed out of session, seconded by Mrs. Wood, the vote was unanimous in favor of the motion.

III.11 Request from Ray LaRoche , acct #2730, to abate \$2.07 (water) – Mr. McNamara moved to deny the request for an abatement from Mr. Ray LaRoche, seconded by Mrs. Wood, the vote was unanimous in favor of the motion.

III.12 Request from Jeff Peduzzi to abate the late charge of \$4.27; as payment was sent but not received – Mr. McNamara moved to deny the request for abatement from Mr. Jeff Peduzzi, seconded by Mrs. Wood, the vote was unanimous in favor of the motion

IV. UPDATES/ADDITIONS/REPORTS

IV.1 Commissioners Updates/Reports – Mrs. Wood asked about three things; 1. Report on DEP inspection - We must update our Emergency Response Plan and we must do some work on our compliance with Chapter 6, three (3) of our stations are fine and the other is being worked on. 2. Lead and Copper survey – Twenty (20) samples were taken all readings were low. 3. Password for Mrs. Smart for Quick Books – Mr. Busler asked if there was any problem with giving her a password, Mr. Rafuse replied no.

IV.2 Superintendent Update/Reports.

IV.2.1 Highland St. tank chlorination – Mr. Blanchard spoke about the work he has been doing under the direction of the company representative. Today they were dechlorinating the tank.

IV.2.2 Energy Committee Grant – The Energy Committee would like to use Grant money to install BFD's at the Cross Street and Main Street Wells. The idea was well received

IV.2.3 Purchased & received pipe cutting saw from ATS – The saw has not yet been added to the inland marine policy

IV.2.4 Prowler Water Conservation has begun leak detection – Information received, no discussion ensued.

IV.2.5 Gate for the entrance to Highland St. Tank has been reinstalled – Information received, no discussion ensued.

IV.2.6 Front office door has been adjusted and handicap operator installed – Information received, no discussion ensued.

IV.2.7 Procurement threshold for best management practices has increased from \$5,000.00 to \$10,000.00 – Information received, no discussion ensued.

IV.3 Office Administrator/Billing Clerk Update/Reports - None

IV.3.1 Update on Unibank – Everything is up and running.

IV.3.2 Review and sign bills payable warrants – Mr. McNamara moved to sign the bills payable warrant, seconded by Mrs. Wood, the vote was unanimous in favor of the motion.

IV.3.3 Review Accounts for Lien – The accounts were reviewed and it was agreed to pursue placing the liens.

IV.3.4 Review Account Summary, Budget vs Actual reports and sign (2) schedule of bills receivable reports – The summaries were reviewed, but no discussion was generated.

v. ADJOURNMENT:

V.1 Mrs. Wood moved to adjourn at 8:33 P.M., seconded by Mr. McNamara, the vote was unanimous in favor of the motion.