



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Niles Busler, Chairman
Paul L. Rafuse,
Water Superintendent

Francis McNamara, Vice-Chairman

Ron Dionne, Clerk
(978) 597-2212
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WATER COMMISSIONERS MEETING MINUTES

April 22, 2013 - 5:30P.M.

Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

1.1 The meeting was called to order at 5:40P.M.

1.2 Roll call vote showed 2 members present: Chairman Niles Busler (NB) and Vice-Chairman Fran McNamara (FM).

1.3 Chairman's additions or deletions.

Niles moved to add the resignation of Ron Dionne.

Niles moved to add a 6:00P.M. appointment for Jason Macomber of West Meadow Estates Drive to discuss the water pressure issues.

1.4 Review/ Approve meeting minutes for March 11, 2013.

FM moved to approve the minutes for March 11, 2013. NB seconded. Unanimous vote.

II. MEETING BUSINESS:

2.1 Award Contract for radio meter reading upgrade.

The Commissioners reviewed the bids received (see attached). Paul Rafuse, Water Superintendent stated he recommended Ocean State as the most responsive bidder. Mr. Rafuse to notify Ocean State of the award and will forward to the Board of Selectmen for their approval as required. Mr. Rafuse informed the Commissioners he did receive a complaint from Stiles regarding the last I.F.B., however after a thorough review of the bids it was determined the bottom line price was lower. FM moved to accept the I.F.B. from Ocean State for the Radio Meter bid in the amount \$117,225.60 and to sign the award letter outside of the meeting. Niles Seconded. Unanimous vote.

2.2 Review quotes/estimates to consider soliciting bids to outsource installation of radio transmitters.

The Commissioners reviewed the quotes as attached. Mr. Rafuse reviewed the quotations with the Commissioners. Discussion included: notifications and appointments for the customers, reporting, timeline to install 1500 meters, installation of meter locations, and description/scope of services. FM supported drafting an R.F.P. for the installation of the meters. NB agreed and requested the job go out to bid.

2.3 Review/Comment Mandatory Referral Zoning Board, RE: 56 Brookline.

The Commissioners reviewed the attached referral. NB would like Mr. Rafuse to forward a comment for the referral.

2.4 Review/Discuss Revenue estimates for FY 14.

The Commissioners reviewed the attached packet. NB would like to conduct a review of the water rates. Discussion included: options to lower rates, including water with unit charge, perception of the community, and projects that need to be completed. Commissioners discussed upcoming projects including setting a new tank on Bayberry Hill with booster on Main Street. NB tabled the discussion until the next regular meeting.

2.5 Review Draft Town Meeting Warrant.

The Commissioners reviewed as attached.

2.6 Discuss seasonal water restrictions

Mr. Rafuse informed the Commissioners he did upload a newsletter on the website outlining the water restrictions – (see attached). Additional discussion regarding how to best notify our customers ensued. Mr. Rafuse to get signs and will place notice of restrictions on the website.

2.7 Discuss/Review Quote to upgrade office phone system

The Commissioners reviewed the attached quote. Discussion included the system and future technology.

2.8 Discuss/Vote to assist in funding study to investigate SWMI study

Mr. Rafuse informed the Commissioners that he recently spoke with Doug Deantile; and he requested the Commissioners agree to the \$15,000., for the study. Mr. Rafuse did speak with the Town Accountant and an invoice would be needed in order to pay for the report. FM stated he wanted a scope of services from the consultant. Discussion included: scope of services and cost to be paid from Professional services. FM stated he would need the proposal before committing the funds. Niles tabled until the next regular meeting.

2.8.1 Commissioners Updates/Reports.

Acknowledgment of Ron Dionne's resignation with additional discussion regarding others that may potentially want to serve as a Water Commissioner.

2.8.2 Water Superintendent Updates/Reports

2.8.2.1 Result of meeting with Town Administrator, Tax Collector/Treasurer, Town Accountant, Water Dept. Superintendent, Water Commissioner Fran McNamara and, Office Administrator re: recommendation of the Town Auditors to transfer collections to the Tax Collector/Treasurer's office.

Discussion included: identifying areas of concern within the audit, resolutions and changes that could be made, job delineation, lockbox, and on-line payments.

2.8.2.2 Update on SCADA System

Mr. Rafuse informed the Commissioners he would like to send the SCADA out to bid next month; however Steve Cloutier still needs to complete the review on

the height for the towers. Discussion included: towers more expensive than radio but equipment would be less, other town departments benefitting. FM relayed that he favors the radio due to time constraints, as it may take additional time to complete the towers. FM stated he supports the microwave, however fears it will be long, delayed process. NB stated he would speak with Steve Cloutier for an update. The Commissioners agreed the bid package will include the tower installation, depending upon the update from Mr. Cloutier. Mr. Rafuse informed the Commissioners that Woodward & Curran do have an ownership clause, and that could expose us to liability and future cost. Tom Mahanna will contact Woodward & Curran for clarification of clause and report back to Mr. Rafuse.

2.8.2.3 Update on Highland St. Tank

Mr. Rafuse informed the Commissioners that George Allen from Stantec, is working on the project and collection of information - (see attached).

Mr. Rafuse informed the Commissioners; a quote on replacement of cab & chassis not to include trade-in, would cost approximately 31k - (see attached).

2.8.3 Office Updates/Reports

The Commissioners reviewed the reports as attached.

2.8.4 The Commissioners reviewed and signed the bills payable warrants outside of the meeting.

2.9 Jason Macomber, RE: West Meadow Road

Mr. Macomber explained the residents have had problems with the water pressure for some time. He stated he understands it is being worked on however since the new pump was installed, the pressure is only 50% from where it was prior. Mr. Rafuse explained he was working with the pump representative and is continuing to work to resolve the issue. Mr. Rafuse stated he is working with other neighbors and then outlined what the Representative from Blake equipment has done. NB stated he wanted a system guy out tomorrow to fix the problem. FM stated he wanted the pressure change investigated and measured. Mr. Rafuse informed the Commissioners he was waiting for another part to come in for the repair. NB stated the Commissioners will be meeting again in 2 weeks and we should have resolved the issue. FM wanted this to be placed on the next agenda for review. The Commissioners thanked Mr. Macomber for bringing this issue to their attention and welcomed him back to the next meeting. Additional discussion included: how the service is designed, potential electrical issues, the pumps design, and issues with diagnosing of the problem.

2.10 The Commissioners reviewed the resignation letter - (see attached).

III. ADJOURNMENT

Fran moved to adjourn at 7:57PM. Niles seconded. Unanimous vote.

Meeting Minutes for April 22, 2013 approved for release on _____, 2013.

WATER COMMISSIONERS MEETING AGENDA

April 22, 2013 - 5:30P.M.

Water Department 540 Main Street, Meeting Room

IV. PRELIMINARIES:

- 4.1 Call the meeting to order.
- 4.2 Roll call.
- 4.3 Chairman's additions or deletions.
- 4.4 Review/Approve meeting minutes for March 11, 2013.

V. MEETING BUSINESS:

- 5.1 Award Contract for radio meter reading upgrade.
- 5.2 Review quotes/estimates to consider soliciting bids to outsource installation of radio transmitters.
- 5.3 Review/Comment Mandatory Referral Zoning Board, RE: 56 Brookline.
- 5.4 Review/Discuss Revenue estimates for FY 14.
- 5.5 Review Draft Town Meeting Warrant.
- 5.6 Discuss seasonal water restrictions
- 5.7 Discuss/Review Quote to upgrade office phone system
- 5.8 Discuss/Vote to assist in funding study to investigate SWMI study
 - 5.8.1 Commissioners Updates/Reports
 - 5.8.2 Water Superintendent Updates/Reports
 - 5.8.2.1 Result of meeting with Town Administrator, Tax Collector/Treasurer, Town Accountant, Water Dept. Superintendent, Water Commissioner Fran McNamara and, Office Administrator re: recommendation of the Town Auditors to transfer collections to the Tax Collector/Treasurer's office.
 - 5.8.2.2 Update on SCADA System
 - 5.8.2.3 Update on Highland St. Tank
 - 5.8.3 Office Updates/Reports
 - 5.8.4 Review and Sign Bills Payable Warrants
- ***2.9 Apointments: 6PM Jason Macomber, 23 West Meadow Estates Drive RE: Water pressure

VI. ADJOURNME

