



**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*  
(978) 597-2212  
Fax (978) 597-5611

**WATER COMMISSIONERS MEETING MINUTES**

August 13, 2013 5:30 PM 540 MAIN STREET WEST TOWNSEND, MA

**I. PRELIMINARIES:**

1.1 NB called the meeting to order at 5:32 p.m.

1.2 Roll call showed 3 members present: Niles Busler, Fran McNamara and Andrea Wood.

Guest Present: Supt. Paul Rafuse, Town Administrator, Andy Sheehan, George Allen, Louis Soracco, James Blanchard, Michael MacEachern, Carolyn Smart and Brenda Boudreau-clerk

1.3 (FM) voted to approve the meeting minutes for July 8, 2013 (AW) seconded, unanimous vote.

1.4 Chairman's additions or deletions:

**II. APPOINTMENTS:**

2.1 5:45 pm George Allen, Stantec RE: Discuss bacteria issues at Highland Street Tank and SCADA system. George reported that he had received a lot of data from Paul to try and eradicate the ongoing bacteria issues at the Highland Street Tank. George explain after reviewing all the data, the problem is intermittent and not obvious, for those reasons he suggests beginning the process by taking the tank offline and chlorinate/ disinfect after the disinfection it will be refilled and put back online. The next step would be to chlorinate the well fields and continue on to the Fitchburg Road tank. George also discussed the ongoing SCADA project, in order to move forward he suggest writing a letter to Wood & Curran requesting all the plans that had been designed and purchased by the water department. Once he takes possession of the plans he can modify the designs to meet our needs. George feels he can get the bid to be sent out within the next couple of months after receiving all necessary documents. (FM) stated that he would like to move quickly and as inexpensively as possible, we can upgrade the system at a later date. Fran wants a basic system that is expandable when needed. The third point George discussed was the issue of microwave technology. Microwave technology is expandable as well as broadband and will be beneficial to the town down the road. (FM) stated that he would like to see this included in the base bid. Towers with or without guide wires will be determined by the height needed, wind velocity etc. a path study will be done within the first bid to determine if this technology can be used.

**III. MEETING BUSINESS:**

3.1 Review/Discuss/Vote to approve bid to purchase new truck to replace W-2 service truck.

Paul updated the bid with the Board's recommendations and had it reviewed by town

counsel. **FM made a motion to approve the invitation to bid as written for a four wheel drive utility truck AW seconded. Unanimous vote.**

- 3.2 Review/Discuss/Vote to approve bid for services to install new Itron radio meter reading transmitters. Paul made all the changes that the Board suggested, including an “add alternate” to install the units to the outside of the house.

**FM made a motion to approve the invitation to bid for the Radio Read Transmitter installation Project. AW seconded. Unanimous vote.**

- 3.3 Review/Discuss/Vote to review quotes for leak detection services.  
Tabled. To be added to next agenda.

- 3.4 Review/Discuss/Vote on the use of Time Sheets.

Paul requested a vote by the Board. Paul & Andy feel that they are redundant. However, Andrea stated that she feels that one is the summary sheet and one is the time sheet and would still like to keep them both on file. Carolyn stated that the reason she brought this up was because we had submitted a time sheet for time she was not physically here but was being compensated for it. She feels that she wants to keep a record on file. AW stated that you cannot force comp time on an individual under the Fair Labor Standards Act, the person should be given a choice. Andy reported that it is a little more complex with the union contract (when finalized) employee (Brenda) hours are on a set schedule and cannot be adjusted unilaterally. Andy also asked what the cost would be for Brenda to work the meetings yearly, Paul stated he figured on an average two hour meeting would cost approximately \$400.00 per year. Andy stated that Brenda has a more predictable schedule than the Operation Staff but Andy feels that each worker has to be treated the same. AW stated that she feels that in an office setting the business of the office can be filled within that time. Andrea feels as though it turns out to be scheduled overtime and she hates scheduled overtime and feels it is poor management practice. It was also decided that Andrea will prepare the meeting minutes and time sheets filled out and will be kept in the office.

- 3.5 Review/Discuss request from the Town of Ashby to supply a portion of the Town with water. Fran and Niles want to move forward with an agreement with the town of Ashby. NB relayed that he feels that although we are in charge of distributing water to the Townsend residents from the aquifer it is not our water, so he feels it should be a vote of the town on whether or not to allow Ashby to draw water from our system. FM stated that by selling them water we can maybe reduce the rates for the Townsend residents. Paul stated that they will be performing an impact study. AW feels that it would be remiss to provide Ashby with water unless we become their Water Department or they should look into developing their own water source. Andy cautioned that by having a vote could cause ill will with our neighbors pending the outcome of the vote. Paul stated that DEP ( Barb Kickam) was informed and felt as though it was worth pursuing. Paul will keep the Board informed as he receives the information.

- 3.6 Approve 1” service, #61652, Transformations, 3 Penny Lane **FM moved. AW Seconded Unanimous vote.**

- 3.7 Mandatory Referral Planning Board, RE: Special Permit for 35 Scales Lane. No comment  
3.8 Mandatory Referral Planning Board, RE: Wind Energy Systems By-Law. No comment

#### **IV. UPDATES/ADDITIONS/REPORTS**

##### **4.1 Commissioners Updates/Reports**

- 4.1.1 The Board suggested that the water application and/or transfer form does not reference our right to enter onto their property and suggested it be revised and pass through counsel. Fran said his application states that they have to follow all rules and regulations and agree to allow access to their property for water related issues.
- 4.1.2 AW asked if there was still a hydrant to be repaired/replaced. Paul replied that currently there is a hydrant at the intersection by Evans that he plans to repair hopefully before the start of school.
- 4.1.3 AW reported that she spoke to Kathy Rossbach and she would inform the bank to stop redacting the deposit slips when she returns from vacation.
- 4.1.4 AW reported that she would like to address the management letter and abatement policy at the next meeting.
- 4.1.5 AW inquired about the purchase of a new saw that was mentioned at the last meeting. Paul presented the board with the quotes and they decided to put the order through for \$3,261.00 from ATS Equipment.
- 4.1.6 AW asked about the front door repair. Paul had inquired about putting an automatic door opener for the elderly customers. Paul presented a quote to the Board from New England School Services for \$3,150.00

##### **4.2 Superintendent Update/Reports.**

- 4.2.1 Superintendent will be on vacation beginning 8/17/2013 and returning on 8/26/2013.
- 4.2.2 Present updated Inland Marine Policy. The Board reviewed the updated policy.
- 4.2.3 Paul presented a letter to West Meadow Estates for roads not owned by the town.  
**NB accepted the letter as written.**

##### **4.3 Office Administrator/Billing Clerk**

###### **4.3.1 Update on Unibank**

Brenda reported that an Eagle Scout was interested in cleaning up the baseball field in Timberlee Park for his project and has been cleared by the Town Administrator.

#### **V. EXECUTIVE SESSION**

- 5.1 Executive Session: under M.G.L. c. 30A, s. 21(a)(1) complaints against a public officer, employee, staff member or individual.

##### **Meeting was held out of Executive session.**

The Board discussed with all parties the concern/complaint filed against Paul Rafuse from Carolyn Smart referencing the decision to delete the second set of QuickBooks created by Carolyn for the Townsend Water Department.

Carolyn began the meeting by saying she had spoken to all the commissioners with her concerns, she stated that she did not consider it a complaint but a concern. She had gone to Paul about her concerns and told him she wanted to discuss it further either in private, with a Commissioner, open meeting or executive session. Paul decided on which way to proceed.

NB stated that Andy had sent him a current version of the Policies and Procedures manual and within that this sort of resolution rest at his front doorstep. NB was hoping to iron it out at the meeting rather than taking it to the town. If it cannot be worked out the next step is Andy and then the Board of Selectmen. Carolyn stated there is really no resolution to this it is what it is and she just wants to make them aware of it. Carolyn began by saying during her past year of employment she has made a lot of changes She told the Board about how she began a second set of books and it was a lengthy task. After receiving a call the other day from Jack the QuickBooks expert, Carolyn wanted to show Paul a report from her set of quickbooks and when she tried to open the program she realized it had been deleted. Carolyn feels as though it was disrespectful to just delete it out. She also pointed out that it was in her job description. Paul stated that it was a management decision and felt as though the auditors would have a problem with it. He also stated that he has the authority to assign jobs to the clerical staff and he had not given Carolyn that specific task to do. Therefore he feels this matter should not have gone before the Board. Brenda stated that she had been the one who mainly posted warrants, prepared and maintained the budget etc. and Carolyn's data was outdated. AW reminded us that the Board was considering Carolyn's inventory list. Brenda stated her list was just as detailed and she had not seen it yet. AW then told Paul he made a poor decision. Paul stated that there were more serious issues if a manager can't make a decision and be backed by the Board. AW argued that it was he did not back their decision. Paul stated that he absolutely followed their instructions and asked Brenda the Office Administrator to call Jack who had been previously recommended by FM and look into the possibility of tracking vacation time within quickbooks which she did. NB feels that Jack could have looked at the set of books and conclude if it was worthy of keeping. FM asked if it was a benefit to delete it. Paul stated that he thought it had been dormant for a long time prior to deleting it. NB argued that he felt as though he had wasted money by throwing away the hours that we paid for Carolyn to do the work. Paul stated again that she was not authorized to do that work, Carolyn disputed that fact. NB asked Andy for his input and Andy stated that Paul being a supervisor clearly has the right to assign and reassign work and an employee should not go off "willy nilly" and do things without his full knowledge and approval. He also thought that there were errors made by a number of parties and if we need him he will be there to assist us in moving forward. Andy hopes that this will not affect the Boards working relationship with its staff. NB believes Carolyn did not do the work to be nasty nor did Paul delete it to be malicious. NB concluded by saying it could be a benefit to have an employee that is enthusiastic about doing things and he should channel that energy. Paul requested that from now on all correspondence from the Board go

through him to maintain proper protocol, believes that there has been correspondence to and from the Board that is not getting passed by him.

**VI. ADJOURNMENT:**

**AW moved to adjourn the meeting at 8:58 P.M. NB seconded. Unanimous vote.**

Meeting minutes for August 13, 2013 approved and released on \_\_\_\_\_, 2013.



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**WATER COMMISSIONERS MEETING AGENDA**

**August 13, 2013 5:30 PM 540 MAIN STREET WEST TOWNSEND, MA**

**VII. PRELIMINARIES:**

- 7.1 Call the meeting to order.
- 7.2 Roll call.
- 7.3 Review/Approve meeting minutes for July 8, 2013.
- 7.4 Chairman's additions or deletions

**VIII. APPOINTMENTS:**

- 2.1 5:45 pm George Allen, Stantec RE: Discuss bacteria issues at Highland Street Tank and SCADA system.

**IX. MEETING BUSINESS:**

- 9.1 Review/Discuss/Vote to approve bid to purchase new truck to replace W-2 service truck
- 9.2 Review/Discuss/Vote to approve bid for services to install new Itron radio meter reading transmitters.
- 9.3 Review/Discuss/Vote to review quotes for leak detection services.
- 9.4 Review/Discuss/Vote on the use of Time Sheets.
- 9.5 Review/Discuss request from the Town of Ashby to supply a portion of the Town with water.
- 9.6 Approve 1" service, #61652, Trasformations, 3 Penny Lane
- 9.7 Mandatory Referral Planning Board, RE: Special Permit for 35 Scales Lane.
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**X. UPDATES/ADDITIONS/REPORTS**

- 10.1 Commissioners Updates/Reports
- 10.2 Superintendent Update/Reports.
  - 10.2.1 Superintendent will be on vacation beginning 8/17/2013 and returning on 8/26/2013.
  - 10.2.2 Present updated Inland Marine Policy.
- 10.3 Office Administrator/Billing Clerk
  - 10.3.1 Update on Unibank

**XI. EXECUTIVE SESSION**

- 11.1 Executive Session: under M.G.L. c. 30A, s. 21(a)(1) complaints against a public officer, employee, staff member or individual.

**XII. ADJOURNMENT:**

*Board of Water Commissioners Meeting Minutes August 13, 2013.*

