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# 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 MINUTES

DECEMBER 9, 2013 - 5:30P.M.

Water Department 540 Main Street, Meeting Room

### **I. PRELIMINARIES:**

- I.1 Call the meeting to order – Mr. Busler called the meeting to order at 5:43 P.M. In the meeting room at 540 Main Street
- I.2 Roll call – Mr. McNamara, Mr. Busler and Mrs. Wood (arrived late) were present. Guests Superintendent Rafuse, Mrs. Boudreau, Mr. Blanchard and Mr. MacEachern
- I.3 Chairman's additions or deletions - none
- I.4 Review/ Approve meeting minutes – Mr. McNamara pointed out a name change mistake and Mr. Rafuse asked that an additional requested test for chloroforms be added under 2.2. Mr. McNamara moved to accept the Minutes of November 21<sup>st</sup> as amended, seconded by Mr. Busler, the vote was unanimous in favor of the motion.

### **II. MEETING BUSINESS:**

- II.1 Review/Discussion Union Contract – A Memorandum of Agreement has been signed and is in effect, but the Memorandum has not be incorporated into a formal Contract yet. Mr. Sheehan feels it will take about two (2) weeks to get that done. There is some addition language (#19 in the Memorandum) which incorporates the water personnel into the Contract, this section is not delineated so we will have to wait to see what it includes. A concern was raised regarding the week/ weekend duty which does not appear to be covered by the Memorandum, Mr. Blanchard assured us that it was covered in the Contract.
- II.2 Review/Discuss Narrative from Stantec Re: SCADA Implementation - Mr. McNamara said that the presentation sums up the options very well, but more work needs to be done on the cost of the towers, their placement and all associated costs, before the actual bid goes out. (see attached)

II.3 Job Descriptions, RE: Separation of Clerical Duties – Mrs. Boudreau and Mrs. Smart were asked which function they were going to take (billing or collections). Mrs. Boudreau said that she did not remember having been asked to make that choice.

## II.4 Updates/Reports.

### II.4.1 Commissioners Updates/Reports

II.4.1.1 Leak Detection Status – Prowler found 12 hydrants and one service to be “noisy”. The valve was tightened down on 11 and resolved the problem. Two areas still have potential leaks both are on Balsum Drive. (see attached)

II.4.1.2 20 Maple Street Status, RE: Test results – The tests revealed that the water was safe to drink. (see attached)

II.4.1.3 Hydrant Installation Status – The hydrant in the center of Town at the intersection of route 119 and route 13 has been replaced and is back in service.

2.4.1.4 Highland Street Tank Update – on November 30<sup>th</sup> the chlorine residual tested high, but getting better, the next test will be next week and the tank should be back on line soon.

2.4.1.5 Mrs. Wood asked for permission to work on the job descriptions and the abatement policy, permission was granted.

### II.4.2 Water Superintendent Updates/Reports

2.4.2.1 Superintendent taking vacation Jan. 8-15 to assist wife after back surgery

2.4.2.2 The Fiscal 14 summaries were looked at but not discussed.

### II.4.3 Office Updates/Report - None

II.4.4 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

III. **ADJOURNMENT** – Mrs. Wood moved to adjourn at 6:33 P.M., seconded by Mr. McNamara the vote was unanimous in favor of the motion.