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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 23, 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 5:34 P.M. in the meeting room of the Water Department at 540 Main St.
- I.2 Roll call – Mr. McNamara, Mr. Busler and Mrs. Wood were present. Guests were Superintendent Rafuse, Mr. MacEachern and Mr. Blanchard.
- I.3 Chairman's additions or deletions - None
- I.4 Review/Approve meeting minutes - None

II. MEETING BUSINESS:

- II.1 Review/Discuss/Approve Stantec Scope of Services Contract – Mr. McNamara said that the Stantec scope of services contract was “good to go” and moved to support the contract up to a cost of \$35,950.00, seconded by Mrs. Wood, the vote was unanimous in favor of the motion.
- II.2 Review/Discuss/Approve Abatement/Adjustment Policy – Several points in the policy were discussed, the final draft will be ready for the next meeting.
- II.3 Review/Discuss Meter Replacement; RE: Status/Update – Two meters have been replaced and after discussion it was decided that it was not necessary at this point to send a letter to the Selectmen to have the metal declared surplus. Mr. Rafuse pointed out that brass is bringing about \$1.50 a pound.
- II.4 Review/Discuss Procedures, RE: Payroll Forms – Mr. Kukkula was asked what he did re. Payroll when he was on vacation, he said that he fills it out with regular time and when he returns he uses the individual time sheets to tally up the overtime. The employees then receive the cumulative overtime along with that weeks regular pay on the first check after his return, any other change (sick time, personal days, etc.) is accounted for at that time,

overtime is accounted for on the back of the individual time sheets. Mr. McEachern said that he had real problems with the time sheet we use because it does not list the things he needs. He was told that which time sheet is used doesn't matter, what matters is that time sheets are used. Mr. Rafuse presented two sheets from the Highway Department, one was a time sheet and the other a summary sheet. The time sheet was fine and so was the summary sheet, but the summary sheet he uses now is also fine.

II.5 Review/Discuss/ Approve Water Service Application, Acct # 61481, RE: 38 Dudley Road – Mr. McNamara moved to wait until the Application was finished and the fee (\$2,000.00) paid before we act on it, seconded by Mrs. Wood, the vote was unanimous in favor of the motion. (see attached)

II.6 Approve Adjustment for Account #61359 in the amount of \$149.73, RE: Chargeback NSF – Mr. McNamara moved to adjust account #61359 by the amount of \$149.73, seconded by Mrs. Wood, the vote was unanimous in favor of the motion. (See attached)

II.7 Approve Adjustment for Account #60764 in the amount of \$132.21, RE: Chargeback NSF – Mr. McNamara moved to adjust account #60764 by the amount of \$132.21, second by Mrs. Wood, the vote was unanimous in favor of the motion. (See attached)

II.8 Updates/ Reports

II.8.1 Commissioners Updates/Reports – Mrs. Wood presented a letter to be sent to the Selectmen regarding the Town's response for the Water Department to the Management Letter. Mr. Rafuse found two typo's which were corrected. Mr. McNamara moved to send the letter to the Selectmen, seconded by Mrs. Wood, the vote was unanimous in favor of the motion. (See attached)

II.8.2 Water Superintendent Updates/Reports – Mr. Rafuse gave an update on the Highland Street Tank, there are 12 tests to be done in total, one has been passed.

II.8.3 Office Updates/Report - None

II.8.4 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** – Mr. Busler moved to adjourn at 6:48 P.M., seconded by Mrs. Wood, the vote was unanimous in favor of the motion.