



**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*  
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**WATER COMMISSIONERS MEETING MINUTES**

February 11, 2013 - 5:30P.M.

Water Department 540 Main Street, Meeting Room

**I. PRELIMINARIES:**

- 1.1 The meeting was called to order at 5:35P.M.
- 1.2 Roll call vote showed 3 members present: Chairman Niles Busler, (NB) Vice-Chairman Francis McNamara (FM) and Clerk Ron Dionne (RD)
- 1.3 There were no Chairman's additions or deletions.
- 1.4 Review/Approve meeting minutes for January 8, 2013.  
RD inquired as to the 10 units under 2.6.1.1; Paul Rafuse, Water Superintendent explained the billing is based on what is reported in the Assessors database. FM moved to accept the meeting minutes of January 14, 2013. RD seconded. Unanimous vote.

**II. MEETING BUSINESS:**

- 2.1 Discuss/Review/Vote on FY 14 proposed budget.  
The Commissioners reviewed the memorandum and budget worksheets as attached. Paul Rafuse informed the Commissioners; the increase of wages is in accordance with the matrix and additionally an increase for the Water Tech's clothing allowance has been included. Other discussion included: SCADA Maintenance line item to \$1.00; the estimated inter-municipal agreement (see attached); and the overall 2.5% increase in percentage to the budget. NB inquired to the process used for the backflows, relaying it might be a better road to have the vendor bill customers directly. RD asked the budget to be corrected to show his name instead of John Caten.

Further discussion outlined the total amount estimated for the FY14 budget at \$802,676., to include personnel services and all other related expenses. The Commissioners reviewed the projected income based on FY13 and expressed concern with additional revenue over budgeted expenses. Discussion included: projects and construction, estimated free cash projections and re-pigging the pipes. The Commissioner's discussed reducing the revenues by 40k, to be in-line with projected expenses by including 600 cubic feet of water as part of the unit charge. Paul Rafuse suggested reducing the unit charge itself vs. including a set amount of water in the unit charge. Discussion included the possibility of UV lights in the tanks, estimated to be an additional \$133,000.00 and add to the projects list.

The Commissioners agreed to submit the budget, as attached with the one change; to amend the name John Caten to reflect Ron Dionne. FM moved to approve the total amount of the budget for \$802,676.00 RD seconded. Unanimous vote. NB signed the budget for submittal.

## 2.2 Discuss/Award/Execute contract for Radio Read Upgrade project.

Paul Rafuse stated he wanted to have the contract done and prepared for approval however, after thorough review of all the submitted bids; his suggestion would be to reject the bids and start over. Paul Rafuse stated he did ask the Inspector General and Town Counsel what the best way to handle the situation would be and they suggested starting from scratch. Paul Rafuse continued to explain; after review of the specifications it was discovered there was a major difference in the meter read process, outlining one of the packages would require the Tech's to get out of their vehicle to download data. The Commissioners reviewed the list of differences as summarized (see attached). The Commissioners agreed data collection and system flexibility are the two major reasons to reject the bids and send it out to re-bid.

FM moved to reject all bids and to submit a new I.F.B. with amended specifications as suggested by Town Counsel. RD seconded. Unanimous vote.

## 2.3 Discuss/Review revised Capital Improvement Plan

The Commissioners reviewed the Capital Plan (see attached). FM inquired as to the upgrading of the project VFD & Electrical Service. FM outlined concern for the benefit of doing the upgrade, relaying the service was recently updated to 220 and the only benefit would be access to the generator. FM stated he was not opposed to the project, just wanted to understand the reasoning for it. Paul Rafuse relayed that Unitil might upgrade the service and that he would check.

Status of the SCADA project was discussed: FM suggested hiring Stantec Consulting to do the entire bidding process. Paul Rafuse stated the engineering for the project is done and he could have Stantec review and use the existing data. FM inquired to the purchase of the truck; and asked for a comparison of cost to fix the current truck. FM suggested having a professional consultant like Stantec review the situation with the Highland Street Tank.

FM moved to hired Stantec Consulting Services to review the current plans and specs and to draft the bid for the SCADA system. RD seconded. Unanimous vote.

2.4 Discuss/Review/Approve proposed new Interdepartmental policy regarding compensating personnel for documenting the business conducted at the Board of Water Commissioners meetings.

NB relayed he did not like paying overtime to office staff for meeting minutes; stating it was fiscally irresponsible. Further discussion included: drafting a policy regarding overtime and comp time.

## 2.5 Updates/Reports.

### 2.5.1 Commissioners Updates/Reports

FM inquired to the status of the emery road main loop and asked if it has been tied in as our master plan outlines. Additional discussion regarding asking Stantec to assist/review with the piping. RD inquired to what the process is to have the water tested in the Atwood Acres building; commenting his toilet has black water. Further discussion regarding how the water system and pipes are installed for the Turnpike Road development.

NB inquired into the daily operations of the water department, in particular asking how often the office has staff meetings. NB suggested constituting regular meetings to include the office and operations staff to allow for better communication and team work. NB suggested the use of a status board that would show the status of on-going projects. FM expressed concern about follow-up process for different projects or questions. NB commented that he did not want to have another issue like the hydrant being down for three years.

Discussion regarding the repairs for the West Meadow Condo Association. NB agreed the condo association should be billed for the repairs made and suggested a letter be sent to the association outlining this situation. Clarification of the repairs was discussed; outlining the damage caused by the condo's contractors would be billed. Other discussion ensued regarding work done on roads not accepted by the town. The Commissioners agreed the land developers (Coppersmith Road) should be responsible until the town accepts the road. A deadline should be given for the work to be completed by the developer and if it is not done then the operations staff would complete and the developer would be billed. NB inquired as to tracking of office staff in terms of hours worked on particular projects or daily operations. NB asked that different software programs be looked into for tracking purposes. NB requested 3 items be completed; 1. To get a status board that would outline on-going projects and timelines, 2. Frequent staff meetings with an invite to the Commissioners and, 3. Work Accounts.

Paul Rafuse gave the Commissioners the reports used for generator readings and all maintenance done at the stations. The Commissioners reviewed the reports – see

attached. Further discussion of computerizing the work for tracking by possible having a key board at all the stations. The Commissioners reviewed the alarm forms – see attached.

#### 2.5.2 Water Superintendent Updates/Reports

##### 2.5.2.1 Present Board with update from Division of Open Government Re: Quorum of Public Bodies

Paul Rafuse gave the Commissioners the latest update as received by the District Attorney – see attached.

##### 2.5.2.2 Present Board with requested backup generator operation plan with regards to operating under a full load.

##### 2.5.2.3 Present Board with 2012 Annual Report as submitted.

Paul Rafuse informed the Commissioner that he will finish the report and email to the Commissioners for review.

#### 2.5.3 Office Updates/Reports

The Commissioners reviewed the office reports as attached.

#### 2.5.4 The Commissioners reviewed and signed the bills payable warrant.

The Commissioners agreed the next meeting to be scheduled for February 25, 2013.

### III. ADJOURNMENT:

FM moved to adjourn the meeting at 8:33P.M.

## WATER COMMISSIONERS MEETING AGENDA

February 11, 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 January 8, 2013.

### **V. MEETING BUSINESS:**

- 5.1 Discuss/Review/Vote on FY 14 proposed budget.
- 5.2 Discuss/ Award/Execute contract for Radio Read Upgrade project.
- 5.3 Discuss/Review revised Capital Improvement Plan
- 5.4 Discuss/Review/ Approve proposed new Interdepartmental policy regarding compensating personnel for documenting the business conducted at the Board of Water Commissioners meetings
- 5.5 Updates/Reports.
  - 5.5.1 Commissioners Updates/Reports
  - 5.5.2 Water Superintendent Updates/Reports
    - 5.5.2.1 Present Board with update from Division of Open Government Re: Quorum of Public Bodies
    - 5.5.2.2 Present Board with requested backup generator operation plan with regards to operating under a full load
    - 5.5.2.3 Present Board with 2012 Annual Report as submitted
  - 5.5.3 Office Updates/Reports
  - 5.5.4 Review and Sign Bills Payable Warrants

### **VI. ADJOURNMENT:**

