

WATER COMMISSIONERS' MEETING
FEBRUARY 11, 2003
6:30 P.M.

MEMBERS PRESENT: David Dunbar and Francis McNamara. Samuel Briguglio was absent.

GUESTS PRESENT: Jean Dinon – clerk. Supt. Paul Rafuse was absent.

The meeting was opened by Chairman Dunbar at 6:30 p.m.

Previously signed warrants for \$832.49, \$1,323.10, \$5,924.22 and \$6,080.56 totaled \$14,160.37.

Previously signed payroll warrants for \$3,024.62, \$3,025.36, \$3,043.66 and \$3,160.55 totaled \$12,254.19.

DECISION: Board voted unanimously to accept the minutes of January 13, 2003.

Commissioners read and noted the following correspondence

- A. Copy of memo from Erving Marshall, Chief of Police, dated January 15, 2003 re: Law enforcement equipment grant/emergency municipal frequency.
- B. Letter to Michael Stuart, 14 Reagan Road, from Paul Rafuse dated January 15, 2003 re: Staying current with payment plan.
- C. Letter to Ron Koivu, Woodspire Homes, from Paul Rafuse dated January 16, 2003 re: Status of booster station on West Meadow Road.
- D. Letter from Catherine Sarafinas, Regional Planner of DEP, dated January 17, 2003 re: Townsend #2299000, compliance with MA wellhead protection regulations 310 CMR 22.21(2), Wells 01G, 02G, site 3-98.
- E. Letter to Ron Koivu, Woodspire Homes, from Paul Rafuse dated January 28, 2003 re: Outstanding bills from Earth Tech for West Meadow booster station.
- F. Letter to DEP, Drinking Water Program from Paul Rafuse dated February 3, 2003 re: 2002 statistical report.
- G. Copy of letter from June Riddle, Riddle & Associates, to Atty. Jacob Diemert dated February 4, 2003 re: Review of documents.
- H. Memo from Stephen Richards, Acting Fire Chief, dated February 5, 2003 re: Donald S. Hurme retirement party.
- I. Fax from Atty. Douglas Deschenes, Hall, Finnegan, Ahern & Deschenes, dated February 6, 2003 re: West Meadow condo water.
- J. Letter to Drinking Water Program, MA DEP, from Paul Rafuse dated February 7, 2003 re: Report of record of chemical treatment of January, 2003.
- K. Noted Bureau of Resource Protection, State Revolving Fund Loan Program for Drinking Water Projects, Final CY 2003 intended use plan and project priority list, January 14, 2003.
- L. Noted budget FY04 and annual report for the year 2002.

OLD BUSINESS:

- 1. Dave discussed/reviewed the upgrade of Jayhawk billing software lease/purchase. Jean is going to ask

about \$475.00 if its for tech support and see if can lease with option to buy at a later date. It was tabled.

2. Dave discussed/reviewed pay for remaining work at West Meadow booster station from Water Department budget. Paul is going to get estimate for work along with letter on future work.
3. Dave discussed/reviewed sending in an alternative budget per recent discussion with Finance Committee member, Paul Nicoli, and recent department head meeting.
DECISION: Board voted unanimously to keep the FY04 budget as previously approved. The hydrant maintenance will be half of the amount, \$6,727.50, for FY04 only.
4. Jean reported on January appropriation balances.
5. Jean reported on status of Michael Stuart, Reagan Road, in keeping current with payment plan after letter sent. Another letter will be sent and state that will be on first shut-off notice list in May, 2003.

NEW BUSINESS:

1. Dave discussed/reviewed transfer an amount from unretained earnings account (surplus) to professional service account, 5300, for additional legal expenses. Jean is going to get unretained earnings figure from Dick Choate, Town Accountant. It was tabled.
2. Jean reported on sexual harassment forms.

The next scheduled meeting is Tuesday, March 11, 2003.

DECISION: The Board voted unanimously to adjourn the meeting at 8:45 p.m.

Respectfully yours,

Jean R. Dinon, Clerk