



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
(978) 597-2212
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WATER COMMISSIONERS MEETING MINUTES

January 14, 2013 - 5:30P.M.

Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 The meeting was called to order at 5:40 P.M.
- 1.2 Roll call vote taken showed 2 members present: Chairman Niles Busler, (NB) Vice-Chairman Fran McNamara (FM). Clerk Ron Dionne (RD) was absent.
- 1.3 Chairman's additions or deletions.
 - 2.6.1.1 Paul received a call from Elaine Moore, 22 West Elm Street requesting abatement for \$37.50 for her vacant second unit. Paul reported that Elaine had not been renting her unit but may decide to again in the future. NB stated that any building under ten units is defaulted to the assessor's database.
 - 2.6.1.2 Paul presented to the Board for review the estimate of recommended repairs to the generator at the Main Street station totaling \$928.20. Although the back up generator is old it will pump 350 gallons per minute but in standby mode it will only pump 220 gallons per minute. The Board feels that the repairs are easy and can be done in house for approximately \$120.00. FM stated that he has no problem with the maintenance but it bothers him to know that after the tech leaves we still do not know if they are working because we are not observing the techs work. NB and FM wants Paul to create a schedule for generator maintenance at his discretion.
- 1.4 NB moved to approve meeting minutes for December 10, 2012. FM seconded. Unanimous vote.

II. MEETING BUSINESS:

- 2.1 Discuss/Review/Vote on FY 14 proposed budget. Paul reported that he prepared the FY14 budget and not much has changed since they last reviewed it except that it does include employees moving up the matrix and he noted

the other increases to Emergency fund, Backflow Prevention, and wage matrix which total to approx 2.87 increases to the budget. Paul has not been able to reach Kim to get an estimate of the increase to the intermunicipal agreement so he increased it by 3%. NB stated that the matrix was designed to fund this as a cola and if they don't fund that cola the only way to get a raise is a merit raise which needs a performance review to back it up. The Board wants Paul to find out what the average cola raise will be this year and submit that. NB stated that he may have one or two employees who may have a reason to move up a step on the pay matrix. Fm suggested increasing the uniform allowance from \$750.00 to \$800.00 at the suggestion of James Blanchard.

2.2 Review/Discuss/Vote on apparent bid award for Radio Read Upgrade project. Blue Tower was the lowest bidder however they did not complete the bid process and was eliminated. Toomey was the next lowest bidder at \$118,425.00. After much discussion the Board decided to review the material and take a vote at the next meeting when Ron is able to attend and references are checked.

2.3 Discuss/ Review/Vote on contractor to replace heaters at both Witches Brook pump stations. The Board reviewed two proposals, the first from Keith Beaudion totaling \$4592.53 including the blower attachments. Rich Kapenas bid was for \$4665.00. Although Rich Kapenas bid was slightly higher the equipment had much more power.

DECISION: The Board voted unanimously to award the bid to RM Kapenas in the amount of \$4,665.00.

2.4 Paul presented to the Board for review the memo for the mandatory online Conflict of Interest Training Program.

2.5 Mandatory Referral, Planning Board, RE: Site Plan review for St. John's Church. NB requested that Paul submit the referral with the standard language and notify them that they may need a sprinkler system which will be an additional expense.

2.6 Updates/Reports.

2.6.1 Commissioners Updates/Reports

There were no updates or reports

2.6.2 Water Superintendent Updates/Reports

A. Paul reported to the additional repairs needed to the water main under the South Street Bridge. Paul reported that RH White will be back Saturday morning to remove the bead and put the clamp back on.

This will hopefully cure the leak until spring, at that time arrangements will be made to repair the leak permanently. All water takers who will be affected by this repair have been notified. NB requested that Paul keep them updated.

2.6.3 Office Updates/Report

Commissioners reviewed the reports as attached.

2.6.4 The Commissioners signed the Bills Payable Warrants

III. ADJOURNMENT:

NB moved to adjourn at 7:06P.M. FM seconded. Unanimous vote.

Meeting Minutes for January 14, 2013 approved and released at the _____, 2013 Water Commissioners Meeting.

WATER COMMISSIONERS MEETING AGENDA

January 14, 2013 - 5:30P.M.

Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 Call the meeting to order.
- 1.2 Roll call.
- 1.3 Chairman's additions or deletions.
- 1.4 Review/ Approve meeting minutes for December 10, 2013.

II. MEETING BUSINESS:

- 2.1 Discuss/Review/Vote on FY 14 proposed budget.
- 2.2 Discuss/Review/Vote on apparent bid award for Radio Read Upgrade project.
- 2.3 Discuss/Review/Vote on contractor to replace heaters at both Witch's Brook pump stations.
- 2.4 Notification from Town Clerk all Municipal employees (elected, appointed, full time or, part time) must take the mandatory online Conflict of Interest Training Program.
- 2.5 Mandatory Referral, Planning Board, RE: Site Plan review St. John's Church.
- 2.6 Updates/Reports.
 - 2.6.1 Commissioners Updates/Reports
 - 2.6.2 Water Superintendent Updates/Reports
 - 2.6.2.1 Additional repair to main under South St. Bridge
 - 2.6.3 Office Updates/Reports
 - 2.6.4 Review and Sign Bills Payable Warrants

III. ADJOURNMENT:

