



**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  
(978) 597-2212  
Fax (978) 597-5611

**WATER COMMISSIONERS MEETING MINUTES**

**JULY 8, 2013 5:30P.M.**

**540 MAIN STREET WEST TOWNSEND, MA**

**I. PRELIMINARIES:**

- 1.1 The meeting was called to order at 5:40
- 1.2 Roll call showed 2 members present: Vice-Chairman Fran McNamara (FM) and Clerk Andrea Wood (AW). Niles Busler was absent.
- 1.3 Review/Approve meeting minutes for June 10, 2013.  
(AW) moved to accept the minutes of June 10, 2013 (FM) seconded. Unanimous vote.
- 1.4 Chairman's additions or deletions

**II. MEETING BUSINESS:**

- 2.1 Review/Discuss quote for complete replacement of W-2 service truck and possible decision to completely replace truck or purchase new cab and chassis and utilize enclosed body on current truck. Paul requested that they review and submit any changes so he can have the final draft ready for the July 15, 2013 meeting. Fran stressed that fact that he wanted detailed specs ready for signatures on July 15<sup>th</sup>.
- 2.2 Review/Discuss draft contract for the installation of radio read transmitters. Paul explained that he added to the draft that all personnel shall be CORI checked and submitted to the police department for approval. (AW) asked Paul to check with counsel to see the legality of passing on the CORI information. Other questions raised were to include 8 hour blocks so that the installation could have later hours on different days and to check and see if there is a time limit at night to when appointments can be made. Also they must make several different attempts in different ways to contact the homeowner. (FM) wants to be sure that the draft is sent to counsel for approval.
- 2.3 Review/Discuss/Vote draft agreement from Callahan Consulting to review and research data submitted by the Massachusetts Office of Energy and Environmental Affairs (EEA) Re: their Sustainable Water Management Initiative framework. Maura Callahan of Callahan Consulting submitted a letter of agreement not to exceed \$15,000.00. The agreement was to be signed by (NB). Due to his absence the Board contacted him by **remote participation** to discuss and vote the agreement. After much discussion the (AW) moved to support the letter of agreement with Callahan Consulting for the SWMI contract (FM) seconded. Unanimous vote.

- 2.4 (AW) moved to abate account#60590, Teko Realty Trust, 25 Worcester Road \$1.64 late charges. RE: payment applied to another account in error. (FM) seconded. Unanimous vote.
- 2.5 (AW) moved to abate Acct # 61595a Jeff Cobleigh, 77 Mason Road \$1.18 late charge Re: Billed to an inactive account. (FM) seconded. Unanimous vote.
- 2.6 Discuss/ vote to accept benefit portion of Town of Townsend policies package beginning FY14. The Board agreed to follow the Town of Townsend benefits portion beginning FY14. Paul explained that due to some employees joining the union and because the town is updating the personnel, policies and procedures it would be a good time to change over. Paul explained that we have been taking our vacation by anniversary date rather than fiscal year because in the past we had our own personnel, policies and procedures. Paul wants to apply all unused time as "comp time" so that no employee will lose their earned time. Andrea stated we must have been handling things internally all along because the Town Treasurer and Town Accountant would not have been able to pay us. Paul and Fran explained due to an error by former commissioner Dave Dunbar, was that he basically signed our own policies away without realizing it. Andrea said that no vote needs to be taken as long as we all agree to comply. Andrea also stated that this is an ugly thing because the minutes will become a permanent record and someone could make a big deal of this while we are just solving it now. Fran suggested that Paul have changes made to reflect the on call issues However Andrea said she has been working on with the union as well that working hours, on call time etc is Paul's decision.
- 2.7 Mandatory Referral Planning Board, RE: Special Permit for 35 Scales Lane. No comment
- 2.8 Mandatory Referral Zoning Board, RE: Pre-existing non-conforming 3 Maple Street. No comment.

### **III. UPDATES/ADDITIONS/REPORTS**

#### **3.1 Commissioners Updates/Reports.**

(FM) wanted it recorded that the bacteria issue at the Highland Street Tank should be the #1 priority and wants it on the August agenda to discuss.

(AW) stated that she wanted personnel files to be perhaps Paul's responsibility and it should be changed on the job description.

#### **3.2 Superintendent Update/Reports.**

3.2.1 Paul reported that his vacation is scheduled for July 15, 2013 - July 19, 2013.

3.2.2 Paul reported that customers received their bills on 6/27/2013 including Water Quality information meeting DEP "e-delivery" compliance requirements.

#### **3.3 Office Administrator/Billing Clerk**

### **IV. ADJOURNMENT:**

(FM) moved to adjourn the meeting at 7:37 p.m.

Meeting Minutes for July 8, 2013 approved and released on \_\_\_\_\_, 2013.



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**WATER COMMISSIONERS MEETING AGENDA**  
**JULY 8, 2013 5:30P.M. 540 MAIN STREET WEST TOWNSEND, MA**

**V. PRELIMINARIES:**

- 5.1 Call the meeting to order.
- 5.2 Roll call.
- 5.3 Review/Approve minutes for June 10, 2013.
- 5.4 Chairman's additions or deletions

**VI. MEETING BUSINESS:**

- 6.1 Review/Discuss/Vote quote for complete replacement of W-2 service truck and possible decision to completely replace truck or purchase new cab and chassis and utilize enclosed body on current truck.
- 6.2 Review/Discuss/Vote draft contract for the installation of radio read transmitters
- 6.3 Review/Discuss/Vote draft agreement from Callahan Consulting to review and research data submitted by the Massachusetts Office of Energy and Environmental Affairs (EEA) Re: their Sustainable Water Management Initiative framework
- 6.4 Abate account#60590, Teko Realty Trust, 25 Worcester Road \$1.64 late charges. RE: payment applied to another account in error.
- 6.5 Abate Acct # 61595a Jeff Cobleigh, 77 Mason Road \$1.18 late charge Re: Billed to an inactive account.
- 6.6 Discuss/ vote to accept benefit portion of Town of Townsend policies package beginning FY14.
- 6.7 Mandatory Referral Planning Board, RE: Special Permit for 35 Scales Lane.
- 6.8 Mandatory Referral Zoning Board, RE: Pre-existing non-conforming 3 Maple Street.

**VII. UPDATES/ADDITIONS/REPORTS**

- 7.1 Commissioners Updates/Reports
- 7.2 Superintendent Update/Reports.
  - 7.2.1 Report Superintendent vacation is scheduled for July 15, 2013 - July 19, 2013.
  - 7.2.2 Bills received by customers on 6/27/2013 including Water Quality information meeting DEP "e-delivery" compliance requirements.
- 7.3 Office Administrator/Billing Clerk

**VIII. ADJOURNMENT:**

