



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
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WATER COMMISSIONERS MEETING MINUTES

JULY 22, 2013 - 5:30P.M. Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 The meeting was called to order at 5:31P.M.
- 1.2 Roll call vote showed 3 members present: Chairman Niles Busler (NB), Vice-Chair Fran McNamara (FM), and Clerk Andrea Wood (AW).
- 1.3 NB moved to add 2.7, 2.8, & 2.9 to the agenda under Chairman's additions or deletions.
 - 2.7 Review/Sign Bills Payable Warrant.
 - 2.8 Discussion; RE: Submittal of Weekly Timesheets.
 - 2.9 Union Issues.

II. MEETING BUSINESS:

- 2.1 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.

The Commissioners reviewed the draft I.F.B. (see attached). Paul Rafuse, Water Superintendent informed the Board that he did call Town Counsel regarding the review of the draft bid; however Counsel has not returned his call. Discussion included; insurance requirements, warranty language to be reviewed by Counsel, and deletion of keyless entry from specs. Mr. Rafuse to finish the I.F.B. and report back to the Board any concerns from Town Counsel.
- 2.2 Review/Discuss/Vote draft contract for the installation of radio read transmitters

Mr. Rafuse informed the Commissioners that he spoke with Lt. David Profit regarding the CORI language and the concerns of the Water Commissioners as discussed in the last meeting with the radio read transmitters I.F.B. Mr. Rafuse gave the Commissioners (see attached) a copy of a memorandum received from Lt. Profit. Further discussion included: CORI language being reviewed by Counsel, having an additional insured endorsement added to protect the town, requirement that CORI check's be done with documentation provided. Other changes noted; update the Commissioners/Selectmen's name to reflect newest members. Discussion regarding installation of the meters outside the home ensued; Mr. Rafuse expressed concern it may raise the cost to install on the outside. Mr. Rafuse

stated he observed a demonstration from Itron at Fort Devens, relaying the buildings having thicker walls and deeper basements and the readings came through great. FM voiced concern with the system in place with Timberly Park. Discussion regarding the normal mode of failure, issues with Timberly Park system and the new handhelds ensued. Mr. Rafuse informed the Commissioners a consultant is working on the programming of the software to help with some of no-read issues in Timberly Park. Inquiry into what will be done with the existing meters; Mr. Rafuse informed the Commissioners the company Itron suggested leaving the old touch pads on the building to minimize any damage that may be shown with the removal. A letter could be sent to the homeowner stating they can remove themselves, if any complaints are made then our own Techs could go and remove and fix any possible damage. FM expressed support for the installation of the meters on the outside of the buildings stating the meters are more efficient. AW wanted to know what the additional cost would be to put the meters on the outside; and then would compare that cost increase with any additional maintenance or additional salary costs to see if it is a wash. AW stated she also preferred installation on the outside and inquired why we are only buying 1500 with 2000 customers. The Commissioners unanimously agreed to have the I.F.B. be written to have 2 quotes submitted, one for the installation on the inside of the home and one for installation on the outside of the home. AW inquired why there was no bid bond or performance clause. Mr. Rafuse to amend the I.F.B. and have Counsel review for the next meeting.

2.3 Vote to carry forward balances on special accounts

The Board reviewed the balances of the special accounts to be carried over (see attached). AW asked about the master plan revision and the harbor trace construction accounts. Discussion ensued regarding the projects earmarked into the various accounts.

AW moved to closed 61-400-5005-000 Master Plan revision in the amount of \$118.50 and 61-400-5016-000 Harbor Trace in the amount of \$3,566.64 and the funds to go back in the general fund. FM seconded. Unanimous vote. AW moved the other accounts; 61-400-5009 Main Street Station Upgrade, 61-400-5012-000 System Enhancements, 61-400-5013-000 Water Main Extensions, 61-400-5014-000 Well Development & Exploration, 61-500-5000-000 Equipment Replacement Fund, 61-500-5020-000 Storage Tank Maintenance Fund be continued and carried forward. FM seconded. Unanimous vote.

2.4 Approve 1" service, Nicoli Family Trust, 10 Barker Hill Road Acct#61446, Appl # 2013-1

NB disclosed Mr. Nicoli is an employee of his real estate business; recusing himself from the discussion. FM moved to accept the new water service at 10 Barker Hill Road. AW seconded. Unanimous vote.

Other discussion regarding installing a lighter front door and railings as requested by customers ensued. Mr. Rafuse informed the Commissioners he did install new railings and will obtain a quote for a new ADA compliant door.

2.5 Updates/Reports.

2.5.1 Commissioners Updates/Reports

AW inquired as to the status of the following items:

1. Uni-bank status; Mr. Rafuse relayed there was nothing new to report.
2. Scada system & bacteria problem; AW asked Mr. Rafuse if he has spoken with the engineer. Mr. Rafuse stated that he did contact him but then went on vacation. Mr. Rafuse stated he will take our information to the engineer and he will apply it to our system and create a hydraulic model to look for the source of the bacteria. FM stated that he also spoke with the engineer regarding the bacteria problem. Further discussion regarding homes that are still tapped on the 6 inch main on Highland Street and questions as to why it still exists. AW asked why the 6 inch was not pulled out; stating it does not make sense why an engineer would leave the old main. Other discussion regarding the water department's legal right to enter property to shut-off their water service ensued; the Commissioners unanimously agreed to update the water service application to ensure they have the legal right to enter property to shut-off service. FM suggested adding sign off on the water application for easement and all components to the water service and system.
3. AW inquired as to the status of the hydrants. Mr. Rafuse reported all but one has been repaired.
4. Quotes for the Leak detection test. Mr. Rafuse informed the Commissioners he is still working on getting the quotes together.
5. AW asked if the deposit slips balances were still blacked out and if we have received copies of the statements. NB authorized AW to go talk to the Treasurer regarding the letter and statements received.
6. FM inquired into the purchase of the saw and AW asked about adding about the saw to the inland marine schedule. AW asked if the review of the inland marine schedule had been completed.
7. AW asked who covers when the Superintendent is out on vacation and in emergencies. Mr. Rafuse explained we belong to MASS warn; relaying it is similar to mutual aid that could cover in emergencies.

AW stated she would like the opportunity to read all the mail for the water department as it would help her to get a grasp of things. The Commissioners agreed to have AW come in weekly and read all the mail. AW to attend the department head meetings with the Superintendent.

8. AW asked what the VFD project was; NB explained the need to have the generator updated to match the upgraded project relaying it is a low priority project, but is on the capital plan to be done. FM stated he would like to look at changing the unit charge on multi-unit buildings and condos; possibly charging by the meter size or a

flat fee. NB asked that a spreadsheet or worksheet be done showing the revenue reduction for such a change. NB asked the Superintendent to pull together a list of 3 inch, 2 inch and 1 inch and a list of the meter sizes. AW asked the draft abatement policy that Ms. Smart emailed out be added to the next agenda and we work on being complaint with the audit.

9. AW asked if the letter sent to the condo association about work done by the contractors.

2.5.2 Water Superintendent Updates/Reports

2.6 The Commissioners reviewed and signed the bills payable warrant.

2.7 Discussion; RE: Submittal of Weekly Timesheets.

Carolyn Smart, Billing Clerk asked to meet with the Commissioners regarding the submittal of time sheets. Ms. Smart outlined the history regarding the situation; adding timesheets must be submitted to be compliant with the personal policies and procedures. Ms. Smart further stated she wanted an accurate record of her time worked and would not sign a timesheet that stated she was working when she wasn't. AW stated it is a problem in particular with the unions and timesheets must be submitted by the employee so that earned time is recorded correctly. Further discussion included: process of payroll submittal, incorrectly recorded comp time, other town departments procedures, overtime and the FLSA, and review of Ms. Smart's timesheet.

NB stated Ms. Smart will submit a timesheet to Mr. Rafuse and then it will be recorded on the coversheet accurately. NB stated he wanted both the Billing Clerk and Office Administrator cover sheet to reflect the same sub-line items. NB stated all employees need to submit time-sheets and Mr. Rafuse will do the summary sheet and to be submitted to the Treasurer for processing. The Commissioners agreed the employees in the union will use the same timesheet Ms. Smart is using until a union timesheet has been created and approved. Additional discussion ensued to include: adjusting the Office Administrator hours for any weeks there are additional meetings so there would be no over-time or over-time comp time, the definition of comp time and its meaning in accordance with the FLSA.

2.8 Union Issues:

AW stated she did speak with Mr. Sheehan, Town Administrator and he informed her that he is the Water Department employee's representative. Further he stated the Selectmen will be doing the negotiating with highway union contract that will now include the water department. NB asked when the union meetings can occur. Mr. Rafuse stated all negotiation meetings have been during working hours. NB inquired as to any training available for union procedures for Mr. Rafuse. AW informed the other Commissioners that Mr. Sheehan will look into the matter further; however as the contract is written now the Commissioners will no longer have control over the employees. AW stated she asked Mr. Sheehan to talk to the union and counsel and ask what rights or what role the Commissioners have in this process and Mr. Sheehan stated he would and he would get back to us. Mr. Rafuse stated he

only went to one meeting and that it was not a negotiation. NB stated the employees must go to the Town Administrator to be counseled and that Mr. Rafuse should not attend any of the meetings.

III. ADJOURNMENT:

AW moved to adjourn at 9:00P.M. NB seconded. Unanimous vote.

Meeting Minutes for July 22, 2014 approved and released on _____, 2013

WATER COMMISSIONERS MEETING AGENDA

JULY 22, 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
 - 2.7 Review/Sign Bills Payable Warrant.
 - 2.8 Discussion; RE: Submittal of Weekly Timesheets.

V. MEETING BUSINESS:

- 5.1 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.
- 5.2 Review/Discuss/Vote draft contract for the installation of radio read transmitters
- 5.3 Vote to carry forward balances on special accounts
- 5.4 Approve 1" service, Nicoli Family Trust, 10 Barker Hill Road Acct#61446, Appl # 2013-1
- 5.5 Discuss installing a lighter front door and railings as requested by customers.
- 5.6 Updates/Reports.
 - 5.6.1 Commissioners Updates/Reports
 - 5.6.2 Water Superintendent Updates/Reports
- 5.7 Review/Sign Bills Payable Warrant
- 5.8 Discussion; RE: Submittal of Weekly Timesheets.

VI. ADJOURNMENT:

