



**TOWNSEND WATER DEPARTMENT**  
540 Main Street West Townsend, Massachusetts 01474

Niles Busler, Chairman  
Paul L. Rafuse,  
Water Superintendent

Francis McNamara, Vice-Chairman

Andrea Wood  
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**WATER COMMISSIONERS MEETING MINUTES**  
JUNE 10, 2013 5:30P.M. 540 MAIN STREET WEST TOWNSEND, MA

**I. PRELIMINARIES:**

- 1.1 The meeting was called to order at 5:35PM
- 1.2 Roll call vote taken showed 3 members present: Chairman, Niles Busler (NB), Vice-Chairman Fran McNamara, (FM) Member, Andrea Wood (AW).
- 1.3 FM moved to approve the meeting minutes for May 6, 2013. AW seconded. Unanimous vote.
- 1.4 The Commissioners welcomed Andrea Wood to the Board. FM moved to make Andrea Wood the Clerk. NB seconded. Unanimous vote.  
NB added 4.3; SWMI update.

**II. APPOINTMENTS:**

- 2.1 5:35P.M. Ron Koivu, RE: Harbor Trace Irrigation Wells.

Ron Koivu met with the Commissioners; Mr. Koivu stated that after he spoke with the Board of Health regarding the proposed irrigation wells at Harbor Trace; the Board of Health requested the Water Commissioners review for possible concerns. Robert Tupper of Wash Well. Co., stated it was his understanding from the meeting with the Board of Health that no shallow wells are allowed in Townsend unless a variance is issued. Mr. Tupper relayed the Board of Health appeared willing to consider a variance; after review by the Water Commissioners. The Board of Health seemed to be concerned the irrigation systems could draw too much water from the aquifer. Other discussion included: irrigation system design, well/pump design, possible use of deed restrictions/agreements, aquifer concerns, DEP recommendations (see attached), water conservation, and electricity cost to run pumps. Mr. Tupper informed the Commissioners the system would be much like the well heads the water department uses, further stating he would look for layers where water flows and then put a stainless screen above grade and on occasion has to dig a pit, depending on conditions. Mr. Koivu stated each resident will pay for their own system; he was only helping to get the option available for them. FM indicated he had no issues with the use of the shallow wells. AW stated she did speak with the Administrative Assistant for the Board of Health and learned of their concern with the drain on the aquifer, additionally she stated that the Conservation Commission would like sensors installed so the sprinklers do not

come on when it rains. Paul Rafuse, Water Superintendent expressed concern with water suppliers advocating residents putting in their own irrigation wells.

Mr. Rafuse further relayed that DEP is getting stricter with regulations; adding he is concerned it may appear as if the Water Department would be in support of the irrigation system. FM would like the Water Department to have the ability to inspect the systems if they're approved by the Board of Health. Mr. Tupper suggested the Water Department require an inspection of the connection to be sure the systems don't cross connect. Further discussion included: mandatory referral for variance and language to be included on referral to outline the well is for irrigation only, other permits required for installation, and the jurisdiction of the Board of Health with the installation of wells.

### **III. MEETING BUSINESS:**

#### **3.1 Review/Vote use of retained earnings, RE: Certified Free Cash & town meeting articles.**

FM moved to transfer from certified free cash the sum of \$99,857.00 to the system enhancement account #61-400-5012. AW seconded. Unanimous Vote.

#### **3.2 Review/vote completed projects, RE: East Side Improvement & Harbor Trace Solar.**

FM moved to transfer \$44,577.97 to the system enhancement account #61-400-5012 as the East Side Improvement project is complete. AW seconded. Unanimous Vote.

FM moved to transfer \$2,827.86 to the system enhancement account #61-400-5012 as the Harbor Trace Solar project is complete. AW seconded. Unanimous vote.

#### **3.3 Review/Discuss Audit Management Letter.**

Mr. Rafuse relayed the report did not reflect there was two office staff and a separation of duties can be outlined. AW relayed that she did speak with Mr. Sheehan and that he insists the Treasurer will do the collections, despite what was conveyed at the meeting. AW stated the Water Department bank account has not been reconciled in 3 years (see management letter as attached). Mr. Rafuse stated he spoke with the Auditors and he relayed these are only suggestions and the department does not have to implement them. AW expressed concern with the deposit slips being redacted; further stating the department should have the ability to see the balance. Mr. Rafuse relayed he was working with Uni-bank for online bill-pay. Further discussion regarding the need for the monthly bank statement to identify checks returned for insufficient funds and the drafting of a letter from the Commissioners to the Treasurer requesting the banks statements and a request that all deposit slips are not redacted. AW moved to send a letter to the Treasurer requesting a monthly statement of accounts and that our deposit slips are not redacted. FM seconded. Unanimous vote. Letter to be drafted and signed by the chairman outside of the meeting.

#### **3.4 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 quotes (see attached). Mr. Rafuse informed the Commissioners the Cemetery/Parks Department expressed interest in acquiring the old

vehicle. Discussion regarding the value of the vehicle ensured with the Commissioners agreeing they would rather trade-in the vehicle and purchase a new truck. FM asked that some of the specs as outlined be changed and insisted the purchase go out to bid. FM moved to authorize the Superintendent to send out the purchase of a new truck out to bid with some changes to some of the specs; to include a power inverter of not less than 2500watts. AW moved. Unanimous vote.

#### 3.5 Review/Discuss/Vote draft contract for the installation of radio read transmitters

Mr. Rafuse explained he was working on the draft bid and will be adding provisions to the I.F.B. to include the need for background checks on any employee that would be entering a customer's home. Discussion included: language to be used in I.F.B., company be bonded for at least 100k, and other insurance requirements. The Commissioners agreed to put in the specs to have the company supply us with background checks to be given to the Police Department.

### IV. UPDATES/ADDITIONS/REPORTS

#### 4.1 SCADA System

Mr. Rafuse informed the Commissioners he was working with another engineer, Gary McCarthy. A brief history of the project was explained by NB for the new Commissioner, Andrea Wood. FM stated he wanted language put in the bid specs that whoever gets the job must leave the software and documentation on a hard drive and give to the Water Department.

#### 4.2 Selectmen's Personnel Policies

The Commissioners tabled the discussion.

NB asked Mr. Rafuse to fill in the number of hydrants that not are operating on the status board. Mr. Rafuse updated AW on the Cross Street Well situation.

#### 4.3 SWMI update to the agenda

Due to previous discussions of the costs associated for SWMI study, a draft of the specifications and agreement were submitted (see attached). NB informed AW of the previous discussions regarding the study. The Commissioners will review and add any additions that would like to include monthly reports for expenditures that have been spent and revise to outline what Townsend is going to receive specifically for the cost.

FM asked when the last time a leak detection test was performed. FM stated he wanted quotes done, further stating it must be done in accordance with our permit. Mr. Rafuse to obtain quotes for the Commissioners to review.

Commissioners agreed to purchase a cut-off saw and smaller sized portable generator.

### V. ADJOURNMENT:

NB moved to adjourn at 8:12PM

Meeting Minutes for June 10, 2013 approved and released on \_\_\_\_\_, 2013.

# WATER COMMISSIONERS MEETING AGENDA

JUNE 10, 2013 5:30P.M.

540 MAIN STREET WEST TOWNSEND, MA

## **VI. PRELIMINARIES:**

- 6.1 Call the meeting to order.
- 6.2 Roll call.
- 6.3 Review/ Approve meeting minutes for May 13, 2013.
- 6.4 Welcome new Commissioner; Andrea Wood

## **VII. APPOINTMENTS:**

- 2.1 5:35P.M. Ron Koivu, RE: Harbor Trace Irrigation Wells.

## **VIII. MEETING BUSINESS:**

- 8.1 Review/Vote use of retained earnings, RE: Certified Free Cash & town meeting articles.
- 8.2 Review/vote completed projects, RE: East Side Improvement & Harbor Trace Solar.
- 8.3 Review/Discuss Audit Management Letter.
- 8.4 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.
- 8.5 Review/Discuss/Vote draft contract for the installation of radio read transmitters

## **IX. UPDATES/ADDITIONS/REPORTS**

- 9.1 SCADA System
- 9.2 Selectmen's Personnel Policies

## **X. ADJOURNMENT:**

