



**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  
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**WATER COMMISSIONERS MEETING MINUTES**

March 11, 2013 - 5:30P.M.

Water Department 540 Main Street, Meeting Room

**I. PRELIMINARIES:**

- 1.1 The meeting was called to order at 5:38P.M.
- 1.2 Roll call vote showed 3 members present: Chairman Niles Busler, (NB) Vice-Chairman Fran McNamera (FM) and Clerk Ron Dionne (RD)
- 1.3 Commissioners' additions.
  - 1.3.1 Ron discussed possible problems with the water at Atwood Acres. The Board agreed to look into it.
- 1.4 Review/Approve meeting minutes for February 11, 2013.  
NB moved to accept the meeting minutes of February 11, 2013. FM seconded. Unanimous vote.

**II. MEETING BUSINESS:**

- 2.1 Discuss proposed projects with engineer Tom Mahanna of Stantec.
  - A. Tom reviewed the drawings from Woodward & Curran and concluded with the base SCADA system for all wells, tanks and stations with the needed upgraded electrical would cost approximately \$260,000.00. Tom suggested that if we remove the West Meadow pumping station and some electrical components from the project the cost would come in closer to \$200,000.00. Tom also explained that the West Meadow booster station can be easily added at a later date when additional funds become available and by moving the SCADA equipment to the office would allow the Water Department to save even more money. Fran wanted to find out if we could move the \$18,000 dollars for the SCADA yearly maintenance fee and put it towards the cost of the project. Tom reported that the project should be ready to go out to bid by late April or early May at a cost of approximately \$12,000.00. Niles requested that Paul email Tom the contract from Woodward & Curran and to add an alternative to bid for microwave technology in the hopes that Steve's study proves to be viable.

- B. Tom reported that he felt both HDEP and Ductile pipe were good in quality however, he does not recommend that the fused piping be used above ground. Tom added that in his experience is most effective with underground directional drill projects.
- C. Water quality issues at Highland Street tank/UV treatment at both tanks. Tom reported that we should take a more comprehensive look at the system before we invest in a costly UV project. The wells do not appear to be the source so it is coming from somewhere else in the system. Tom suggested taking the tank off line for a week to isolate and sample to determine the bacteria count. Niles would like Tom to set up a protocol for testing.
- D. Steve Cloutier discussed using microwave technology rather than radio for the SCADA system. Steve believes it will be an infinitely better system and will aid in helping the rest of the town as well. Steve suggested that he perform a site study to see the feasibility and cost. Steve added that radio towers cost about \$3,000.00 each.

2.2 Discuss request from Leslie Gabriliska, Conservation agent to help fund the purchase of 10 acres at the Coppersmith Way development. Leslie discussed the possibility of sharing the cost to purchase 10 acres of land behind Coppersmith Way. With what she raised in grants and tax credits there is still a shortfall of \$40,000 dollars. The Board explained to Leslie that all lump sums of water receipts would have to be voted on at fall town meeting.

2.3 Discuss/Review/Approve revision to Radio Meter Reading Bid. Paul reported that it is scheduled to go out to bid on March 18, 2013. Niles suggested getting a quote for a company to come in and install the meters.

#### 2.4 Updates/Reports.

##### 2.4.1 Commissioners Updates/Reports

2.4.1.2 Niles suggested that when Brenda works the monthly meetings that she only works forty hours during that week cutting her regularly scheduled hours to thirty five to adhere to the labor laws.

##### 2.4.2 Water Superintendent Updates/Reports

2.4.2.1 Present Board with correspondence from the Office of Environmental affairs Re: Backflow billing procedures. This document requires the Water Departments to bill the backflow prevention tests for the vendors. Fran suggested adding an administration fee of \$5.00 to each test.

2.4.2.2 Present Board with the proposed FY14 Projects & 5 year plan submitted by the Capital Planning Committee for review.

2.4.2.3 Update Board on request made by Chairman Re: staff meetings, status boards and tracking software. Paul reported that we had our first monthly employee meeting and that it went well. He added that he has the status board and will be

installing it this week. Paul also reported that tracking software and an upgrade to quickbooks would cost approximately \$650.00-\$700.00.

2.4.2.4 Paul presented the Board with a memo from Andy Sheenan proposing changes to Non Contractual Personnel Policies & Procedures. Andy wants to update/change the benefit for personnel to be written and executed by the Board of Selectmen. The Board would like to respond with its concerns.

2.4.2.5 Proposed by Town Administrator to consider collection of water receipts at the Tax collector office. Paul reported that the current administration is considering collecting the water receipts at the town hall due to a recommendation by the DOR.

2.4.2.6 Paul presented the Board with two quotes to replace the F450 truck.

Donovan \$10,325.00

J.C. Madigan \$5,750.00

The Board would like Paul to get three quote on repairing and replacing for the March 25, 2013 meeting

2.4.3 Office Updates/Reports

The Commissioners reviewed the office reports as attached.

2.4.4 The Commissioners reviewed and signed the bills payable warrant.

The Commissioners agreed the next meeting to be scheduled for April 8, 2013.

### **III. ADJOURNMENT:**

NB moved to adjourn the meeting at 8:57P.M.

# WATER COMMISSIONERS MEETING AGENDA

March 11, 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 February 11, 2013.

## **II. MEETING BUSINESS:**

- 2.1 Discuss proposed projects with engineer Tom Mahanna (SCADA, water quality issue at Highland St. Tank and proposed UV treatment at both tanks Highland St. & Fitchburg Rd. and, Pro's & Con's Re: the use of HDPE pipe vs. Ductile Iron pipe) and, Steve Cloutier (SCADA Re: utilizing microwave technology for communication in relaying data)
- 2.2 Discuss/Review/Approve on Request of Conservation Agent Leslie Gabriliska Re: Water Department's interest in combining with a Conservation Grant to fund the total or partial balance of a grant to purchase approximately 10 acres that is currently Phase III of the Coppersmith Way Development
- 2.3 Discuss/Review/Approve Revision of the Radio Meter Reading bid
- 2.4 Updates/Reports.
  - 2.4.1 Commissioners Updates/Reports
  - 2.4.2 Water Superintendent Updates/Reports
    - 2.4.2.1 Backflow surveying & testing contractor billing customers directly
    - 2.4.2.2 Proposed FY14 Projects & 5 year plan as submitted by the Capital Planning Committee
    - 2.4.2.3 Update on requests made by Chairman Re: staff meeting schedule status board tracking software
    - 2.4.2.4 Method of proposed revision of Non Contractual Personnel Policies & Procedures
    - 2.4.2.5 Proposal by the Town Administrator to consider the DOR's recommendation that billing and collections for water be done at the Tax Collector's office.
  - 2.4.3 Office Updates/Reports
  - 2.4.4 Review and Sign Bills Payable Warrants

### **III. ADJOURNMENT:**