

BOARD OF WATER COMMISSIONERS' MEETING  
MAY 11, 2009  
5:30 P.M.

MEMBERS PRESENT: Jack Caten, Fran McNamara and Niles Busler.

GUESTS PRESENT: Supt. Paul Rafuse, Raymond LaRoche, Doug Gardner and Jean Dinon – clerk.

Jack opened the meeting at 5:40 p.m.

**DECISION:** The Board voted unanimously to reorganize the Board as follows:

Jack Caten – Chairman  
Niles Busler – Vice-Chairman  
Fran McNamara – Clerk

**DECISION:** The Board voted unanimously to approve the minutes of April 13, 2009.

**CORRESPONDENCE:**

A. Letter from Betty Mae Tenney dated April 28, 2009 re: Units at 4 Elm Street.

B. Letter from Atty. Arthur J. Santos to Niles Busler dated May 1, 2009 re: Purchasing land off of Fitchburg Road.

**NEW BUSINESS:**

1. Paul talked to Betty Mae Tenney on voting night at length. It was used mostly for storage, and there are two gas and electric meters.

**DECISION:** The Board voted unanimously to abate \$50.00 FY09 User for Betty Mae Tenney, 4 Elm Street.

2. Paul discussed/reviewed employee furlough days in lieu of health insurance. It will keep insurance at 80-20% instead of 85-15%. Union proposed that furlough days employee take time off and not get paid or that employee can work and not get paid. It will be between 3 to 5 days per employee. If employee has furlough days and has an emergency and gets called in is it on call or what. It was tabled.

3. Raymond LaRoche, 3 Cedar Circle, to sign payment plan letter. Payment plan letter was signed.

4. Paul discussed/reviewed implementing additional charges or fees resulting from the proposed new residential fire sprinkler regulation. This will affect all new construction. Paul wonders who is going to inspect these all the time. Jack would like to have someone from the Fire Department at the next meeting to discuss this. It was tabled.

5. Doug Gardner, president of Pioneer Consulting Group, re: Indirect cost analysis and rate survey. Paul spoke with Doug a few weeks ago. Jack asked for Reader's Digest version of it. It is done on three years, FY08-FY10. They will do a rate analysis. Who uses and how much based on water works standards. The rates have to be fair and equitable. Doug will look at current year budget and project next two years such as chemicals, etc., how any costs such as short term financing costs, directs costs and well development. He will look at capital improvements. If project is going to have indirect costs. What are fire protection costs by private or public? Paul asked about hydrant fees. It will be billed into the rates. The backflow will be considered as well. Doug would do the study for \$6,000.00. Jack asked when it could be done. Doug said can have it done for June, 2009. It will take about one month. He would need the budget for FY10, capital improvements, state stastical report and the billing information. It is done on one year on billing analysis. Doug asked if we need two step rate. Niles asked if can have overlay view. Revenue requirements and have reserve line item is advised. They do impact analysis. Paul asked that step rates are same for residents and businesses. We are small community and will probably have two steps. Paul will call Doug.

6. Paul discussed/reviewed legal agreement in order to remove drainage tank encroaching on property at 105 Fitchburg Road. Jack would like to take the cheap route. We can draw up something and will be filled in and seeded. Niles said this must state maintenance is done by Amy.
7. Paul discussed/reviewed possibly enter into Executive Session to discuss legal matters. Niles said using one time. A letter will be sent to water takers.
8. Paul reported relocation of our utility lines that cross over Collins property at 105 Fitchburg Road. Paul meet with Alan Bedard from Unitil. He felt there was an easement; they will direct wire it. The pole has to be set, and nothing can be done for 30 days. The electrical lines can be put in right away. Amy is not going to like it. Paul will write a letter to Amy and let her know what is going one.
9. Paul met with company. Paul met with Jason. Paul thought it would have quote for the meeting, but some of the maps were not right. Paul will do legal for him. Paul will give him number, and Jason will give company a price. Jack said to check out Mass Water Works for grant money.
10. Paul discussed implementing shortfall in current budget and means to correct same prior to July 1, 2009 as recommended by Kim Fales to remain in compliance with DOR/AG. We will not use up our complete budget. The town is responsible for one year and have town meeting vote. Paul is going to meet with Kim and will have information for warrant signing on Monday, May 18, 2009.
11. Jean reported April accounts receivable for both systems.
12. Jean reported intermunicipal agreement.
13. Jean reported April appropriation balances report.
14. Jean reported 2<sup>nd</sup> shut-offs for both systems.

**OLD BUSINESS:**

1. Paul said we need to have an appraisal before we can make an offer on purchasing land on Fitchburg Road. Paul and Niles will write Mr. Mogue a letter and say we are required to get two appraisals before we can make an offer. Fran asked if can use land acquisition loan to purchase the land.
2. Paul discussed/reviewed replacement of generator at West Meadow Road booster station. When there is an overload is when we have problems. Paul will get three quotes on three different scenarios. Niles said to ask if can have a capacitor pack. Fran asked where would we get money from. Fire would have to be brought down. Niles asked if we can contact surplus. It was tabled.
3. Paul reported having an appointment on Monday, May 17, 2009 at 11:00 a.m. with Verizon rep re: Feasibility and cost of 56 kb/s infrastructure for SCADA. Jack asked when FIOS coming to Townsend. Niles said maybe we can piggyback on Comcast.

The next scheduled warrant signing is Monday, May 18, 2009.

The next scheduled meeting is Monday, June 8, 2009.

Jack adjourned the meeting at 7:47 p.m.

Respectfully submitted,

Jean R. Dinon, Clerk