

WATER COMMISSIONERS' MEETING
JANUARY 13, 2004
6:30 P.M.

MEMBERS PRESENT: David Dunbar and Francis McNamara. Samuel Briguglio was absent.

GUESTS PRESENT: Supt. Paul Rafuse and Jean Dinon – clerk.

David Dunbar opened the meeting at 6:35 p.m.

DECISION: Board voted unanimously to accept the minutes of November 18, 2003.

Previously signed warrants for \$2,824.71, \$576.66, \$256.97, \$4,898.83, \$5,845.90, \$1,343.78, \$3,350.00, \$209.18, \$3,866.54 and \$2,894.70 totaled \$26,067.27.

Previously signed payroll warrants for \$3,037.21, \$3,121.40, \$300.00, \$3,162.32, \$3,102.16, \$3,001.40, \$3,061.40, \$3,061.40, \$750.00 and \$3,001.40 totaled \$25,598.69.

Commissioners read and noted the following correspondence:

- A. Memo from James Johnson, Town Administrator to non-union employees dated September 16, 2003 re: Days off as additional paid holidays.
- B. Letter to Mr. Peter LoBrutto from David Dunbar, Chairman dated November 21, 2003 re: Not staying current with payment plan.
- C. Memo to Jim Johnson, Town Administrator from Paul Rafuse dated November 24, 2003 re: Proposed articles for special town meeting.
- D. Memo from Carolyn Smart, Administrative Assistant dated December 2, 2003 re: Annual town report 2003.
- E. Fax to Dave Dunbar from Paul dated December 9, 2003 re: Article for town meeting.
- F. Letter to Kathy Roszbach, Town Treasurer from Jean Dinon, Office Administrator dated December 19, 2003 re: Breakdown for deposit on November 3, 2003 and for outstanding user charges for November.
- G. Letter to James Johnson, Town Administrator from Paul Rafuse dated December 29, 2003 re: Copy of document establishing the Water Department.
- H. Letter to Kimberly Fales, Town Accountant from Paul Rafuse dated December 29, 2003 re: Payment of Verizon telephone bill for West Meadow booster station from West Meadow escrow account.
- I. Letter to Carol Peterson, Office of Wetlands, Oceans and Watersheds from Paul Rafuse dated January 5, 2004 re: Supporting the inter-state Nashua River watershed project for an EPA Watershed Initiative Grant.
- J. Letter to John Daniels, Earth Tech from Paul Rafuse dated January 8, 2004 re: Copy of proposed enabling acts to convert to water district.
- K. Noted FY2005 budget.
- L. Noted draft CY 2004 intended use plan and project priority list of State Revolving Fund Loan Program For Drinking Water Projects dated December 24, 2003.

OLD BUSINESS:

1. Paul discussed/reviewed amending benefits to the same as other non-union contractual employees. Paul distributed copies of Town's benefits package and our benefits. Paul wants one more personal day for him and two more personal days for office help and water techs. Paul is not addressing the sick time at this time. It was tabled.
2. Paul discussed/reviewed bill from Goldsmith, Prest and Ringwall for engineering at Harbor Trace. The original contract was for \$500.00. They were just going to do and Zone I. Doug DeNatale wanted to include elevations of test wells. After the work was done, we have gotten bills for \$860.00 with interest. Paul asked Town Counsel's opinion.
DECISION: Board voted unanimously to pay invoice for Goldsmith, Prest and Ringwall for \$875.69.
3. Paul discussed/reviewed FY05 budget.
4. Paul discussed/reviewed condition of backhoe and W2 vehicles. Paul is going to get a price with extra cab. It was tabled.
5. Paul discussed/reviewed proposed agreement from Ron Koivu's attorney, Doug Deschenes, re: Conditions for Harbor Trace land. There will be a meeting with the Planning Board. Board wants Paul to call Ron Koivu.
6. Paul discussed/reviewed date to meet with Doug DeNatale, Earth Tech re: Price quote for Harbor Trace pump test and future work for Water Department. It was tabled until we were further on proposed agreement re: Conditions for Harbor Trace land.
7. Jean presented LoBrutto and their payment plan. A letter was sent and never heard a word.

NEW BUSINESS:

1. Paul discussed/reviewed having water rate survey. Paul wants to see where we are in comparison since we have updated the master plan. Majority of towns is going to elevated step billing where we are still flat rates. It could be some good information. Fran thinks it will cost about \$10,000.00. One of the things included in the survey should be sprinkler systems.
2. Paul discussed/reviewed letter from Dufresne and Henry to DEP re: SRF results. Paul is going to retype it on our letterhead.
3. Paul discussed/reviewed set-up interviews for Water Department counsel. Paul is gotten ahold of counsel from Shirley. He doesn't require a retainer. He bills you when you need him. He deals with civil law and municipal law. Fran says his lawyer is on retainer and is \$4,500.00. Counsel would be used to oversee bids, look over contracts, etc. Paul is going to see if he takes retainer and what he would charge.
4. Paul reported that bacteria detected at Cross Street station in monthly testing in December. They were low counts. We have been having issues with storage tank for last three months. Bill Cornish at Underwater Solutions uses underwater divers with liquid chlorine. Both tanks were chlorinated, and samples came back clean. The Cross Street well is off-line, and chlorine is updated in case of emergency. Dave said beavers are back. There are 10-15 beavers in that area. Fran said homeowner can get permit to get rid of beavers. Paul will talk to Doug DeNatale and Sue at Board of Health.

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5. Paul reported future development per land use coordinator. Paul has gotten work from Planning Board that there are huge developments; one on Greenville Road about 100 homes and 40B and one at Emery Road. Paul said we have to get a well.

DECISION: Board voted unanimously to adjourn the meeting at 9:05 p.m.

The next scheduled meeting is Tuesday, February 10, 2004.

Respectfully submitted,

Jean R. Dinon, clerk