

WATER COMMISSIONERS' MEETING  
JANUARY 22, 2002  
6:30 P.M.

MEMBERS PRESENT: David Dunbar and Robert Moorehouse. Samuel Briguglio was absent.

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

The meeting was opened at 6:30 p.m.

Previously signed warrants for \$2,335.79, \$2,584.87, \$7,363.78, \$3,426.60, \$53.92, \$4,314.75, \$40,214.45, \$97.91, \$1,047.06, \$4,648.88, \$2,141.90, \$3,586.60, \$1,465.00 and \$744.52 totaled \$74,026.03. Previously signed payroll warrants for \$2,905.65, \$2,967.24, \$2,822.10, \$2,891.90, \$2,842.10, \$2,867.24, \$750.00, \$2,912.17, \$2,958.10, \$2,954.34 and \$2,977.40 totaled \$29,848.24.

Motion made and seconded to accept the minutes of September 18, 2001, October 16, 2001 and November 13, 2001.

Commissioners read and noted the following correspondence:

- A. Letter to Richard Choate, Town Accountant from Paul Rafuse dated November 14, 2001 re: Rename Account #5010 (Turnpike Road bridge project) to Master Plan Revision.
- B. Letter to Rich Stone, Everett J. Prescott, Inc. from Paul Rafuse dated November 14, 2001 re: Accepted quote for line tracer.
- C. Letter to T. J. McKiernan, Cintas Corporation from Paul Rafuse dated November 14, 2001 re: Accepted quote for rent uniforms.
- D. Letter to Pamela Fouracre, Utilitronics from Paul Rafuse dated November 14, 2001 re: Non-acceptance of quote for line tracer.
- E. Letter to Larry Joyce, Kleenit, Inc. from Paul Rafuse dated November 14, 2001 re: Non-acceptance of quote for rent uniforms.
- F. Letter to Lisa Wheeler, Human Resources from Paul Rafuse dated November 29, 2001 re: Official notification of appointment.
- G. Copy of letter to Conservation Commission from Commonwealth of Massachusetts, Division of Fisheries & Wildlife, dated November 30, 2001 re: Old Battery Road.
- H. Letter from Richard Choate, Town Accountant to Paul Rafuse dated November 30, 2001 and note to Richard Choate, Town Accountant from Paul Rafuse dated December 5, 2001 re: Fixed assets \$5,000 value or greater.

- I. Letter to Unifirst Corporated from Paul Rafuse dated December 3, 2001 re: Non-renewal of rental agreement for uniforms.
- J. Letter to Attorney Jacob Diemert from Paul Rafuse dated December 3, 2001 re: Information on upcoming December 18, 2001 meeting of the Board of Water Commissioners.
- K. Letter from David Y. Terry, Program Director of the Drinking Water Program at DEP dated December 4, 2001 re: Lead and copper rule minor revisions for medium size community water systems serving between 3,300 and 50,000 people.
- L. Orders of Conditions issued by Townsend Conservation Commission to Townsend Water Department dated December 6, 2001 re: 2 Old Battery Road.
- M. Memo from Beverly Sleeper, Town Administrator to all town employees dated December 11, 2001 re: Holidays observed for 2002.
- N. Letter to Daniel Haney/Holly Swanson from Board of Water Commissioners and Paul Rafuse dated December 14, 2001 re: Notice of water lien.
- O. Letter to John Avery from Paul Rafuse dated December 17, 2001 re: Request for appraisal.
- P. Memo from Harald Scheid, Assessor/Work-off Committee, dated December 17, 2001 re: Senior property tax work-off job advertisement.
- Q. Memo from Carolyn Smart, Administrative Assistant dated December 18, 2001 re: Annual town report for year ending December 31, 2001.
- R. Memo from Board of Selectmen & Finance Committee dated December 19, 2001 re: FY2003 Budget/article guidelines.
- S. Letter from Michael Rotondi, Director of Division of Municipal Services at DEP dated January 1, 2002 re: Final calendar year 2002 intended use plan (IUP) for drinking water projects.
- T. Letter from Michael Rotondi, Director of Division of Municipal Services at DEP dated January 1, 2002 re: Final calendar year 2002 intended use plan (IUP) for clean water projects.
- U. Letter to Brenda Boudreau from Paul Rafuse dated January 9, 2002 re:

Acceptance of position for Collector/Clerk.

- V. Letter to Marcia Arsenault from Paul Rafuse dated January 9, 2002 re: Non-acceptance of position for Collector/Clerk.
- W. Letter to Joseph Cerutti, Drinking Water Program of DEP from Paul Rafuse dated January 11, 2002 re: Print of Main Street wellfield.
- X. Letter to June Riddle, Town Counsel from Paul Rafuse dated January 14, 2002 re: Soliciting the services of special counsel in the field of water districts.
- Y. Letter to Board of Selectman from Paul Rafuse dated January 14, 2002 re: Water district and soliciting the services of special counsel in the field of water districts.
- Z. Letter to Attorney Diemert from Paul Rafuse dated January 18, 2002 re: Retaining his services as legal counsel for the Townsend Water Department.
- AA. Form to Mark Clark, North Reading Water Department from Paul Rafuse dated December 14, 2001 re: Review of bid package special instructions, estimated annual chemical usage, quantities and chemical specifications from last year.
- BB. Form to Harald Scheid, Town Assessor from Paul Rafuse dated December 26, 2001 re: Senior citizen property tax work-off program.
- CC. Form from David Dunbar, Chairman of Board of Water Commissioners dated January 14, 2002 re: Request for legal services.
- DD. Noted one decision of Planning Board on Harbor Trace.

OLD BUSINESS:

- 1. Paul discussed earmarking the surplus money. Motion made and seconded that \$24,000.00 to Master Plan Revision, \$10,000.00 to South Street bridge, \$50,000.00 to Turnpike Road bridge project to be renamed District Implementation and \$18,000.00 to Water Main Extensions.
- 2. Paul reported that Mike MacEachern got 68 and Ron Eggleston passed on their certification tests.
- 3. Paul reported on the status of well drilling on the Leahy property. Well near proposed Leahy house is the best site.

NEW BUSINESS:

1. Paul discussed and reviewed FY03 proposed budget and wage matrix. There was discussion of the wages portion of the budget.
2. Paul discussed longevity. The present longevity is \$150.00, and he proposes an increase to \$300.00.
3. Motion made and seconded to accept FY03 budget for \$372,935.
4. Motion made and seconded to accept wage matrix as proposed.
5. Paul discussed the hydrant use regulation. Motion made and seconded to amend existing 14.1 regulation to existing 14.1A regulation.
6. Paul discussed hiring of Townsend Water Department counsel. Motion made and seconded to hire Jacob Diemert for counsel for Townsend Water Department.
7. Paul discussed scheduled closings at the West Meadow Estates which are contrary to the agreement. Ron Koivu is selling condos with water scheduled for end of January. No agreement has been signed. June Riddle is sending a letter to Ron Koivu's attorney and realtor. Paul will write a letter to Ron also.
8. Motion made and seconded to hire Brenda Boudreau for Collector/Clerk position.

Meeting was adjourned at 10:05 p.m.

The next scheduled meeting is February 12, 2002.

Respectfully submitted,

Jean R. Dinon, Clerk

