



TOWNSEND WATER DEPARTMENT

540 Main Street West Townsend, Massachusetts 01474

Niles Busler, Chairman

Paul L. Rafuse,

Water Superintendent

Francis McNamara, Vice-Chairman

Andrea Wood, Clerk

(978) 597-2212

Fax (978) 597-5561

WATER COMMISSIONERS MEETING AGENDA

NOVEMBER 21, 2013 - 5:30P.M.

Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

1.1 Call the meeting to order -Mr. Busler called the meeting to order at 5:34 P.M. In the meeting room at 540 Main Street.

1.2 Roll call – Mr. McNamara, Mr. Busler and Mrs. Wood present. Guests, Mr. Blanchard, Mr. MacEachern, Mrs. Boudreau, Mrs. Smart, Superintendent Rafuse, Mr. Lou Soracco, Mr. Dean Marengi, and Mrs. Carlene Whittemore.

1.3 Chairman's additions or deletions – Mr. Busler added the Audit Management Letter for discussion. Mrs. Wood asked Commissioners to please read the Management Letter. She asked who was responsible for giving the comments in the "Town's Response" section, Mrs. Boudreau said that she had spoken to Mr. Sheehan on the phone and they discussed those things, but she did not know that it was relative to the Audit. Mrs. Wood pointed out that the majority of the things mentioned in the comments have nothing to do with resolving our "material weakness." Mrs. Wood asked for permission to speak to the auditor and state what we have done, what we are working on, and what more they would like us to do to be in compliance. She would also like to speak to him about funding our portion of the OPEB and/or our retirement obligation. She asked Mrs. Boudreau and Mrs. Smart to decide which function they wanted to do Billings or Collections. Mrs. Boudreau responded by saying that Mr. Rafuse was to take over one of those functions, the answer to that was no, his pay grade is far too high and his responsibilities are not clerical, although he has supervisory authority over clerical work.

II. APOINTMENTS:

2.1 5:45P.M. Stantec, RE: SCADA Survey – Mr. Soracco and Mr. Marengi presented information. Discussion began with the type of towers to be used, Mr. Rafuse said that the the Water Department does qualify under the bylaw to use the existing cell towers. The importance of the placement and height of the towers was discussed as well as the

surrounding topography. After discussion it was decided to rework the design, so the approach would be the original design, but in reverse (see attached).

2.2 6:15 P.M. John & Carlene Whittemore, RE: Water Quality Issues – Mrs. Whittemore complained that her water was yellow looking and that when the pan of water on her pellet stove reduces down there is a white residue in the pan. Mr. McNamara explained that the white was calcium that was reduced out of the water and was actually good for you. The yellow water was discussed and the time frame indicated that this problem occurred just after the main break last week, but Mr. Busler told Mr. Rafuse to send someone to the Whittemore's and test the water for secondary contamination, Mrs. Whittemore requested that it be tested for total chloroform too.

II. MEETING BUSINESS:

3.1 Review/Vote abatement for Account #5600 in the amount of \$4.48, RE: Late fee charge- Mrs. Wood moved to abate the \$4.48 charged to acct. #5600 Mr. Rick Lammarre, seconded by Mr. Busler, the vote was unanimous in favor of the motion.

3.2 Review draft, RE: FY15 Water Department Capital Requests – There are no new items, Mr. McNamara moved to approve the Capital Plan “as is”, seconded by Mrs. Wood, the vote was unanimous in favor of the motion.

3.3 Updates/Reports.

3.3.1 Commissioners Updates/Reports

3.3.1.2 Leak Detection Survey Update – The preliminary survey has been submitted to us (see attached).

3.3.1.3 Highland Street Tank Update – Work is continuing.

3.3.2 Water Superintendent Updates/Reports

3.3.3 Office Updates/Report

3.3.4 Review and Sign Bills Payable Warrants – Mr. McNamara moved to sign the warrant, seconded by Mrs. Wood, the vote was unanimous in favor of the motion. There was no discussion.

IV. ADJOURNMENT:

4.1 Mrs. Wood moved to adjourn at 7:43 P.M., seconded by Mr. McNamara, the vote was unanimous in favor of the motion.