

WATER COMMISSIONERS' MEETING
JULY 8, 2003
6:30 P.M.

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

GUESTS PRESENT: Supt. Paul Rafuse, William Nunnery, Doug DeNatale and Jean Dinon – clerk.

Samuel Briguglio opened the meeting at 6:32 p.m.

DECISION: Board voted unanimously to accept the minutes of May 20, 2003.

Previously signed warrants for \$3,040.00, \$7,979.19, \$128.79, \$40,736.00 and \$3,573.12 totaled \$55,457.10 for FY03 and \$200.00 for FY04.

Previously signed payroll warrants for \$2,975.39, \$2,967.32, \$2,995.46, \$750.00 and \$569.09 for FY03 totaled \$10,467.26 and \$2,226.21 for FY04.

Commissioners read and noted the following correspondence:

- A. Letter from Niles Busler, Secretary of Historic District Commission dated June 4, 2003 re: How to run new 12 " water main from Main Street to the new South Street bridge.
- B. Letter of transmittal from Calvin Mabvurunge, Project Engineer from Goldsmith, Prest & Ringwall, Inc. to Townsend Water Department, Attention: Paul Rafuse dated June 4, 2003 re: Harbor Trace off-site water, South Street water main replacement.
- C. Letter from Jacob C. Diemert, Esq. to Paul Rafuse dated June 5, 2003 re: Creation of Townsend Water District.
- D. Letter from Joyce McEntee Emmett, Asst. Dir. A. & F., MCPPO Program Director to Paul Rafuse dated June 5, 2003 re: Successfully completed the Design and Construction Contracting certification seminar in the Massachusetts Certified Public Purchasing Official (MCPPO) program.
- E. Copy of letter to William and Debra Reeves from Leslie W. Gabriliska, Administrative Assistant of the Conservation Commission dated June 11, 2003 re: Request for Determination of Applicability (RDA) for work done on property.
- F. Letter to Richard Choate, Town Accountant from Jean Dinon, Office Administrator dated June 16, 2003 re: Reconcile with ending balances of June 30, 2003.
- G. Memo from Dick Choate, Town Accountant dated June 17, 2003 re: Year end deadlines.
- H. Letter of transmittal from Doug DeNatale, Earth Tech, Inc. to Paul Rafuse dated June 18, 2003 re: Water quality TW12-03 and TW11-03.
- I. Memo from James A. Johnson, Town Administrator dated June 24, 2003 re: Town Counsel vacation.
- J. Letter from Omer H. Dumais, Jr., PE, Vice President of Tighe & Bond to Paul L. Rafuse dated June 25, 2003 re: Follow up to June 17 commission meeting.
- K. Letter from Kathy Rossbach, Town Treasurer dated June 26, 2003 re: Postage used by department from October 1, 2002 to January 31, 2003.
- L. Letter to Thaddeus Rochette from Paul L. Rafuse dated June 27, 2003 re: Power plant, 9 Center Street.

- M. Letter from Douglas DeNatale, Senior hydrogeologist, Earth Tech, Inc. to Board of Water Commissioners, Attn: Paul Rafuse dated June 30, 2003 re: Results of test well investigation proposed Harbor Trace subdivision.
- N. Letter from Kathy Rossbach, Town Treasurer dated July 2, 2003 re: Postage used by department from February 1, 2003 to June 24, 2003.
- O. Letters to Main Street Café, Dr. L. A. Churchville, Dr. Mark Rosebush, Paul Nicoli, Jeff Lynch, Jack Collins and Yee's Village from Paul L. Rafuse dated July 3, 2003 re: Sterilite Corporation conducting annual insurance fire flow tests on Monday, July 21. 2003.
- P. Noted one legal notice of Conservation Commission.

OLD BUSINESS:

1. Doug DeNatale, Earth Tech, presented results of test well at Harbor Trace. Test well reports say fine sand. Field 2 shows where test wells were drilled. 1-02, 2-01, 3-01, 4-01, 5-02 and 6-02 are on Leahy's property. Site 6-02 only good well. TW7-03, TW8-03, TW9-03, TW10-03, TW11-03 and TW12-03 are on Harbor Trace property. TW11-03 and TW12-03 were pump tested. There are nitrates in the water and believe is coming from Timberlee Park. Bill Nunnery, Earth Tech, said it would be better to do septic management plan rather than treating at the wellhead. The nitrates are coming from the septic. The next step is to pump well at Harbor Trace and Leahy property for eight hours to see if there is any trend to see if concentrations go up or down. The Water Department can do the labor for eight hours and use Chapman's equipment. Nitrates are not good for infants. The equipment can be set up the night before. Also, Doug brought an estimate on 8" pumping test, whole new course approval for our system with DEP and water management permit for Main Street station. Paul will get on the agenda for the next Selectman's meeting to see what the status is for the land at Harbor Trace. Paul will approach town counsel, Ron Koivu and selectmen.
2. Paul discussed/reviewed garage door replacement quotes and awarded the job. There were three quotes.
DECISION: Board voted unanimously to award Fitchburg Garage Door for \$1,679.60.
3. Paul discussed/reviewed prioritizing Master Plan recommendation improvements to submit to Earth Tech for Master Plan final report. Leahy property well site, Harbor Trace well site, Main Street station well site 3-98 and replacement of Main Street tubular wellfield-1-5 years; Main Street west of West Elm Street to pumping station and Canal Street from Main Street to Dudley Road-5-10 years; Main Street East of Elm Street-10-15 years; Old Turnpike Road and Barker Hill Road-1-5 years; Mason Road beginning at Dudley Road north to 8" main on Mason Road with 8" pipe-5-10 years; South Street and Warren Road-1-5 years; West Elm Street-15-20 years. Fran said that you could possibly combine Main Street west of West Elm Street to pumping station and Canal Street from Main Street to Dudley Road and Mason Road beginning at Dudley Road north to 8" main on Mason Road with 8" pipe.
4. Paul discussed/reviewed authorization for Ron Koivu to acquire permits to begin pouring three to four foundations at Harbor Trace. Paul is working on agreement with Ron to sign that not getting water until main is updated from Main Street and bridge. Paul will send Ron a letter.
DECISION: Board voted unanimously to allow Harbor Trace to build four houses with the water main connected at the bridge site to their project not to exceed four houses until the bridge is completed and the main is tied on at Main Street.

5. Paul discussed/reviewed authorizing superintendent to obtain quotes to purchase new backhoe. Paul said need \$10,000.00 for repairs. Old backhoe cannot pick up meter pit. Also, straining when hydrants are replaced.
6. Paul discussed/reviewed results of the meeting with other engineering firms. Paul would like to stay with Earth Tech. Sam liked Tata and Howard, and second place would be Dufresne and Henry. Maybe we can have different firm do SRF loan. SRF loan will be done by Dufresne and Henry.
7. Paul discussed/reviewed purchase of alternative monitoring device for booster station vs. telemetering. Paul said it is a skata system. It will be installed at booster station to Main Street station. DEP is pushing skata for new vulnerability assessment for security.
DECISION: Board voted unanimously to purchase ProControl series Plus 2 not to exceed \$4,449.00.
8. Paul received notice of completing procurement seminar and passing exam.
9. Paul reported obtaining quotes for external enclosed generator for Main Street station.
10. Jean reported on Michael Stuart, 14 Reagan Road. A letter will be sent.
DECISION: Board voted unanimously to pay half of balance now and remaining balance by October, 2003.
11. Jean reported on list of 3rd final shutoff notices.
12. Jean reported that stipends are done.

NEW BUSINESS:

1. Thaddeus Rochette, Power Plant, 15 Center Street, came to apply for 1" service and sprinkler connection. Check received for \$1,000.00 Connection Charge and \$3,600.00.
DECISION: Board voted unanimously to approve 1" service to Appl. #0615, Thaddeus Rochette, 15 Center Street.
2. Paul discussed/reviewed looking into having a rate study done. Other towns have had rate study done. There is a couple of firms that can do this maybe even Earth Tech. Our rates are very low. Paul thinks we should go up on rates every two to four years so it will be a minimal amount. You can put money away for projects. Increased block rate would force people to conserve. Paul will check out cost for this study.
3. Paul discussed/reviewed other possible attorneys for Water Department. Paul presented four attorneys. Two are from procurement firm from Wilson and Orcutt and two from Worcester. Paul wants to make sure experienced in municipal law.
4. Paul reported CCR reports sent to all customers and state and local agencies as required.

DECISION: Board voted unanimously to adjourn the meeting at 10:20 p.m.

The next scheduled meeting is Tuesday, August 12, 2003.

Respectfully submitted,

Jean R. Dinon, clerk

