

WATER COMMISSIONERS' MEETING
JULY 9, 2002
6:30 P.M.

MEMBERS PRESENT: David Dunbar, Samuel Briguglio and Francis McNamara.

GUESTS PRESENT: Supt. Paul Rafuse, Stephen Rogers, Laura Shifrin, Calvin Robbins, Fred May and Jean Dinon - clerk.

The meeting was opened at 6:35 p.m.

Previously signed warrants for \$12,634.57, \$619.25, \$7,819.58 and \$9,747.41 for FY 02 and \$200.00 and \$32.85 for FY 03 totaled \$31,053.66. Previously signed payroll warrants for \$2,818.08, \$957.20, \$1,828.50, \$616.40, \$2,178.55 and \$583.32 for FY 02 and \$2,974.68 for FY 03 totaled \$11,956.73.

Motion made and seconded to accept the minutes of June 11, 2002 meeting.

Commissioners read and noted the following correspondence:

- A. Letter to Doug DeNatale, Earth Tech from Paul Rafuse dated May 16, 2002 re: Recent ground water quality monitoring results at the landfill.
- B. Memo from Beverly Sleeper, Town Administrator/Chief Procurement Officer dated May 22, 2002 re: Verbal quote procurement form.
- C. Letter to Kathy Rossbach, Town Treasurer from Jean Dinon dated May 23, 2002 re: Double payment of library water bill, Acct. #427.
- D. Letter to Ronald Koivu, Woodspire Realty Trust from Paul Rafuse dated May 31, 2002 re: Bills for the West Meadow booster station.
- E. Memo from Beverly Sleeper, Town Administrator/Chief Procurement Officer dated June 4, 2002 re: Inspector General's seminar – Chapter 30B bidding basics & contract administration.
- F. Letter from Paul Anderson, Section Chief, DEP to Paul Rafuse re: Townsend, Townsend Water Department, PWS id #: 2299000, Draft-SWAP report.
- G. Letter to Thaddeus Rochette, 2 Kimplen Court from Jean Dinon dated June 6, 2002 re: Payment to K.M.C.
- H. Letter from Michael Rotondi, Director, DEP dated June 10, 2002 re: Notice of available financing for projects – Drinking Water State Revolving Fund (DW SRF).

- I. Memo from Dick Choate, Town Accountant dated June 11, 2002 re: Year end deadlines.
- J. Letter to Board of Commissioners from Board of Trustees at Country Estates dated June 12, 2002 re: Request attending next Board meeting.
- K. Letter to Joyce Klauzinski, 9 West Meadow Estates Drive, from David Dunbar dated June 12, 2002 re: Waive a percentage of bill.
- L. Noted Consumer Confidence Report.
- M. Noted one decision and one petition of the Zoning Board of Appeals.
- N. Noted results of test well investigation Leahy property.

OLD BUSINESS:

- 1. Motion made and seconded to approve Appl. #589-597, Stephen Rogers, trustee, 22-30 West Meadow Estates Drive, 1" service. Check received for Connection Charge of \$1,000.00 each in the amount of \$9,000.00. The nine new units will not be turned on until booster station done. Instead of Stephen Rogers it should be Ron Koivu, Woodspire Realty Trust.
- 2. Paul discussed/reviewed policy amended re: personnel use of tools and equipment. Motion made and seconded to accept policy.
- 3. Paul discussed/reviewed draft of proposed enabling legislation for creating district. On Section 5D Paul did not understand establishing separate funds. Section 13 is about water service to private water customers. Section 8 is about voting rights of district. Fran did like distribution of hydrant maintenance fees set by water commissioners.
- 4. Paul discussed/reviewed setting date for district meeting. Paul will check with Jake and get back to the commissioners. It will be either Tuesday, July 23, 2002 or Tuesday, July 30, 2002.
- 5. Laura Shifrin and Calvin Robbins said that they never received the first bill in April. The first bill that they received was with the late charge on it. The Country Estates board is volunteer and does not have money in the budget. The board doesn't look for water bills as members on the board have wells. The Country Estates Condos is trying to rebuild. Motion made and seconded

to abate \$131.87 to Country Estates accounts. April and October water bills will be on the list for bills to be sent registered.

6. Paul reported on Leahy property. The well may have to be moved back. The board wants to know price for Zone I or whole thing.
7. Paul reported on South Street bridge water main replacement. Paul didn't get to meet with Earth Tech yet. Selectmen went to Worcester to meet with Mass Highway and is scheduled two years away.
8. Jean reported on status of Mike Mahoney account. Letter will be sent for him to keep current or will be subject for shut-off.

NEW BUSINESS:

1. Commissioners would like a list of past due customers at the May and November meetings.
2. Motion made and seconded to approve Appl. #598, Fred May, 18 Cross Street, 1" service. The connection charge of \$1,000.00 was waived.
3. Paul discussed/reviewed utility billing software quotes. Paul got four quotes; DMSI, Jayhawk, NDS Systems and Continental. Fran has BMSI. NDS System is what Paul likes even though it costs \$21,000.00, and the annual software fee is \$4,000.00. Dave questioned that if we became a district if the billing software is going to be adequate. It was tabled until we receive surplus figures.

Motion made and seconded to adjourn the meeting at 9:00 p.m.

The next scheduled meeting is August 13, 2002.

Respectfully submitted,

Jean R. Dinon, Clerk