

WATER COMMISSIONER'S MEETING
JULY 18, 2000
7:00 P.M.

Meeting held at the Water Department office, 540 Main Street, West Townsend.

MEMBERS PRESENT: Samuel Briguglio, Robert Moorehouse and David Dunbar

GUESTS PRESENT: Supt. Paul Rafuse, William Nunnery, and John Daniels.

Chairman Briguglio opened the meeting at 7:10 p.m. After discussion, motion made, seconded and unanimously voted to reorganize the Board as follows: David A Dunbar, Chairman, Robert J. Moorehouse, Clerk and Samuel J. Briguglio, Member/Acting Chairman.

Minutes of the June 13, 2000 meeting were read and approved. Warrants previously signed for \$665.85, \$3,853.33, \$32,780.00, \$4,800.00, \$3,024.00, \$12,649.07 and \$1,593.02 totaled for \$59,365.27 for FY00 and \$150.00, \$689.86, and \$765.31 totaled \$1,605.17 for FY01. Previously signed payroll warrants totaled \$7,882.85 for FY00 and \$5,652.07 for FY01.

Commissioners read and noted the following correspondence:

- A. Memo from Beverly Sleeper, Town Administrator dated June 14, 2000 re: Employee annual evaluations.
- B. Memo from Beverly Sleeper, Town Administrator dated June 15, 2000 re: South Street bridge project.
- C. Memo from Richard Choate, Town Accountant dated June 16, 2000 re: Year end deadlines.
- D. Copy of letter to William Nunnery, Earth Tech from Paul Rafuse dated June 19, 2000 re: Signed letter agreement for Old Meetinghouse Road water main extension.
- E. Copy of letter to Douglas DeNatale, Earth Tech from Paul Rafuse dated June 22, 2000 re: Pumping records for both pumping stations.
- F. Copy of letter to Planning Board from Paul Rafuse dated June 26, 2000 re: Invitation to July 11, 2000 Water Commissioners' meeting to discuss mandatory tie in for developers.
- G. Copy of letter to John Daniels, Earth Tech from Paul Rafuse dated June 26, 2000 re: Invitation to July 11, 2000 Water Commissioners' meeting to discuss the State Revolving Fund.

- H. Copy of letter to Richard Choate, Town Accountant from Carole Stone dated June 28, 2000 re: Correcting \$3,000.00 amount put into Other Earnings instead of Extra Help.
- I. Letter from Atty. Stanley Weinberg, Collins and Weinberg dated June 30, 2000 re: Employee evaluation forms.
- J. Letter from Beverly Sleeper, Town Administrator dated July 3, 2000 re: Department Representatives.
- K. Copy of letter from Samuel Briguglio dated July 6, 2000 re: Construction of house on the lot known as Parcel B off Cross Street.
- L. Copy of letter to Richard Choate, Town Accountant from Paul Rafuse dated July 7, 2000 re: Carrying forward the remaining balances of articles from surplus.
- M. Letter from Savas Danos, State Director of New England Water Works Association dated June 14, 2000 re: Project 2000 "Setting the course for drinking water excellence".
- N. Memo from Beverly Sleeper, Town Administrator dated July 10, 2000 re: Update – Shirley Road.
- O. Memo from Beverly Sleeper, Town Administrator dated July 11, 2000 re: Town public office hours.
- P. Copy of letter to Gary Evans, Evans on the Common from Paul Rafuse dated July 11, 2000 re: Purchase of boots/shoes.
- Q. Copy of memo to Board of Selectmen from Paul Rafuse dated July 12, 2000 re: Berms and islands on Highland, Smith and Cross streets.
- R. Copy of letters to Recreation Commission and N.M.R.S. District from Samuel Briguglio dated July 12, 2000 re: Possible elimination of all existing recreational irrigation systems.
- S. Copy of letter to Robert Wyman, Earth Tech from Paul Rafuse dated July 14, 2000 re: Site plan for Old Meetinghouse Road.

- T. Copy of letter from Paul Rafuse dated July 14, 2000 re: Water service availability to Parcel B located on Kimplen Court.
- U. Noted one mandatory referral with comment and one legal notice from Zoning Board of Appeals.

OLD BUSINESS:

1. Glenn Eaton is coming to August 8, 2000 meeting regarding community block grant for Shirley Road.
2. Supt. Rafuse presented information of his meeting with Personnel Board regarding implementing incentive pay increases within matrix. The Personnel Board felt that we don't belong in the matrix, and that we should make up our own.
3. Supt. Rafuse presented information on meeting with South Fitchburg Hunting and Fishing Club regarding the well site. Paul said that he looked at well site with the president of the Club and also did site visit to Cross Street Station to show him what it would look like.
4. Supt. Rafuse presented proposed change to vacation under employee benefit package. Proposal was with regard to new employee's time accruing from date of hire. Then starting with the July 1st date after the first year of employment, all employee's vacation time would be taken within fiscal year. After discussion Board voted not to accept proposal and to rewrite to stay with date of hire to accrue and take time.
5. Supt. Rafuse presented information to purchase new backhoe, and it was tabled.
6. Supt. brought up for discussion regarding a possible limit to meetings missed or consecutive meetings missed by a member of the Board. Chairman Briguglio asked if this was because of his absence this year. Supt. stated yes. Chairman Briguglio stated that this has been done for years, and to his knowledge there has never been a problem. Supt. Rafuse stated that he was trying to avoid problems and felt that better attendance would not put as many meetings in jeopardy of being cancelled and could conduct business better. Chairman Briguglio stated that he felt that overall within the past 15 to 20 years he has not missed any more meetings than any other Board member, alluding to Commissioner Moorehouse. Commissioner Moorehouse stated that he has missed meetings due to work, but it was not consecutively. The Board felt this was made an issue because of the Shirley Road problem and was an isolated issue and that there would be no action taken.

NEW BUSINESS:

1. Motion made, seconded and approved \$500.00 donation to New England Water Works Association's Project 2000.
2. Motion made, seconded and approved boots for Paul Rafuse, Michael MacEachern and John Hewitt but not for the office workers.
3. Supt. Rafuse presented the annual Consumer Confidence Report which was sent out to all water customers.
4. Supt. Rafuse presented the Accounts Receivable FY2000 report.
5. Supt. Rafuse presented the sample survey form and letter from MRPC which will be distributed to residents on Shirley Road and Warren Road.
6. William Nunnery, Earth Tech, presented information on the Master Plan. He said that radon and arsenic will be more common as time goes on. He said that Main Street Station needs to be expanded and a lot of loops can be done in the future.
7. John Daniels, Earth Tech, presented information on SRF loans. He said that there are two types of grants available. One is the Rural Development Program, and the other is the SRF loan. The Rural Development Program is based on income. In 1990 Townsend's annual income was \$48,000 and to get grant money the income had to be \$42,600. Townsend can still get loan money but not at the lowest interest rate. In this program you can borrow money for four years and will pay less interest than if you borrowed for 20 years. It will fund any emergency project. The SRF program is run by the state, Massachusetts DEP, and federally funded. The loans are 0% interest and to qualify there has to be a water quality issue. You have to be placed on a priority list. This year the state window for accepting applications is open until August 15, 2000. Once the project is on the priority list then you go to the town for borrowing money. If the project is approved by the state and town, then the money is available by October 15 of that year. An updated Master Plan has to be submitted with most grants. Thirty percent of grant money is given to small communities.
8. Supt. Rafuse presented the sample survey form and letter from MRPC. The income survey has to be done before an application is filled out.
9. Motion made and seconded to transfer \$1,000.00 from Account #061.000.5110.000-other earnings (Incentives) to Account #061.000.5100.000-salaries & wages to cover raise for J. Hewitt's certification.

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10. Motion made and seconded for \$.50 raise for obtaining an operator's certification up to and including D2 and T1.
11. Supt. Rafuse presented information on increasing all rates, fees and other charges. It was tabled.
12. Supt. Rafuse presented information for changing billing scheldule from semi-annual to quarterly due to water usage for title V. Now we can only show one year of usage, and we need two year's usage for it. It was tabled until Paul can see how much the software would be.
13. Supt. Rafuse mentioned that he was trying to schedule a special water commissioners' meeting for the week of July 24, 2000 to meeting with Town Counsel and Ron Koivu regarding agreement for West Meadow Estates.

Motion to adjourn the meeting at 10:05 p.m.

Next regular meeting to be held on August 8, 2000.

Respectfully submitted,

Jean R. Dinon, Clerk