

WATER COMMISSIONERS' MEETING
February 24, 2004
6:30 P.M.

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

GUESTS PRESENT: Supt. Paul Rafuse, Tim Walsh, Ron Koivu, Kathy Grillo and
Brenda Boudreau – clerk.

David Dunbar opened the meeting at 6:30 p.m.

DECISION: Board voted unanimously to accept the minutes of January 13, 2004.

Previously signed warrants for \$875.69, \$753.27, \$1,842.73, \$3,712.07 and \$4,982.79 totaled \$12,166.55

Previously signed payroll warrants for \$3,106.03, \$3,211.14, \$3,242.72, \$3,105.88, \$3,012.30 and \$3,077.41 totaled \$18,755.48.

Commissioners read and noted the following correspondence:

- A. Fax from Attorney Ernest Hyde to Paul Rafuse dated January 12, 2004 re: Fee schedule.
- B. Letter from Patrice Buchanan, Division of Professional Licensure, dated January 13, 2004 re: Overpayment and upgrade on licenses.
- C. Memo from James Johnson, Town Administrator dated January 13, 2004 re: Refusal of documents.
- D. Letter to Steve Prasko from Brenda Boudreau, Clerk dated January 14, 2004 re: License and support agreement.
- E. Letter to Kimberly Fales from Jean Dinon, Office Administrator dated January 15, 2004 re: Payment on invoices from West Meadow account.
- F. Noted two notices for drinking water warning published on January 19, 2004.
- G. Letter to Sam Briguglio from Water Department staff dated January 16, 2004 re: Revising employee benefits.
- H. Letter to Kimberly Fales from Jean Dinon dated January 16, 2004 re: Posting errors.
- I. Letter from Attorney Ernest Hyde dated January 17, 2004 re: Commissioner's authority to establish employee benefits.
- J. Letters to Daniel Forrest from Paul Rafuse dated January 22, 2004 re: Frozen water service.
- K. Memo from James Johnson, Town Administrator dated January 22, 2004 re: Centralized personnel files.
- L. Letter to Steven McCurdy from Paul Rafuse dated January 23, 2004 re: Draft CV 2004 IUP.
- M. Letter from Jessica Howlett, Analytical Services to Paul Rafuse dated January 28, 2004 re: Results of (MPA) testing.
- N. Letter from DEP dated February 2, 2004 re: Emergency regulations.

- O. Memo and manual from James Johnson, Town Administrator dated February 9, 2004 re: Personnel Policies.
- P. Memo from James Johnson dated February 20, 2004 re: Dental insurance benefits.
- Q. Letter to Kathy Rossback from Jean Dinon, Office Administrator dated February 23, 2004 re: Deposit error.
- R. Noted notice dated February 23, 2004 re: Voting schedule.

OLD BUSINESS:

- 1. Paul discussed/reviewed amending the Water Department benefits to increase personnel's personal days to three per fiscal year and to increase the number of sick days accumulated in the sick bank from 100 to 150 days.
DECISION: The board voted unanimously to amend the above mentioned benefits.

- 2. Ron Koivu discussed/reviewed the proposed agreement on the conditions for Harbor Trace land. He will come to the next meeting with a proposal for Harbor Trace and the land trust. The Board explained that we need approval of ownership before we can go forward with the land trust.

Ron also inquired about the status of the West Meadow Estates booster station. Paul needs Bert to finish the electrical work and fix the transfer switch. He would also like to see better gravel on the roof of the booster station. Ron requested that he be put on the March 9, 2004 agenda at 7:30 p.m.

- 3. Paul discussed/reviewed the MPA test results of the Cross Street well. Paul has taken preliminary steps in petitioning the Conservation Committee and the Board of Health on the removal of the beavers and their dams. The project should begin within the next week or two. Paul believes that this will alleviate the problems we having with the Cross Street well testing.
- 4. Brenda presented January appropriation balances.

NEW BUSINESS:

- 1. Tim Walsh, 26 Edward Road, came to apply for 1" service. Check received for the connection charge of \$1,000.00.
DECISION: Board voted unanimously to approve 1" service to Appl. #0617, Tim Walsh, 26 Edward Road.
- 2. Kathy Grillo, 73 Mason Road, came to apply for 1" service. Check received for the connection charge of \$1,000.00.
DECISION: Board voted unanimously to approve 1" service to Appl. #0618, Kathy Grillo, 73 Mason Road
- 3. Paul reported that Comcast installed the high speed Internet.
- 4. Paul reported that the Jayhawk billing upgrade has been installed.

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DECISION: Board voted unanimously to adjourn the meeting at 8:35 p.m.

The next scheduled meeting is Tuesday, March 9, 2004.

Respectfully submitted,

Brenda A. Boudreau, clerk