

WATER COMMISSIONERS' MEETING

November 17, 2005

5:30 P.M.

MEMBERS PRESENT: Fran McNamara and Robert Moorehouse. Sam Briguglio was absent.

GUEST PRESENT: Ron Koivu, Supt. Paul Rafuse and Brenda Boudreau-clerk.

Fran McNamara opened the meeting at 5:37 p.m.

DECISION: The board voted unanimously to accept the minutes of October 11, 2005 and October 24, 2005.

Previously signed warrants: \$489.74, \$577.60, \$18,454.50, \$4,153.53, \$6,700.00 and \$3,281.62 totaled \$33,656.99.

Previously signed payroll warrants: \$3,598.77, \$3,831.14, \$3,714.00, \$3,500.90, \$300.00 and \$3,557.16 totaled \$18,501.97.

Commissioners read and noted the following correspondence.

- A. Invitation to the Board of Water Commissioners' from Dufresne-Henry Re: Annual open house.
- B. Letter to Paul Rafuse, from Gary Shepherd, dated October 24, 2005 Re: Installation of water line on South Street to Harbor Trace.
- C. Letter to Kim Fales, Town Accountant, dated October 26, 2005. Re: Abatement to account # 776, Steven Webber.
- D. Letter to Kim Fales, Town Accountant, Re: Request for proper procurement documentation to pay Underwater Solutions.

OLD BUSINESS

1. Paul discussed the South Street Main replacement. Ron Koivu would like to tap and sleeve water to the existing two homes at Harbor Trace from the 8" main. This would attract another contractor that is interested in buying the rest of the lots in Harbor Trace from Ron.

Bob suggested that a temporary 1 1/2" line be placed from the 6" line on South Street to the 8" main of the development. That would guarantee that there would be no more water to any other homes at Harbor Trace until Ron completes his contractual obligations to replace the South Street main this spring.

DECISION: The Board voted unanimously to allow Ron to access a 1 1/2" temporary line from the South Street main to provide water to the two existing homes only.

2. Paul discussed/reviewed the plans for the Harbor Trace pumping station. The plans show a provision for a UV light filter in the pump itself that will kill the bacteria that runs through it. Fran thinks the cost of the UV set-up could run us about \$100,000.00 and thinks we could wait on that and run a by-pass for the meantime. He also believes that we should wait to put in the additional storage tank until further down the road as long as the tank would fit through the doors after the pumping station was built.
3. Paul reported on the inaccuracies with the police detail warrants sent for the South Street and Warren Road Project. The Police were charging the Water Department a 10% administration fee to the invoices. Paul inquired with Kim Fales as to why the Police Department could charge another town department that fee. Kim investigated the problem and informed us that the Police department cannot charge us the 10% administration fee, and furthermore it is written in their union contract that they cannot charge another town office overtime as well. At this time the Water Department is trying to reconcile the detail warrant to reflect the proper amounts.
4. Paul reported to the Board that Underwater Solutions had cleaned and inspected the storage tanks and showed the board the portfolio for review. The Town accountant refused to pay the invoice because the amount exceeded \$5,000.00. Before the invoice is paid, she needs to have the proper procurement paperwork.
5. Paul discussed/reviewed the bids for the Water Departments vinyl siding and structural repair. J.J.S. Universal Construction Company was the lowest bidder in the amount of \$17,900.00.
DECISION: The Board voted unanimously to accept the bid of J.J.S. Universal Construction Company for \$17,900.00 contingent on obtaining adequate references.
6. Paul discussed/reviewed the ongoing problems with Cardillo and the people who filed claims against them for damages caused by the condition of the roads while undergoing the Warren & Shirley Road project. Mrs. Sandrowski of Pepperell has since received a check for damages but Mrs. Gans of Townsend received a letter from them denying her compensation due to that fact that they believe she had been speeding. All of the complainants have informed us to the fact that they have been treated very rudely after they complied with the company's wishes to send them pictures, documentation and invoices.
7. Brenda presented the Board with the October Accounts Receivable report.

NEW BUSINESS:

1. Paul reported to the Board that Dan Rowley had resigned from the Water Tech II position and that we are in the process of searching for other applicants. Paul also inquired if Dan should be compensated for any vacation or holiday pay. The Board feels that Dan should not be paid any additional pay because he had only been employed by the Water Department for seven months.

DECISION: The Board voted unanimously to add Veteran's Day to our list of holidays in addition to the day after Thanksgiving. Also, to allow Paul to make decisions on all new hires.

2. Paul discussed/reviewed the FY07 budget. Paul wanted to put in for a 5% raise for all employees. However, Paul and the employees feel that each department should get equal raises for example if Jean receives .50 then Brenda should also get the same raise.

DECISION: The Board voted unanimously to accept equal raises for all employees within job related departments. The Board will have to discuss when new hires are eligible for equal raises.

3. Paul reported that there will be a Special Town Meeting on November 29, 2005 at 7 p.m.
4. Brenda reported of an abatement of \$121.00 to Acct# 292, William King. Water taker was billed twice.

DECISION: The Board voted unanimously to abate Acct# 292, \$121.00 in FY06 user fees.

5. Brenda presented the Board with the Bureau of Accounts, Schedule A-2 for their signatures.

The next scheduled meeting is Tuesday, December 13, 2005.

Respectfully Submitted,

Brenda Boudreau, clerk