

WATER COMMISSIONERS' MEETING  
October 12, 2004  
6:30 P.M.

MEMBERS PRESENT: Francis McNamara, Samuel Briguglio and Robert Moorehouse.

GUESTS PRESENT: Supt. Paul Rafuse and Brenda Boudreau – clerk.

Fran MaNamara opened the meeting at 6:35 p.m.

DECISION: Board voted unanimously to accept the minutes of September 14, 2004.

Previously signed warrants for \$955.24, \$125.82, \$4,771.21, \$2,177.51, \$9,645.00, \$7,500.00, \$8,432.73 and \$727.29 totaled \$34,334.80.

Previously signed payroll warrants for \$3,116.68, \$3,159.86, \$3,129.06 and \$3,161.73 totaled \$12,566.97.

Commissioners read and noted the following correspondence:

- A. Letter from Jayhawk Software dated September 27, 2004. re: Software updated, training and conversion.
- B. Noted invoice from Earth Tech in the amount of \$4,771.21 dated September 10, 2004.re: Transfer funds from account 5014 to 5012 (System Enhancement)
- C. Letter to Barry Uphold from Jean Dinon dated October 1, 2004 re: Payment plan.
- D. Noted voted articles dated October 1, 2004, re: To be included in the warrant at the November 16, 2004 town meeting.

OLD BUSINESS:

- 1. Paul discussed/reviewed the progress being made at the South Street bridge canal crossing. Paul told us that we had to change the original way we had planned to cross the canal due to the unavailability of contractors to do the job, and the other contractors that would do the job at prevailing wages, even though the amount of the job was under the bid amount. Directional Boring offered to do the job below the price needed so that we wouldn't have to send it out to bid. At this time we are on our seventh try, and everything looks good at this point. Paul also reported that we had replaced Ed Connelly service on the other side of the bridge, and the main has been chlorinated and pressure tested.
- 2. Paul discussed/reviewed the on going progress at the Harbor Trace well sites. Paul reported that the information received from Jack Hamm of DEP was that as long as you have the information in on the first part of the ongoing project that we would not lose funding. We performed the eight-inch pump test and because of the nitrate level we tested for an additional two days to get more information. After they stopped the pump test everything stabilized at 524 gallons per minute, and the nitrate levels dropped from 5.8 to 5.2 after the first day. We are still waiting for the most recent results.
- 3. Paul reported that the book value on W-2 is \$2,500.00. The board agreed that we should write a letter to the Board of Selectmen to notify them of its availability of the truck, and if any of the departments would like to purchase it. The board agreed that we should price the truck at \$3,000.00.
- 4. Paul reported that the new truck is at Doering Equipment now and should be ready in the next week or two.
- 5. Paul discussed the on going problems that we are having with the two-way radios and the possibility of purchasing cell phones. Bernie at Belltronics said that since it was put in it has never been checked.

6. Brenda reported that the new upgrade to our billing software would allow the Water Department to bill in multiple rate steps.

NEW BUSINESS:

1. Paul discussed/reviewed the articles to be submitted in the November 16, 2004 town meeting. The first article is about establishing an emergency reserve fund. Paul feels that it would be a good idea to have extra funds available for any unforeseen emergencies, and we could use that money without going to a town meeting. Any money left over at the end of the fiscal year would go back into the surplus account. The article is written in the amount of \$10,000.00.  
The second article will transfer the amount of \$10,000.00 from retained earnings to an equipment replacement account.  
The third article is for the purpose of transferring \$70,000.00 from retained earnings to equipment replacement account that will enable us to purchase a new backhoe.  
The fourth article to be submitted at town meeting is to transfer funds in the amount of \$12,000.00 from surplus to building repair and maintain account to replace the siding at 540 Main Street.  
DECISION: The Board voted to reduce the first and second article to \$5,000.00 and keep the third and fourth article as written.
2. Paul reported that the beavers are back at the Cross Street station. Paul went to the Board of Health and got an emergency ten day trapping permit. Paul would also like to trap at the Main Street station because the beavers are building a damn on the waterfall; something he hasn't seen in twenty five years.
3. Paul reported on the bacteria hit at the Fitchburg tank last month. The coliform levels were high. Therefore the tanks had to be chlorinated and retested.
4. Brenda reported on the appropriating surplus. After transferring the sum of \$20,000.00 to system enhancement leaves the total surplus amount at \$127,291.00, and we voted to transfer \$92,000.00 to the various articles previously discussed, which leaves us with a final balance of \$35,291.00. The board decided to leave the remaining balance of \$35,291.00 in surplus.
5. Brenda reported on the date for the new billing software conversion. The training will take place on January 20, 2005 and the conversion date is February 2, 2005.
6. A motion was made and seconded to request a stipend of \$1,000.00 for FY06

DECISION: Board voted unanimously to adjourn the meeting at 7:34 p.m.

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

Respectfully submitted,

Brenda A. Boudreau, clerk

