

BOARD OF WATER COMMISSIONERS' MEETING
NOVEMBER 1, 2007
5:00 P.M.

MEMBERS PRESENT: Fran McNamara, Jack Caten and Niles Busler.

GUESTS PRESENT: Supt. Paul Rafuse, Gary Lorden, Bernard and Joan Moran, Kim Fales and Jean Dinon – clerk.

Fran opened the meeting at 5:17 p.m.

The board signed warrants for \$2,397.29, \$1,648.50, \$80.75 and \$4,392.68 totaled \$8,519.22.

Previously signed payroll warrants for \$3,872.02, \$3,770.68 and \$3,752.03 totaled \$11,394.73.

DECISION: The board voted unanimously to accept the minutes of special meeting of September 19, 2007.

CORRESPONDENCE

There is an open house on Sunday, November 11, 2007 at 11 Apple Drive for Habitat for Humanity at 1:00 p.m. It's a groundbreaking ceremony.

NEW BUSINESS:

1. Paul discussed/reviewed articles for special town meeting. Article 1 – Paul met with Kim Fales and Greg Barnes regarding emergency costs for energy because of Witch's Brook. Paul doubled it in the budget, but it might not be enough. Paul hopes to tie-in with our system starting next week, and then we can run Witch's Brook pumps minimally. Paul would rather have extra money in energy than not. Paul doesn't have definitive pump curves. Niles said maybe can run Witch's Brook during the day and Harbor Trace pump at night. It costs about \$10,000.00 per month for energy. \$17,000.00 from surplus and \$32,000.00 from Water Main Extensions to energy.

Article 2 – Paul said work was signed after July 1, 2007, and some of the work was done prior to July 1, 2007. Stantec gave us a breakdown of bills before July 1, 2007 about \$10,000.00 and after July 1, 2007. There is \$36,478.70 left in surplus to pay this.

Article 3 - \$10,936.99 for Stantec and phone bills from surplus.

DECISION: Board voted unanimously to transfer \$33,000.00 from Water Main Extensions and \$17,000.00 from surplus to energy for articles pending approval at town meeting.

2. Bernard and Joan Moran, 69 Main Street came to the meeting regarding an extra unit charge they have been charged. They bought the house in 1965 and have been charged an extra unit charge.
DECISION: The board voted unanimously to abate and credit account for \$324.00.
3. Kim Fales spoke about procurement in 30b. Any time you spend \$5,000.00 to \$25,000.00 on services and supplies you need to get three quotes either written or verbal. Any time you spent over \$25,000.00 you have to do invitation for bid (IFB) or request for proposal (RFP). Fran thinks Board has authority for emergency. There are town wide procurement. Dan Haney is up to \$2,000.00 for electrical job. Statewide contractors can get out of procurement. Any contract over \$5,000.00 has to be in writing and has to be approved by board of selectmen. There are sole source and emergency. Sole source is difficult to document in today's marketplace. Emergency needs to be declared by board of selectmen. Once you spend \$10,000.00 to \$25,000.00 you have to do chapter 30, 30m. It's when you are buying supplies in public works construction. In repair work on public building has to do chapter 1, 49 procurement. A copy of Kim's report was given to all board members. Bills are going to be submitted

monthly. Board wants to get copies of intermunicipal agreements. Town Counsel said hydrant fees were never approved at town meeting. Kim explained intermunicipal agreement.

4. Jean presented Witch's Brook accounts bills after meter reading that were previously improperly estimated. Send bills with minimum charge.
5. Jean presented lien on property on 17 Woodland Drive, Gary Laurin.
DECISION: Board voted unanimously to have lien on property on 17 Woodland Drive, Gary Laurin.
6. Jean presented contract for Jayhawk software program. Board questioned 2 additional networks. It was tabled.
7. Jean presented October accounts receivable.

OLD BUSINESS:

1. Gary Lorden discussed regarding water main extension from Turnpike Road to Dudley Road. It's going to be 3,100 feet. The loop will improve water quality for residents. There is 12" main on Route 119, and there is 8" main on Dudley Road. Paul is open to suggestions and modification on agreement. Town counsel has not seen agreement yet. Paul put agreement together from previous contracts. Agreement doesn't include insurance requirements to include town way. Gary wants to include 11 houses and 3 existing houses. Paul has not check with Ed if there are plans for Turnpike Road to be paved. There are going to be 4 hydrants. There is going to have bond for \$20,000.00. There are not going to be separate curbstops.
DECISION: Board voted unanimously to approve verbage in agreement. The end date will be June 30, 2008 including permanent pavement. During construction. Both will be in place for where after construction is done.
2. Jean presented response of Mrs. Collins regarding agreement for the use of the road to Fitchburg Road storage tank. She is refusing to sign agreement. The board wants the deed scanned and emailed to them.

The next scheduled meeting is Tuesday, December 11, 2007.

Fran adjourned the meeting at 8:38 p.m.

Respectfully submitted,

Jean R. Dinon, clerk