

WATER COMMISSIONERS' MEETING
NOVEMBER 14, 2000
7:00 P.M.

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

MEMBERS PRESENT: David Dunbar and Robert Moorehouse. Samuel Briguglio was absent.

GUESTS PRESENT: Supt. Paul Rafuse and Jean Dinon – clerk.

Chairman Dunbar opened the meeting at 7:05 p.m. Minutes of the October 3, 2000 and October 10, 2000 meetings were read and approved. Warrants previously signed for \$6,300.00, \$855.00, \$1,809.85, \$8,216.00, \$6,068.85, \$1,183.85 and \$10,950.73 totaled \$35,384.28. Previously signed payroll warrants for \$3,069.17, \$2,754.74, \$2,921.48, \$2,749.88 and \$2,754.74 totaled \$14,250.01.

Commissioners read and noted the following correspondence:

- A. Report from Department of Environmental Protection, Drinking Water Program , Safe Drinking Water Assessment, Advisory Committee, entitled "A Look at the First Seven Years . . . and a Look Ahead, September 8, 2000.
- B. Letter to John Daniels, Earth Tech from Paul Rafuse dated October 11, 2000 re: Invitation to attend Water Commissioners' Meeting in November.
- C. Letter to Beverly Sleeper, Town Administrator from Paul Rafuse dated October 11, 2000 re: Delegating responsibilities for procurement official and approval of upcoming training class for this matter.
- D. Letter to Rick Patenaude, Dracut Sewer Service, Inc. from Paul Rafuse dated October 11, 2000 re: Contract No. 00-1, Old Meetinghouse Road.
- E. Letter from Michael Martorella, David Ross Associates, Inc. to Paul Rafuse dated October 13, 2000 re: Boundary survey, standpipe site, Rte. 13, Fitchburg Road.
- F. Memo from Beverly Sleeper, Town Administrator to Paul Rafuse dated October 16, 2000 re: Delegation of procurement powers and duties.
- G. Memo from Beverly Sleeper, Town Administrator to Paul Rafuse dated October 16, 2000 re: Contract award for Old Meetinghouse Road.
- H. Letter to William Martin, Town Properties Committee from David Dunbar dated October 16, 2000 re: Access road storage tank.
- I. Notice of upcoming meeting sponsored by Massachusetts Water Works Association

entitled "Chemical Feed System Operation and Preventive Maintenance, held on October 26, 2000 from 10:00 a.m. to 12:00 p.m. at Main Street Pumping Station, Townsend, Massachusetts.

- J. Memo from William May, Director of Special Radio User Group to Paul Rafuse dated October 19, 2000 re: Special radio user group meeting, November 2, 2000.
- K. Letter to Planning Board from Paul Rafuse dated October 19, 2000 re: Proposal of the mandatory connection to public water for developers of sub-divisions.
- L. Copy of memo from Beverly Sleeper, Town Administrator to Ed Kukkula, Highway Superintendent dated October 23, 2000 re: Berm and islands at Highland, Smith & Cross Streets.
- M. Letter to Robert Leahy, 44 Warren Road from Paul Rafuse dated October 23, 2000 re: Permission for further testing for another well site on his property.
- N. Letter to Michael Schwartz, Chief Engineer from Paul Rafuse dated October 23, 2000 re: South Street bridge project.
- O. Letters to Raymond Barbieri, 17 New Fitchburg Road and Frederick Pais, 3 Joyce Street from David Dunbar dated October 23 and 24, 2000 re: Lawn sprinkler/irrigation systems.
- P. Letter from David Terry, Program Director of Drinking Water Program at Department of Environmental Protection to public water supplier dated October 25, 2000 re: Rate structure for the Massachusetts Federal Safe Drinking Water Act Assessment for State Fiscal Year 2002.
- Q. Letters to companies who bid on Old Meetinghouse Road project from Paul Rafuse dated October 26, 2000 re: Notifying them that Dracut Sewer Service was awarded the bid.
- R. Letter to Douglas Deschenes, Hall, Finnegan, Ahern & Deschenes from Paul Rafuse dated October 27, 2000 re: West Meadow Water Agreement.
- S. Copy of letter to Beverly Sleeper, Town Administrator from June Riddle, Town Counsel dated October 29, 2000 re: Lease Unitil/F.G. & E.
- T. Letter to Ken Saucier, President of South Fitchburg Hunting and Fishing Club from David Dunbar dated November 1, 2000 re: Decision regarding the proposed well site on your property.

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- U. Letter from June Riddle, Town Counsel to Paul Rafuse dated November 2, 2000 re: West Meadow Estates.
- V. Letter from Steven McCurdy, Acting Director of Division of Municipal Services of the Department of Environmental Protection to all interested parties dated November 6, 2000 re: 2001 Draft Intended Use Plan (IUP) for the Clean Water State Revolving Fund (CWSRF) loan program.
- W. Letter from Steven McCurdy, Acting Director of Division of Municipal Services of the Department of Environmental Protection to all interested parties dated November 6, 2000 re: 2001 Draft Intended Use Plan (IUP) for the Drinking Water State Revolving Fund (DWSRF) loan program.
- X. Letter to Rick Patenaude, Dracut Sewer Service, Inc. from Paul Rafuse dated November 2, 2000 re: Contract No. 00-1 Old Meetinghouse Road main extension.
- Y. Agreement from William Hannigan, Hannigan Engineering, Inc. to Paul Rafuse dated November 7, 2000 re: Fitchburg Road ROW survey.
- Z. Noted two legal notices from Planning Board, one referral notice from Zoning Board of Appeals with comment and one mandatory referral from Planning Board with comment.

OLD BUSINESS:

1. Motion made and seconded to send Shirley and Warren Road residents a letter that we did not get the SRF loan. Paul will send this letter to them.
2. Supt. Rafuse reported that the Beverly Sleeper, town administrator will delegate procurement duties and responsibilities. Paul is also taking a procurement class in Boston on December 5-7, 2000.
3. Supt. Rafuse reported on the asking price for Bob Leahy's property, and he wants \$20,000.00 per acre. Eleven and one-half acres will be needed with two right of ways to the property. Paul is going to talk to town counsel on eminent domain. Also, Paul will contact Earth Tech and get test wells done. Paul is going to get something in writing from Bob Leahy.
4. Motion made and seconded to contact Bob Leahy to do further testing for well sites, contact Earth Tech to do so and to get formal agreement from Bob Leahy for

approximately \$20,000.00 per acre.

5. Supt. Rafuse reported on commissioners' stipend and will look into what can be done.
6. Supt. Rafuse did research into absenteeism for last five years and how of 62 meetings that only 43 meetings that didn't have a full board.
7. Supt. Rafuse discussed West Meadow agreement. The agreement was signed and will be forwarded to the selectmen for their signatures.
8. Motion made and seconded to send Notice to Proceed to Dracut Sewer Service, Inc. for Contract No. 00-1, Old Meetinghouse Road.
9. Supt. Rafuse discussed survey of access way to Fitchburg Road storage tank. Motion made and seconded to have survey awarded to David E. Ross Associates, Inc.
10. Supt. Rafuse discussed rental fee in Unitil agreement. It was tabled, and Paul will send a letter of invitation to Board of Water Commissioners' Meeting in January to Chief May to discuss this further.

NEW BUSINESS:

1. Supt. Rafuse reported that on November 4, 2000 that Mike for D2 and John for T1 went for certification exam. It will be about 6-8 weeks before we have the results.
2. Supt. Rafuse reported that during the week of December 25, 2000 he will be on vacation.
3. Supt. Rafuse presented the October appropriation balance report.
4. Supt. Rafuse discussed request by police chief May to install another repeater station on Highland Street storage tank property. It was tabled, and a letter will be written to Chief May to invite him to our next meeting in January.
5. Supt. Rafuse discussed request by police chief May about using the Water Dept. vehicles to assist in securing outer perimeters of a major incident. Motion made and seconded that the Townsend Police Department can use our department vehicles to assist initially in securing outer perimeters of a major incident as long as it's during normal working hours and have people on duty.
6. Supt. Rafuse discussed installing a fire alarm at the Main Street station. Motion made

and seconded to install a fire alarm at the Main Street pumping station and not to exceed more than \$1,000.00.

7. Supt. Rafuse discussed purchasing another hydrant meter and review quotes. Motion made and seconded to accept quote of \$698.00 from Stiles for the 3" hydrant meter with check valve.
8. Supt. Rafuse discussed changing the working hours for technicians and superintendent to 7:00 a.m. to 3:30 p.m. with ½ hour for lunch. Motion made and seconded to have the working hours of the technicians and superintendent be from 7:00 a.m. to 3:30 p.m. with ½ hour for lunch effective immediately.
9. Supt. Rafuse discussed having ½ day on Friday, December 22, 2000 and Friday, December 29, 2000. Motion made and seconded for ½ day on Friday, December 22, 2000 and Friday, December 29, 2000.

Motion made to adjourn meeting at 9:38 p.m.

The next scheduled meeting is Tuesday, January 9, 2001.

Respectfully submitted,

Jean R. Dinon, clerk