

WATER COMMISSIONERS' MEETING  
OCTOBER 8, 2002  
6:30 P.M.

MEMBERS PRESENT: David Dunbar, Sam Briguglio and Francis McNamara.

GUESTS PRESENT: Supt. Paul Rafuse, Peter DeCarolis, Kimberly Mattson, Kenneth Mattson and Brenda Boudreau – clerk.

The meeting was opened at 6:30 p.m.

Commissioners read and noted the following correspondence:

- A. Letter to Paul Rafuse from Eugene Brunelle, Drinking Water Program Chief of DEP dated September 11, 2002 re: Comprehensive compliance evaluation (CCE) sanitary survey stage 1.
- B. Letter to Joanna Branigan from Paul Rafuse dated September 11, 2002 re: Request for phone number.
- C. Memo from James Johnson, Town Administrator dated September 11, 2002 re: Special town meeting.
- D. Letter to Richard Choate, Town Accountant from Jean Dinon, Office Administrator dated September 11, 2002 re: Transfer of monies from the Unreserved Retained Earnings Account (surplus).
- E. Letter to Attorney Jacob Diemert from Paul Rafuse dated September 16, 2002 re: Information to include with the Enabling Act to become a District.
- F. Letter to Area Appraisal, Inc., Boston Appraisal Services, Donald L. Frigoletto and Associates and Avery Associates from Paul Rafuse dated September 16, 2002 re: Quote to appraise property on 44 Warren Road.
- G. Letter to Liquid Engineering Corporation and New England Inspection, Inc. from Paul Rafuse dated September 18, 2002 re: Non-award of bid to inspect and clean two storage tanks.
- H. Letter to William T. Cornish, President of Underwater Solutions, Inc. from Paul Rafuse dated September 18, 2002 re: Acceptance of quote to inspect and clean two storage tanks.
- I. Letters to Champion Cleaners, New England Business Services and Victory Distributors, Inc. from Paul Rafuse dated September 18, 2002 re: Failure of backflow test(s).
- J. Memo from James Johnson, Town Administrator dated September 18, 2002 re: All boards and committees meeting on October 5, 2002.
- K. Memo to Water Department from Planning Board dated September 20, 2002 re: Harbor Trace.
- L. Letter to Richard Choate, Town Accountant from Jean Dinon, Office Administrator dated September 25, 2002 re: Increase user, FY02 due to error in Jayhawk software.
- M. Letter to Michael Mahoney from Paul Rafuse dated September 26, 2002 re: Arrangements to pay the outstanding balance of his account.
- N. Letter to Albert Boucher from Paul Rafuse dated September 26, 2002 re: Full payment of his overdue balance.
- O. Letter to William Cabana from Paul Rafuse dated September 26, 2002 re: Neglect to adhere to payment plan and to recommend better practice of water conservation.

- P. Letter to Richard Choate, Town Accountant from Jean Dinon, Office Administrator and Brenda Boudreau, Clerk dated October 1, 2002 re: Reconcile with ending balance as of August 31, 2002.
- Q. Letter from Jacob C. Diemert, Esq. to Commissioners and Paul Rafuse dated October 4, 2002 re: Proposed enabling legislation to create water district.
- R. Letter to Richard Hanks, Building Department from Paul Rafuse dated October 8, 2002 re: Issuance of occupancy permits at the West Meadow Condominiums.

OLD BUSINESS:

- 1. Paul suggested to Peter DeCarolus that he put in three 1 1/2" meters and one meter pit at 34, 36 and 40 Proctor Road. Check received for the connection charge of \$1,800.00 each.  
DECISION: Board voted unanimously to have 1" service to Appl. #599 (34), #600 (36) and #601 (40).
- 2. Paul discussed/reviewed quotes for Leahy land appraisal.  
DECISION: Board voted unanimously to award bid of \$1,200.00 to Bob Bostrom to appraise Leahy property.
- 3. Paul discussed/reviewed completion of booster station at West Meadow Road and of delay due to payment issues with electrical contractor, Jasco. Paul said the water is off until Ron Koivu pays Jasco. Paul is going to call Jeff at Jasco and get estimate for remainder of work.
- 4. Paul discussed/reviewed office siding for replacement. It was tabled.
- 5. Paul reported on Old Battery Road installation to begin next week. Dave Walsh put erosion barriers up. Paul is meeting with Katrina from Conservation Board, and she has to approve it. The pipe will be delivered Thursday or Friday. Paul has to give biologist 1-2 days notice, and he'll be down.

NEW BUSINESS:

- 1. DECISION: Board voted unanimously to approve Appl. #602, Kimberly Mattson, 46 Meadow Road and Appl. #603, Kenneth & Kathryn Mattson, 48 Meadow Road, 1" services. Checks received for the connection charge of \$1,000.00.
- 2. Paul discussed/reviewed the wage matrix for FY04 budget. The matrix isn't a performance tool. The matrix is used to make it easier for future wage increases. Tech I and Tech II reflects more than 3% increase. It reflects increases for passing exams. There was a discussion of weekend on-call. Paul said you have to be able to respond in 20 minutes when on-call. More information needed to resolve Paul's pay raise such as other superintendent's wages and benefits. There are going to be changes in salaries for Office Administrator and Clerk and in building repairs. Paul feels he should be making \$55,000.00. It was tabled.
- 3. Paul discussed/reviewed upgrade of office phone system. Paul needs to get three bids for upgrading phone system. It was tabled.
- 4. Paul discussed/reviewed purchase of new portable generator to replace old one. The old one is 25 years old and is having trouble starting.

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5. Paul discussed/reviewed to decide date for next district meeting. Sam will be here the last two weeks of November. He will be gone from October 28, 2002 to November 16, 2002. Possibly they could have conference call with Sam. There are going to be two public hearings, one privately with Board members, Board of Selectmen, Town Council and Jake Diemert; the second one will be with the water takers.
6. Paul reported on the present results of the sanitary survey report (DEP).
7. Paul reported that would be conducting semi-annual hydrant and main flushing next week.  
DECISION: Board voted unanimously to adjourn meeting at 9:45 p.m.

The next scheduled meeting is Tuesday, November 19, 2002.

Respectfully submitted,

Jean R. Dinon, Clerk