



**TOWNSEND WATER DEPARTMENT**  
540 Main Street West Townsend, Massachusetts 01474

Niles Busler, Chairman  
Paul L. Rafuse,  
Water Superintendent

Francis McNamara, Vice-Chairman

Ron Dionne, Clerk  
(978) 597-2212  
Fax (978) 597-5561

**WATER COMMISSIONERS MEETING MINUTES**

August 13, 2012 - 5:30P.M.  
540 Main Street, Meeting Room

**I. PRELIMINARIES:**

- 1.1 The meeting was called to order at 5:30P.M.
- 1.2 Roll call vote showed 3 members present: Chairman Niles Busler (NB), Vice-Chairman Francis McNamara (FM) and Clerk Ron Dionne (RD).
- 1.3 NB moved to add 3.5, application for water service on behalf of John Forrest.
- 1.4 FM moved to approve the meeting minutes of June 25, 2012 & July 9, 2012. RD seconded. Unanimous vote.

**II. MEETING BUSINESS:**

**2.1 Updates/Reports.**

- (a) Review/ Approve draft Invitation for Bid (IFB) to purchase radio meter reading transmitters and associated equipment and software.  
Mr. Rafuse gave an update of the IFB and a draft copy for the Commissioners to review – please see attached.

**2.1.1 Commissioners Updates/Reports**

RD inquired as to the purchasing of additional signs for the water restriction notification; possibly for posting at each major route into town.

FM expressed discontent with the cost of publishing the consumer confidence report in the local paper; stating he would like the reports to go out with the billing. The office staff to check on the cost of mailing with the bills and report back to the Commissioners. The

Commissioners asked the subject be placed on an agenda next May for review.

#### 2.1.2 Water Superintendent Updates/Reports

- a) Request to change department policy to reflect that after 15 years employees will get their fifth week.

The Commissioners reviewed the personnel policy for vacation time as printed in the Town's Personnel Policy & Procedures Manual. FM moved to follow the Town's Personnel Vacation Policy, Article 20. RD seconded. Unanimous vote.

- b) Results of requested testing by the Board in regards to Highland St. Storage Tank issue.

Paul Rafuse informed the Commissioners; the results for the additional testing performed at the Highland Street tank site. Further discussion included: chlorination/disinfecting of the tank; possible source/location of the contaminate; and type of inlet/outlet for water flow. FM asked the Water Superintendent to obtain prices for an inspection for a review of the problem as soon as possible. Mr. Rafuse to have the tank inspected with a report of the findings for the Water Commissioners at the next meeting.

- c) Amend Rules and Reg's to reflect requirements of our Water Management Act Permit.

Mr. Rafuse informed the Commissioners; our rules & regulations need to be updated to comply with new requirements of the Water Management Act Permitting process - please see attached. Other discussion included: permitting process with DEP; changing regulations, and a possible restriction to be placed on Harbor Trace. FM stated he would like the wording to reflect exactly what is on the permit issued by DEP. Mr. Rafuse informed the Commissioners he is having a permit review by DEP and they will tell us what the future restrictions will be.

- d) Present to Board letter of concern from Mass Water Works Assoc. Director Jennifer Pederson to Governor Patrick Re; Sustainable Water Management in the Commonwealth and potential additional regulations limiting water use.

See ( c ) for discussion, review letter as attached.

- e) Present to Board for Review Water District Informational Flyer/Brochure.

Mr. Rafuse presented the Commissioners with the flyer for review – please see attached.

- f) Repair Work On W-2 Service Truck Potential Cost Approximately \$8,000.00.

Mr. Rafuse informed the Commissioners the truck has a loud ticking noise and the engine may need to be replaced. The Commissioners asked Mr. Rafuse to have the truck diagnosed before any discussion of replacing the truck. Further discussion of the condition and age of other Water Department vehicles ensued.

Clarification of the rules & regulations regarding check valves. The Commissioners agreed the Water Department rules should reflect the plumber is responsible for any work done beyond the meter. Mr. Rafuse to talk with the Town's plumbing inspector to be sure he is aware when he performs inspections the contractor is responsible. The Water Department will be responsible for installation of the water meter only for all new water installations.

#### 2.1.3 Office Updates/Report

- (a) FM moved to abate account #60923 for WS Wood, in the amount of 43.37. RD seconded. Unanimous vote.

- (b) FM moved to abate account #61028a for Lillstrang, in the amount of \$37.50. RD seconded. Unanimous vote.

- (c) Schedule of July's Accounts receivable report.

The Commissioners reviewed the report as attached.

- (d) Schedule of July's Bill commitment report.

The Commissioners reviewed the report as attached.

- (e) June's and July's Appropriation Balance report.

After review of reports – see attached, the Commissioners requested Mr. Rafuse look into the project of closing the loops as previously discussed with the excess revenues.

- (f) Vote to carry forward FY12 balances in Special Accounts.

The Commissioners agreed to carry forward the balances as attached.

2.1.4 The Commissioners reviewed and signed the bills payable warrants

2.1.5 The Commissioners reviewed review payroll warrants.

### **III. APOINTMENTS:**

3.1 5:30 p.m. Kelly Alcantara, 5 Joyce Street Re: Waive all late fees.

The Commissioners met with Ms. Alcantara for review of her water service account. Ms. Alcantara explained her personal financial situation and disability and requested assistance with the continuing late/demand charges on her account. Further explanation outlined a water leak was the cause of the high water usage and Ms. Alcantara explained the leak has been fixed. Ms. Alcantara requested the Commissioners take into consideration her personal situation and waive all late fees until a payment plan is established and the past amounts due are paid in full. NB moved to abate all charges for future billing until the amount due is paid in full in accordance with a payment plan to be set up with the office staff. RD seconded. Unanimous vote.

3.2 6:30 p.m. Kevin Joy, 66 west Meadow Road Re: Hydrant repair.

Mr. Joy met with the Water Commissioners concerned with the hydrant located in front of his home on 66 West Meadow Road, relaying the hydrant has been in dis-repair for over 3 years. Discussion included: hydrant damage as a result of numerous accidents due to the location; repairs made to the hydrant after other incidents; and issues with manpower and scheduling of repairs. FM voiced concern the hydrant has not been fixed and insisted the repair be scheduled or an outside contractor be hired to fix it. Other discussion included; estimate of cost for repairs, obtaining prices from outside contractors, extensions & couplings for repair. Paul Rafuse to contact dig safe, and order the hydrant and related equipment. NB stated the project should be completed by September 15, 2012. Mr. Joy thanked the Commissioners for their help.

FM inquired if any other hydrants are in need of repair. Discussion regarding the valve replacement ensued with FM asking Mr. Rafuse to check on the cost to repair and to review at the next meeting. Other discussion included hiring additional help; possibly a meter reader to allow the Water Technicians more time for repairs.

- 3.3 NB moved to approve 1" service for Richard Lamarre of 15 Alyssa Drive, App# 2013-2, Acct# 5610. FM seconded. Unanimous vote.
- 3.4 NB moved to approve 1" service for Deca Corp/ Peter DeCarolus of 3 Trophy Avenue, Appl# 2013-01, Acct# 61705. FM seconded. Unanimous vote.
- 3.5 NB moved to approve 1" service for John Forrest of 11 Elm Street, App#2013-02, Account 60790. FM seconded. Unanimous vote.

**IV. ADJOURNMENT:**

NB moved to adjourn the meeting at 8:27P.M. FM seconded. Unanimous vote.

Meeting minutes for August 13, 2012 voted to approve and release on \_\_\_\_\_, 2012.

## WATER COMMISSIONERS MEETING AGENDA

August 13, 2012 - 5:30P.M.

540 Main Street, Meeting Room

### **V. PRELIMINARIES:**

- 5.1 Call the meeting to order.
- 5.2 Roll call.
- 5.3 Chairman's additions or deletions.
- 5.4 Review/Approve meeting minutes of June 25, 2012 & July 9, 2012.

### **VI. MEETING BUSINESS:**

- 6.1 Updates/Reports.
  - (b) Review/Approve draft Invitation for Bid (IFB) to purchase radio meter reading transmitters and associated equipment and software.
- 6.1.1 Commissioners Updates/Reports
- 6.1.2 Water Superintendent Updates/Reports
  - g) Request to change department policy to reflect that after 15 years employees will get their fifth week.
  - h) Results of requested testing by the Board in regards to Highland St. Storage Tank issue.
  - i) Amend Rules and Reg's to reflect requirements of our Water Management Act Permit.

- j) Present to Board letter of concern from Mass Water Works Assoc. Director Jennifer Pederson to Governor Patrick Re; Sustainable Water Management in the Commonwealth and potential additional regulations limiting water use.
  - k) Present to Board for Review Water District Informational Flyer/Brouchure.
  - l) Repair Work On W-2 Service Truck Potential Cost Approximately \$8,000.00
- 6.1.3 Office Updates/Report
- (g) Abate Acct #60923, WS Wood, \$37.50 unit charge Re: Account inactive since 1/2009.
  - (h) Abate Acct #61028a, Lillstrang, \$37.50 unit charge and .41 L/C Re: Account inactive
  - (i) Schedule of July's Accounts receivable report.
  - (j) Schedule of July's Bill commitment report.
  - (k) June's and July's Appropriation Balance report
  - (l) Vote to carry forward FY12 balances in Special Accounts.
- 6.1.4 Review and Sign Bills Payable Warrants
- 6.1.5 Review Payroll warrants.

## **VII. APOINTMENTS:**

- 7.1 5:30 p.m. Kelly Alcantara, 5 Joyce Street Re: Waive all late fees.
- 7.2 6:30 p.m. Kevin Joy, 66 west Meadow Road Re: Hydrant repair.
- 7.3 Approve 1" service. Richard Lamarre, 15 Alyssa Drive, App# 2013-2, Acct# 5610
- 7.4 Approve 1" service, Deca Corp/ Peter DeCarolis, 3 Trophy Avenue, Appl# 2013-01, Acct# 61705

## **VIII. ADJOURNMENT:**

