

BOARD OF WATER COMMISSIONERS' MEETING  
APRIL 8, 2003  
6:30 P.M.

MEMBERS PRESENT: David Dunbar and Francis McNamara. Samuel Briguglio was absent.

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

David Dunbar opened the meeting at 6:30 p.m.

DECISION: The Board unanimously voted to accept the minutes of February 24, 2003.

Previously signed warrants for \$1,598.38, \$260.54, \$196.15, \$6,179.03 and \$664.71 totaled \$8,898.81. Previously signed payroll warrants for \$2,990.62, \$2,945.30, \$2,986.08 and \$3,015.51 totaled \$11,937.51.

Commissioners read and noted the following correspondence:

- A. Letter from Richard Choate, Town Accountant to Jean Dinon, Office Administrator dated February 14, 2003 re: Water Department retained earnings.
- B. Letter to Douglas Deschenes, Hall, Finnegan, Ahern and Deschenes from Paul Rafuse dated March 11, 2003 re: JMW surety bond (escrow account) activity for the year 2002.
- C. Letter to Board of Selectman from David Dunbar, Chairman dated March 12, 2003 re: Reduce hydrant fee for FY04.
- D. Letter to Carolyn Smart, Administrative Assistant from Paul Rafuse dated March 18, 2003 re: Inland marine schedule.
- E. Letter to Conservation Commission from Paul Rafuse dated March 19, 2003 re: Narrative of procedures to address sedimentation control for water pipe replacement on Maple Street.
- F. Memo from James Johnson, Town Administrator dated March 19, 2003 re: South Street bridge closing.
- G. Letter from Attorney Jacob Diemert, Wilson & Orcutt, P. C. to Paul Rafuse dated March 20, 2003 re: FAQ's for public distribution.
- H. Fax from Christa, Nashoba Publishing to Jean dated March 24, 2003 re: Legal notice.
- I. Memo to Assessor's Office from Paul Rafuse dated March 25, 2003 re: Tax work-off program.

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- J. Letter to Cemetery Department, Recreation Commission, Townsend Historical Society and NMRHS District from Paul Rafuse dated March 31, 2003 re: Billing cycle for accounts shutoff for the winter.
- K. Letter to Ed Kukkula, Superintendent at Highway Department from Paul Rafuse dated March 31, 2003 re: Hydrant use.
- L. Memo from Board of Assessors dated March 31, 2003 re: Senior property tax work-off program.
- M. Memo from James Johnson, Town Administrator to Water Commissioners and Paul Rafuse dated April 2, 2003 re: Hydrant fees & other water charges.
- N. Fax from Attorney Jacob Diemert, Wilson & Orcutt, P. C. to Commissioners and Paul Rafuse dated April 7, 2003 re: Creation of Townsend water district.
- O. Noted driver information on Water Department vehicles, notice of public meeting and application for use of meeting rooms.
- P. Noted one legal public meeting notice for Conservation Commission.
- Q. Noted DEP request for certificate of compliance and request for determination of applicability.

OLD BUSINESS:

- 1. Paul discussed/reviewed further strategy re: district proposal. Paul feels that people are for it. Do the meeting and then do the revisions after it. A letter will be written to selectman to ask if can be put at the beginning of special town meeting because our lawyer will be there.
- 2. Paul discussed/reviewed selectman and finance committee request re: reduction in hydrant fees and to not charge water usage for municipal buildings.  
DECISION: Board voted unanimously to keep hydrant fees and municipal buildings' charge for water usage as they are.
- 3. Ron Koivu would like to get South Street main updated. He would like to get paperwork done for Conservation Board so that he can get approval so that he can get it done with the South Street bridge. Paul would like to be the field inspector. Paul will mark up plan, and Gus, Ron Koivu's engineer, will come talk to Paul.

4. Paul reported that will schedule meetings with other engineering firms until May.
5. Paul reported that would need to schedule tie-in to Main Street for South Street bridge project. Paul will touch base with Mike Ohl, Earth Tech, as to what is easiest to go over the canal.
6. Jean reported on March appropriation balances.

NEW BUSINESS:

1. Paul discussed/reviewed purchase of service line defroster. It is electronically run, self contained and is on dolly. It costs about \$2,050.00.
2. Paul discussed/reviewed the authorization of superintendent to look into replacing vacuum pumps motor at Main Street station. The current gasoline one is not running at all. Paul can get estimates and then bring them to the board.
3. Paul reported that he is going to hold off on a letter to Robert Hicks re: purchase of Witches' Brook Water Company.
4. Paul reported we would be doing semi-annual flushing the week of April 21, 2003. We might get calls of rusty water.

The next scheduled meeting is Tuesday, May 13, 2003.

DECISION: Board voted unanimously to adjourn the meeting at 9:18 p.m.

Respectfully submitted,

Jean R. Dinon, Clerk