



**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  
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**WATER COMMISSIONERS MEETING MINUTES**

JUNE 6, 2012- 5:30P.M.

Water Department 540 Main Street, Meeting Room

**I. PRELIMINARIES:**

1.1 The meeting was called to order at 5:55P.M.

1.2 Roll call vote showed 3 members present: Chairman Niles Busler (NB), Vice-Chairman Fran McNamera (FM) and Clerk Ron Dionne (RD).

1.3 Chairman's additions or deletions.

Addition – 1.3.1 Resident from 96 Fitchburg Road to discuss water usage/fees.

1.4 Review/ Approve meeting minutes for May 14, 2012

FM moved to table the meeting minutes. RD seconded. Unanimous vote.

**II. MEETING BUSINESS:**

2.1 Discuss/review legal opinion from Kopleman and Paige RE: Carolyn Smart

The Commissioners reviewed Mr. Sheehan's response and Ms. Smart's reply - (see attached). Paul Rafuse, Water Superintendent to ask for a written opinion from Town Counsel.

2.2 Meeting with Attorney Mary Bassett.

Attorney Bassett met with the Commissioners to discuss providing consulting services in regards to forming a water district. Discussion included: procedure used to form district, taxation issues, other districts and their formation, how to set geographic location of district, budgeting, voting process after district is formed, boundry locations, special acts and language used. Carolyn Smart to forward intermunicipal agreement and vote for town meeting budget for review by Attorney Bassett. Paul Rafuse to work with Attorney Bassett and report back to the Commissioners after review of previous consultant's work for the district formation.

1.3.1 Resident Michelle Roy of 96 Fitchburg Road met with the Commissioners to discuss payment plan. The Commissioners together with Ms. Roy reviewed the history of her account. Ms. Roy explained her financial situation; relaying she could not keep up with the payments need to bring her account current and is scheduled to be shut-off. Ms. Roy informed the Commissioners that a leak that was discovered in her home that cause an increase of usage and cost which contributed to the problem. Ms. Roy explained her finances would improve in September when she returns to work. FM moved to continue the payments at \$25.00 per month until September 28, 2012 then to increase payments to \$50.00 per month and to remove late charges for 2012 until October 1, 2012, then all late charges will be reinstated on any owed balance and to send out a modified payment plan to be signed and returned with terms as outlined. RD seconded. Unanimous vote.

#### 2.3 Discussion, RE: Baseball Field at Timberlee Park.

Paul Rafuse informed the Commissioners he received an email from Ed Kukkula regarding the inability of the public safety departments to access the park area. Mr. Rafuse stated the water department staff did remove the debris and downed trees. Discussion included; sending out an R.R.P. for area youth sports organization to care for the property, close proximity of the well heads, and history of the park area. NB to speak with Karen Clement, Recreation Director about the possibility for use by recreation and to report back at a future meeting.

#### 2.4 Sign/ Approve Change Order Highland St. Storage Tank Mixing System.

The Commissioners reviewed the change order (see attached). Paul Rafuse explained the increase cost was due to the upgraded material for piping and additional cost for the sub-contractor, explaining the procurement was done by the contractor. FM moved to approve and sign the change order for Winston Builders in the amount of \$7,330.25. RD seconded. Unanimous vote.

#### 2.5 Updates/Reports.

##### 2.5.1 Commissioners Updates/Reports

FM relayed he was made aware that an area business might be looking to get solar and asked Paul Rafuse to look into speaking with Stantec regarding an energy project.

##### 2.5.2 Water Superintendent Updates/Reports

There were no Water Superintendent's updates or reports.

2.5.3 Office Administrator Updates/Reports

There were no Office Administrator's updates or reports.

2.5.4 NB moved to review and sign the Bills Payable Warrants. RD seconded. Unanimous vote.

NB announced the next meeting to be June 25, 2012 at 5:30P.M.

**III. ADJOURNMENT**

FM moved to adjourn the meeting at 8:37P.M. RD Seconded. Unanimous vote.

Meeting minutes for June 6, 2012 voted to approve and release on June 25, 2012.

# WATER COMMISSIONERS MEETING AGENDA

JUNE 6, 2012- 5:30P.M.

Water Department 540 Main Street, Meeting Room

## I. PRELIMINARIES:

1.1 Call the meeting to order.

1.2 Roll call.

1.3 Chairman's additions or deletions.

Addition – 1.6 Resident from 96 Fitchburg Road to discuss water usage/fees.

1.4 Review/ Approve meeting minutes for May 14, 2012

## II. MEETING BUSINESS:

2.1 Discuss/review legal opinion from Kopleman and Paige RE: Carolyn Smart

2.2 Meeting with Attorney Mary Bassett

2.3 Discussion, RE: Baseball Field at Timberlee Park

2.4 Sign/ Approve Change Order Highland St. Storage Tank Mixing System

2.5 Updates/ Reports.

2.5.1 Commissioners Updates/ Reports

2.5.2 Water Superintendent Updates/ Reports

2.5.3 Office Administrator Updates/ Reports

2.5.4 Review and Sign Bills Payable Warrants

## III. ADJOURNMENT