

BOARD OF WATER COMMISSIONERS' MEETING
JANUARY 8, 2008
6:00 P.M.

MEMBERS PRESENT: Fran McNamara, Jack Caten and Niles Busler.

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

Previously signed warrant for \$25,001.80.

Previously stamped warrants for \$4,812.98 and \$1,704.05 totaled \$6,517.73.

Signed warrants for \$12,591.30, \$1,226.31, \$16,350.76, \$203.81, \$3,299.52, \$5,032.76, \$3,161.84 and \$618.12 totaled \$42,484.42.

Previously signed payroll warrants for \$3,877.70, \$3,937.88, \$4,434.87, \$3,802.70 and \$3,627.70 totaled \$19,680.85.

DECISION: Board voted unanimously to accept the minutes of December 11, 2007.

OLD BUSINESS:

1. Paul discussed/reviewed use of access road by Mrs. Collins. Jack said he stopped by to see Robby but was not able to talk to him. Jack also stopped by town hall to speak to Dave Chenelle before tonight's meeting but was not able to speak to him. Jack will continue to come up with something. Robin St. Hilaire is all set.
2. Paul discussed/reviewed job descriptions. They started with superintendent's job description. Jack would like to see monthly and weekly schedule. Also, Jack would like to have. If Paul is out of town and water techs are busy who would commissioners call. Jack would like to see knowledge as far as. Jack commented on water tech job description. Paul did it for years and with all the paperwork Paul has to do. Paul has asked for accountability. Jack would like to deposits to be done at least weekly. Jack would like to have valid driver's license in water tech job description. Fran would like to see acceptable insurance rating. Jack would like board members to get complaints monthly. Email job descriptions to Niles and he will email to board.
3. Paul discussed/reviewed FY09 budget. Paul hasn't received anything from the town. Paul would like to get feel from the board. The COLA for 4.3% Consumer Price Index for this year. Jack suggested Paul to call Nashoba Chamber of Commerce for this area. Jack would like to have another meeting before to discuss budget. Paul is going to ask Kim if 2.5% or 4.3%.

Energy is going to be 10%. DEP has asked if energy type plan for pumps at Witches Brook. Fran asked who Paul also talking to. Jack asked if Paul was comfortable with turning pumps on and off.

4. Paul reported quotes for guy wires to be installed on poles at access road to Fitchburg Road storage tank. Paul met Bonnie Day, and he said Townsend Water Department is not responsible for the poles.
5. Paul reported ASPEN employees guide. The book is going to be sent back.
6. Jean reported lien on Account #832 and told board that Kathy said we cannot do it. The board wants me to call Kim.

NEW BUSINESS:

1. Karen Caufield, Townsend Recreation, said that Fire Department was filling skating rink and ripped the liner and tried to repair it. Karen presented a letter to the board. Jack would like Fire Department to be

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in fill pipe.

DECISION: Board voted unanimously to fill skating rink during normal working days one more time.

2. Paul discussed/reviewed pilot project energy conservation audit through Mass DEP and MA Division of Energy Resources. There is going to be a meeting here with Paul, board members and MA DEP on January 22, 2008. Post the meeting at 9:30 a.m. Paul is going to ask if we can switch with Worcester and do it from 1-2:30 p.m.

3. Paul discussed/reviewed quotes to purchase water service supplies and materials for the remaining of the fiscal year. Paul got quotes for the rest of the year. There is of unit products in the field. The quotes are for six months. Paul presented it to Kim before he presented it to the board.

DECISION: Board voted unanimously for Paul to sign procurement quote form.

4. Jean reported on payment and submission of warrants. We can do them bi-weekly or for meeting on Mondays. The second Tuesday and for the Monday starts in February.

Fran adjourned the meeting at 8:58 p.m.

Respectfully submitted,

Jean R. Dinon, clerk