

WATER COMMISSIONERS' MEETING  
JANUARY 13, 2003  
6:30 P.M.

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

GUESTS PRESENT: Supt. Paul Rafuse, Erving Marshall, Michael MacEachern, Ron Eggleston and Jean Dinon – clerk.

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

Previously signed warrants for \$11,798.34, \$3,843.79, \$7,517.92, \$1,498.88, \$4,342.26, \$6,944.14, \$1,105.84 and \$6,384.32 totaled \$43,435.49. Previously signed payroll warrants for \$2,953.18, \$2,980.07, \$3,025.30, \$300.00, \$2,972.55, \$2,990.64, \$2,945.30, \$3,390.01, \$750.00, \$3,554.38 and \$3,047.20 totaled \$28,908.63.

DECISION: Board voted unanimously to accept the minutes of November 19, 2002.

Commissioners read and noted the following correspondence:

- A. Letter to William Cornish, Underwater Solutions, Inc. from Paul Rafuse dated October 1, 2002 re: Signed agreement to conduct the inspections and cleanings of storage tanks.
- B. Memo to Planning Board from Paul Rafuse dated November 20, 2002 re: Water supply to Harbor Trace development.
- C. Letter to Richard Choate, Town Accountant from Jean Dinon dated November 20, 2002 re: Decrease (credit), User, FY02.
- D. Letter to Moore Enterprises from Paul Rafuse dated November 20, 2002 re: Award letter for quote for new telephone system.
- E. Letter to Just Results, Inc. and Telephone Alternatives from Paul Rafuse dated November 20, 2002 re: Non-award letter for quote for new telephone system.
- F. Letter to Mr. & Mrs. Edward Durkin, 16 Sumac Drive from Jean Dinon dated November 21, 2002 re: Unable to gain access to read water meter.
- G. Letter to Mr. Robert Young, PC Lan, from Paul Rafuse dated November 25, 2002 re: Obtaining services for our computer needs.
- H. Letter to Champion Cleaners from Paul Rafuse dated November 25, 2002 re: Backflow preventer servicing and testing.
- I. Copy of memo to Board of Selectman from Erving Marshall, Chief of Police, dated December 3, 2002 re: Law enforcement equipment grant.
- J. Letter to June Riddle, Town Counsel, from Paul Rafuse dated December 5, 2002 re: Petition from homeowner at 78 Mason Road for a special permit for gravel removal.
- K. Copy of memo from Carolyn Smart, Administrative Assistant, dated December 6, 2002 re: Annual town report 2002.
- L. Copy of letter to Paul Kenney from James Hamilton dated December 6, 2002 re: Full reimbursement for all water bills paid while a tenant at 14 New Fitchburg Road.
- M. Letter to Gwendolyn Donahue, 7 Reagan Road, from Jean Dinon dated December 9, 2002 re: Duplicate payment.

- N. Memo from James Johnson, Town Administrator dated December 11, 2002 re: Holidays observed for 2003.
- O. Letter to James Hamilton, 195 Townsend Hill Road from Brenda Boudreau dated December 12, 2002 re: Information on water bills paid.
- P. Letter to Mrs. Dennis Murphy, 7 Apple Drive from Jean Dinon dated December 13, 2002 re: Payment of water bill by end of the month.
- Q. Memo from Kathleen Araujo, Planning Board to Water Department dated December 17, 2002 re: Water line upgrade relative to Harbor Trace subdivision.
- R. Letter from David Y. Terry, DEP, to Townsend Water Department dated December 19, 2002 re: Bill for SDWA Assessment was incorrect.
- S. Letter to customer from Paul Rafuse dated December 20, 2002 re: Scheduling meter replacement.
- T. Copy of memo to Board of Selectman from Erving Marshall, Chief of Police, dated December 23, 2002 re: Law enforcement equipment grant.
- U. Memo from Conservation Commission dated December 24, 2002 re: Squannassit ACEC update.
- V. Copy of memo to Board of Selectman from Stephen Richards, Acting Fire Chief, dated December 31, 2002 re: Firefighter public safety equipment grant.
- W. Letter to Mr. Richard Choate, Town Accountant, from Jean Dinon dated January 8, 2003 re: December, 2002 posting error.
- X. Letter to Kathy Rossbach, Treasurer/Tax Collector, from Jean Dinon dated January 10, 2003 re: Deposit of \$40.00 for overpayment for tires to the Board of Health.
- Y. Memo to Assessor's Office from Paul Rafuse dated January 10, 2003 re: Tax work-off program.
- Z. Fax from Michael Ohl, Earth Tech to Paul Rafuse dated January 10, 2003 re: Invoices, etc.
- AA. Letter to Microbac Laboratories, Inc. from Paul Rafuse dated January 10, 2003 re: No longer require services to perform water quality testing.
- BB. Letter to Michael Carlson, Thorstensen Laboratory, Inc. from Paul Rafuse dated January 10, 2003 re: Retain services for DEP water quality testing.
- CC. Letter to Richard Choate, Town Accountant, from Jean Dinon dated January 10, 2003 re: November, 2002 receipts breakdown for User 02 and User 03.
- DD. Memo from James Johnson, Town Administrator dated January 10, 2003 re: FY03 and FY04 budgets.
- EE. Noted total sources of funding for costs appropriated in the Enterprise Fund.

OLD BUSINESS:

- 1. Paul discussed and reviewed purchase /lease new backhoe instead of W2. It was tabled.
- 2. Paul discussed and reviewed the budget for FY04.

DECISION: The board voted unanimously to approve the FY04 budget for \$374,359.

3. Paul discussed and reviewed West Meadow Road booster station. There is no heat and no further work has been done in there. Paul will send a letter to his lawyer and Ron Kiovu.
4. Paul discussed and reviewed a date to meet with engineers regarding master plan. The dates of January 23 or 28, 2003 will be when the meeting will be.
5. Paul reported that Michael MacEachern and Ronald Eggleston passed the operator's certification test.
6. Paul reported that the new telephone system is in and working great.
7. Jean reported on December appropriation balances.
8. Jean reported on the status of Michael Stuart's account. He was on a payment plan of \$50.00 per week and has paid on \$50.00 since it was set up. A letter will be sent with the statement of "if not adhere to payment plan will not be able to be on future payment plan".

NEW BUSINESS:

1. Police Chief Erving Marshall said that Townsend has the need with their communications to communicate environmentally. Chief Marshall received grant in December, 2002 in conjunction with Terrorist Act. At this time it is not possible to communicate interdepartmentally. Therefore, he would like to have one frequency if a major critical incident should happen. The grant was passed on supplying all departments with equipment. The Water Department would have the frequency for this use. We would be provided with back up repeater system for radios on Bayberry Road.  
DECISION: The board voted unanimously to authorize the use of our frequency for emergency communication.
2. Paul said that Mike MacEachern and Ronald Eggleston were interested in the Boards' feelings on finding some way of having call instead of every other week to every three weeks or every third week. One solution would be to hire a third man for weekend call which would have to be subcontracted and would be costly to the Water Department. Paul stated that he would take on the third week as well as weekend as long as he was compensated for it. Mike said there is 125 hours that have to be covered by him, Ron and Paul. They would have two weekends off. The board would have to appropriate the money. They would like to be paid \$250 per week and weekend. It was tabled.
3. Paul discussed and reviewed meeting with representative from other engineering firms for presentations. Paul will set it up for March, 2003.
4. Paul discussed and reviewed that he is going on vacation on February 8-15, 2003.

The next scheduled meeting is Tuesday, February 11, 2003.

DECISION: The board voted unanimously to adjourn the meeting at 10:20 p.m.

Respectfully submitted,

Jean R. Dinon, Clerk

