



*Office of the*  
**Townsend Water Department**  
540 Main Street  
West Townsend, MA 01474  
Tel. 978-597-2212 Fax: 978-597-5611  
Board of Water Commissioners Meeting  
May 8, 2012  
5:30 P.M.

**Board of Water Commissioners**  
*John L. Caten Jr., Chairman*  
*Niles S. Busler, Vice Chairman*  
*Francis McNamara, Clerk*

**Superintendent**  
*Paul L. Rafuse*

## **MEETING MINUTES FOR MAY 14, 2012**

The Meeting was called to order at 5:32P.M.

Roll call vote to showed 3 members present: Chairman Niles Busler, (NB) Vice-Chair Francis McNamara, (FM) and Clerk Ronald Dionne (RD).

NB moved to review and sign the bills payable warrant out of session. RD seconded. Unanimous vote.

The Commissioners reviewed the meeting minutes for April 9, 2012 (see attached). FM noted a change (date of 2011 to be date of 2012) FM moved to approve the meeting minutes of April 9, 2012 with noted change. RD seconded. Unanimous Vote.

### **DISCUSS/REVIEW/APPROVE THE FOLLOWING:**

#### **1.1 Review/ Approve amended budget as approved at the Annual Town Meeting**

The Commissioner's reviewed the amended budget (please see attached). Discussion included: difference of approximately \$13k to salary requests; confusion as to how the Town Administrator calculated the appropriated salary line items seemingly, noting they seem to calculated using 52 weeks instead of 52.2; additional appropriations to be requested at a Special Town Meeting.

Superintendent Paul Rafuse raised concerns regarding the Capital Plan; stating a motion was made at Town Meeting to table the article until the Fall and if that motion passed it would have put the Water Department into a very difficult situation with pending projects.

#### **1.2 Discuss strategy Re: implementation of SCADA system.**

NB explained the implementation and progression of the project to the new Commissioner, Ronald Dionne. Discussion included: moving forward with drafting an I.F.B. in order to access the cost as proposed by the engineering consultant.

#### **1.3 Discuss and schedule a meeting with Atty. Mary Bassett Re: Water Department Counsel.**

NB explained Attorney Mary Bassett legal expertise is with assisting Water Departments/Water Districts and suggested the Commissioner's use Attorney Bassett as a consultant for the upcoming proposal to become a Water District. Superintendent, Paul Rafuse to schedule a meeting for the Commissioners to speak with Attorney Bassett for consideration of consulting services. Discussion included: services and expertise offered

by Attorney Bassett; the Special Town Meeting in the Fall of 2012, and review of a draft warrant article.

1.4 Discuss solicitation of RFP for radio meter reading equipment.

Superintendent, Paul Rafuse informed the Commissioners the Town Accountant, Kim Fales recommended using an R.F.P. for contract of meter reading equipment. Discussion included: differences between R.F.P. and I.F.B., the scope of services for project; specifications needed to be incorporated in procurement/bid packages. The Commissioners favored using an I.F.B. process with Superintendent, Paul Rafuse to put together the specifications for review by the Commissioners.

1.5 Discuss opinion of Town Administrator/Town Counsel Re: Carolyn's hourly wage upon transferring positions.

The Commissioner's reviewed the opinion of the Town Administrator regarding the transfer of employment (see attached). NB recused himself from the discussion; disclosing Carolyn Smart was a relative. The Commissioners asked Mr. Rafuse to follow up with the Town Administrator and get a written opinion from Town Counsel as discussed and agreed to at the Selectmen's meeting. The Commissioner's requested that Mr. Rafuse include an outline for presentation to Counsel of all facts regarding the transfer of her employment to the Water Department, to include opposition/dispute of the opinion received by the Town Administrator.

1.6 Make a formal request to the town accountant, town treasurer and auditors for an explanation to as why the balances on our deposit slips are redacted.

The Commissioner's unanimously agreed it was a public record; if anyone was concerned they could ask the Town Treasurer for the monthly statements.

1.7 NM moved to reschedule the warrant signing meeting from Monday, May 28, 2012 to Tuesday, May 29, 2012. RD seconded. Unanimous vote.

**SUPERINTENDENT'S ADDITIONS:**

2.1 Review for comments District Information Handout

The Commissioners tabled the discussion until the next regularly scheduled meeting.

2.2 Start of Tank Mixing System Project.

Superintendent, Paul Rafuse gave the Commissioners an update of the project, stating the emptying of the tank took longer than previously realized as the equipment needed from the Fire Department was not available. Mr. Rafuse stated the project should be complete by the end of the week.

**COMMISSIONER'S REPORTS/UPDATES:**

NB moved to organized the Board and congratulated RD on his recent election.

FM moved to make NB Chairman. RD seconded. Unanimous vote. FM to be Vice-Chairman and RD to be Clerk of the Board.

**SUPERINTENDENT UPDATES/REPORTS:**

2.3 Mr. Rafuse informed the Commissioners he would be on vacation for the weeks of June 11<sup>th</sup> -22<sup>nd</sup> and July 16<sup>th</sup> - 20<sup>th</sup>.

Superintendent Rafuse informed the Commissioners he received a request from the Recreation Director for hook-up to the hydrant for the annual circus event scheduled for July 12, 2012 with consideration to waive associated fees. FM moved to provide the Recreation Department with the use of the hydrant with proper backflow preventer on July 12, 2012 without charges or fees. RD seconded. Unanimous vote. Superintendent Rafuse will have the employee on-call for July 12, 2012 install the backflow preventer.

The Commissioners reviewed the scheduled Department Head agenda (see attached).

The Commissioners reviewed correspondence from a resident located at 3 Cedar Drive. Mr. Rafuse outlined his previous communications and correspondence with the resident, relaying the resident disputes the costs associate with the usage. Mr. Rafuse explained his staff did check the property for any possible leaks, however, they were not allowed into the home. Staff did note the property had irrigation/sprinklers and that could account for the increase in cost/usage. The Commissioners unanimously agreed the resident is responsible for the usage in dispute and requested the Superintendent send a letter to the resident outlining all facts to include without access to the home the disputed amount owed cannot be determined and the account will continue to accrue late charges/fees until the account is brought current.

The Commissioners reviewed an invoice from the law firm Kopleman & Paige, PC (see attached). Mr. Rafuse explained some of the charges are for opinions not requested by the Commissioners and/or Superintendent. FM moved to not support any costs associated with Kopleman & Paige PC that were not approved and/or requested by the Superintendent and/or the Water Commissioner. RD seconded. NB amended the motion to include any opinions sought need to be submitted in writing to the Water Commissioners. FM seconded. Unanimous vote.

NB moved to approve the motion in its entirety, after read by Carolyn Smart into the record. FM seconded. Unanimous vote.

#### **OFFICE ADMINISTRATOR'S REPORT:**

The Commissioner's reviewed reports to include: (see attached)

- Accounts Receivable
- April Appropriation
- Shut-off listing
- Intermunicipal agreement charges for March.

NB moved to adjourn the meeting at 7:31P.M. FM seconded. Unanimous vote.

Meeting minutes for May 14, 2012 voted to approve and release on \_\_\_\_\_, 2012.

**REVIEW PAYROLL WARRANTS:**

**REVIEW AND SIGN WARRANTS:**

**APPROVE MINUTES OF:** April 9, 2012

**DISCUSS/REVIEW/APPROVE THE FOLLOWING:**

- 1.8 Review/Approve amended budget as approved at the Annual Town Meeting
- 1.9 Discuss strategy Re: implementation of SCADA system.
- 1.10 Discuss and schedule a meeting with Atty. Mary Bassett Re: Water Department counsel
- 1.11 Discuss solicitation of RFP for radio meter reading equipment
- 1.12 Discuss opinion of Town Administrator/Town Counsel Re: Carolyn's hourly wage upon transferring positions.

- 1.13 Make a formal request to the town accountant, town treasurer and auditors for an explanation to as why the balances on our deposit slips are redacted
- 1.14 Reschedule warrant signing meeting from Monday, May 28, 2012 to Tuesday, May 29, 2012. Due to holiday.

**SUPERINTENDENT'S ADDITIONS:**

- 2.1 Review for comments District Information Handout
- 2.2 Start of Tank Mixing System Project

**COMMISSIONERS ADDITIONS:**

**OFFICE ADMINISTRATOR'S REPORT:**

- 4.1 Carolyn presented the April 2012 Accounts Receivable report for review.
- 4.2 Carolyn presented the April Appropriation report.
- 4.5 Carolyn presented the 3<sup>rd</sup> list of shut off
- 4.5 Carolyn presented the March 2012 Intermunicipal agreement

**TOPICS NOT REASONABLY ANTICIPATED BY THE CHAIR 48 HOURS IN ADVANCE OF THE MEETING:**

**APPOINTMENTS:**

Posted on \_\_\_\_\_

Time posted \_\_\_\_\_