



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
(978) 597-2212
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WATER COMMISSIONERS MEETING MINUTES

October 15, 2012- 5:30P.M.

Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

1.1 The meeting was called to order at 5:40P.M.

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

1.3 NB moved to add 3.10 – Consideration of a donation in conjunction with the West Groton Water District for a water related study.

NB clarified the Water Commissioners will not be officially taping their meetings; further stating that anyone wishing to record the meeting for their own purpose may do so.

1.4 FM moved to approve the meeting minutes for September 10, 2012. RD seconded. Unanimous vote.

II. APOINTMENTS:

2.1 5:30P.M. Atty. Mary Bassett, RE: Establishment of a Water District.

Attorney Bassett met with the Commissioners and presented a draft of the enabling acts for the Water District. The Commissioners reviewed – see attached. Discussion included: process for the election of Water Commissions, Town Meeting process after district is formed, ballot process, and timeline if district is approved at the Special Town Meeting. Attorney Bassett reviewed section 8 of the Act; reading the section into the record for better understanding of the process to be followed; further informing the Commissioners, the act allows 12 months for implementation of the district after approval from the state legislature. The Commissioners reviewed a draft of FAQ as prepared by Attorney Bassett – see attached. Other discussion included; power to tax, how other districts fund major improvements via a fee

implemented on their bill and not taxation, listing of other water districts; and preparation for questions that may be asked at the October 30, 2012 forum. Attorney Bassett stated she would send the enabling acts to Kopelman & Paige for review along with all the Attorney's notes from the former Town Counsel, June Riddle.

FM moved to accept the draft enabling act authorizing the establishment of the water district and authorize Attorney Bassett to forward to Town Counsel for review. RD seconded. Unanimous vote.

2.1 6:00P.M. Kevin Joy, 56 West Meadow Road RE: Hydrant repair

Mr. Joy thanked the Commissioners for their assistance; relaying Mr. Rafuse and his crew finished up the repair. Mr. Joy inquired as to the depth of the hydrant. Mr. Rafuse stated he did order an extension to finish the project as it was deeper than originally planned for.

III. MEETING BUSINESS:

3.1 Mandatory Referral, RE: Zoning Application for renewal of a special permit.

The Commissioners reviewed the application - please see attached. The Commissioners agreed to send no comment in relation to the referral as the applicant is not within the water service area.

3.2 Review request to waive \$200.00 service charge for use of hydrant.

After review of the request - see attached. FM moved to waive the \$200.00 water service charge for Gary Shepherd. RD seconded. Unanimous vote.

3.3 Abatement, RE: \$37.50 Unit Charge for Account#6000; Kenny Chaplin (inactive account)

After review; FM moved to abate \$37.50 for Account 6000, Kenny Chaplin. RD seconded. Unanimous vote.

3.4 Review letter submitted by Merrimack Bank; RE; Account for 35 Scales Lane.

The Commissioners reviewed the letter submitted by Merrimack Bank with all attached correspondence. The Commissioners determined the Bank would be responsible for the past due balance and charges incurred by the property or be subject to shut-off/lien procedure.

3.5 Review/Approve amended Rules & Regulations, RE: Tabled from September 10, 2012.

RD reviewed changes; additional questions regarding previously approved rates for commercial buildings were discussed. FM moved to approve the

rules and regulations as written and amended and as attached to the record.
RD seconded. Unanimous vote.

3.6 Update/Status for gate relocation as requested by the Conservation Commission.

Mr. Rafuse relayed the best action is to follow the DEP recommendation of fencing in the tank and the gate can be incorporated into the fencing. Mr. Rafuse felt re-locating the gate as previously discussed would be a waste of time and suggested just using a cable to block access until the fencing is installed. Mr. Rafuse to work with Ed Kukula, Highway Superintendent to install posts with cables.

3.7 Review draft policy, RE: Payment of taxes prior to installation of water service.
(Approved under 3.5 with rules and regulations)

3.8 Discuss role of Commissioners with respect to the degree of involvement in the day to day operation of the department.

Clarification/review of the role in day to day operations was discussed. NB emphasized individual Commissioners do not have the authority to make decisions or agreements on behalf of the entire board.

3.9 Updates/Reports.

3.9.1 Commissioners Updates/Reports

There were no updates or reports.

3.9.2 Water Superintendent Updates/Reports

A. Provide update on or Commissioners to Review/approve contract for radio read. The Commissioners tabled as Town Counsel is still reviewing the contract.

B. Discuss and resolve issues at Highland Street tank. Mr. Rafuse asked the Commissioners if they would like to discuss the on-going issues at the tank with Tom Mahana at the next meeting. Mr. Rafuse outlined all testing/inspections that has been done; and asked the Commissioner's what steps to take next in order to resolve the on-going problem. Discussion included: type of tank used, possibility sending a sample of the concrete sent out for analysis, and inspection results. Mr. Rafuse to discuss the concrete concerns with Mr. Mahana and report back to the next meeting.

3.9.3 Office Updates/Reports

The Commissioners reviewed the reports – see attached.

3.9 The Commissioners approved/signed the bills payable warrant.

3.10 Consideration of a donation in conjunction with the West Groton Water District for a water related study.

Mr. Rafuse explained; Mass Water Works Association will giving a grant toward the study and the trust will provide appx. 20k toward the cost, however, each community is being asked to donate 15k toward the study. The funds would be used for a comprehensive study and trending analysis of water withdrawals and the impacts as it relates to stream flow data since the inception of the water management act. Mr. Rafuse informed the Commissioners he did contact the Town Accountant for advice in relation to the donation. FM supported the concept and the study but unclear on the donation and if it is a legal expenditure, suggesting Mr. Rafuse contact DEP to check if study will help with permitting process and then possibly a warrant article could be submitted in conjunction with West Groton. Additional discussion ensued regarding legislation and regulation proposals.

IV ADJOURNMENT:

NB moved to adjourn the meeting at 8:10P.M.

Meeting minutes for October 15, 2012 voted to approve and release on _____, 2012.

WATER COMMISSIONERS MEETING AGENDA

October 15, 2012- 5:30P.M.

Water Department 540 Main Street, Meeting Room

3 **PRELIMINARIES:**

3.9 Call the meeting to order.

3.10 Roll call.

3.11 Chairman's additions or deletions.

3.12 Review/ Approve meeting minutes for September 10, 2012.

4 **APOINTMENTS:**

2.1 5:30P.M. Atty. Mary Bassett, RE: Establishment of a Water District

2.1 6:00P.M. Kevin Joy, 56 West Meadow Road RE: Hydrant repair

5 **MEETING BUSINESS:**

5.9 Mandatory Referral, RE: Zoning Application for renewal of a special permit.

5.10 Review request to waive \$200.00 service charge for use of hydrant.

5.11 Abatement, RE: \$37.50 Unit Charge for Account#6000; Kenny Chaplin (inactive account)

5.12 Review letter submitted by Merrimack Bank; RE; Account for 35 Scales Lane.

5.13 Review/Approve amended Rules & Regulations, RE: Tabled from September 10, 2012.

5.14 Update/Status for gate relocation as requested by the Conservation Commission.

5.15 Review draft policy, RE: Payment of taxes prior to installation of water service.

5.16 Discuss roll of Commissioners with respect to the degree of involvement in the day to day operation of the department.

5.17 Updates/Reports.

5.17.3 Commissioners Updates/Reports

5.17.4 Water Superintendent Updates/Reports

4 Provide update on or Commissioners to Review/approve contract for radio read.

5 Discuss and resolve issues at Highland Street tank.

5.17.5 Office Updates/Reports

3.9 Review/Approve Bills Payable Warrant.

6 ADJOURNMENT: