



**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**

SEPTEMBER 10, 2012 - 5:30P.M.

Water Department 540 Main Street

**I. PRELIMINARIES:**

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

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

1.3 Chairman's additions or deletions.

NB moved to add 3.7.3 (c), RE: request to waive fee for Gary Shepherd.

NB added a request to officially tape the meeting minutes made by Paul Rafuse, Water Superintendent. NB asked for clarification of request; Mr. Rafuse asked the tape recording be considered part of the record for meeting minutes. RD suggested recording for public hearings and appointments. The Commissioners agree to record the meetings as requested.

NB announced the meeting was being tape recorded.

**II APPOINTMENTS:**

2.1 Tony Genova Re: Request to change account in number of units from 2 to 1.

Mr. Genova met with the Commissioners to question the unit charge for his property located at 136 Highland Street. Mr. Genova explained he applied for a special permit to build an accessory department and in accordance with the zoning bylaw this unit can only be used by a relative; further the permit must be renewed every five years. Mr. Genova read the zoning bylaw into the record regarding accessory apartments – see attached. Mr. Genova presented the assessor card for his property; pointing out that he is taxed as a single family. Mr. Genova argued he should not have a separate unit charge as the property is considered a single family dwelling. Mr. Rafuse showed the Building Commissioner's definition of a dwelling unit is (see attached). Other

discussion included; other accessory apartments in town unit charges, definitions of properties with rental units to include duplex and multi-families, definition confirmed as separate cooking & bathing for each unit, 27 other accessory apartments charged the same, removal of unit charge if proven the unit is vacant. The Commissioners thank Mr. Genova for meeting with them however, the Commissioners determined the billing for 2 units is appropriate and a consistent practice.

## **II. MEETING BUSINESS:**

- 3.1 Review/Discuss draft IFB for radio meter reading system and any comments or recommendations received from Town Counsel.

The Commissioners reviewed the I.F.B. – see attached. Mr. Rafuse relayed the Inspector General’s office no longer offers a service to review bids. Mr. Rafuse stated that he did forward the I.F.B. to Rick Holland, an Attorney at Kopleman & Paige for review. FM moved to authorize the Superintendent to move forward with the I.F.B. after Town Counsel’s review. RD seconded. Unanimous Vote.

- 3.2 Discuss adding to our Rules & Regulations a provision requiring all taxes owed to the Town be paid prior to Board approval of new water service.

The Commissioners reviewed the Town bylaw – see attached. The Commissioners agreed to add the provision after review of drafted language to be presented at the next meeting.

- 3.3 Discuss request by Conservation Commission to relocate the entrance gate to the Highland St. storage tank to allow off road parking for people wanting to use the conservation trail across the street.

Leslie Gabriska, Conservation Agent met with the Commissioners to ask if it was agreeable to move the gated entrance to allow for parking. Ms. Gabriska explained the work is almost complete on the last section of the trail and close to being ready for use by hikers. Discussion included: grant application for trail included parking accessibility, wetland & storm drainage issues with original plan, DEP may require in the future installation of fencing around tank; lay-out of parking area as proposed, and parking needed for 5-6 vehicles. Ms. Gabriska informed the Commissioners; the Conservation Commission together with the Highway and Cem/Parks Departments would assist with the work to re-locate the gate. The Commissioners did not have any objections but insisted a site walk/meeting would be needed for better understanding. Mr. Rafuse to coordinate a site-walk with the Commissioners, the Conservation Agent and the Highway Superintendent.

### 3.4 Review/Discuss/Approve changes to Rules & Regulations.

The Commissioners reviewed the changes to the rules & regulations – see attached amendments reviewed (all changes noted in red ink). The Commissioners agreed to make a change; to place a comma after labor and remove the comma after changes (reflected in attached draft). FM moved to approve the changes as recommended by the Superintendent. RD seconded but wanted additional time to review. The Commissioners agreed to table until the next meeting and withdrew the motion.

### 3.5 Review/Discuss/Approve draft of Water District informational handout for customers.

The Commissioners reviewed the handout – see attached. NB requested additional wording be included: “with an overall sense of benefit to the Town of Townsend” (see attached for placement of wording). Mr. Rafuse to have the information reviewed by legal counsel and if approved; handout will be sent out with the October billing statements.

### 3.6 Preliminary discussion prior to meeting with the Board of Selectmen on 9/11/2012 Re: request to authorize us to hire Special Counsel to establish a “Water District”.

NB to attend the Selectmen’s meeting to present reasons why special counsel should be sought. Discussion included: process used will be similar to what was previously done 9 years ago, therefore should be less expensive as much work is already complete.

### 3.7 Updates/Reports.

#### 3.7.1 Commissioners Updates/Reports

FM inquired as to the frequencies for the Scada system. Discussion regarding microwave lines/networking ensued with additional options. RD questioned the July 9, 2012 meeting minutes; asking for the additional information on charging apartment buildings. Mr. Rafuse to research issue and report back to the Commissioners. A brief discussion clarifying the current billing practices ensued with the Commissioners and the Office Administrator, Brenda Boudreau. NB inquired as to the status of the hydrant replacement project for West Meadow Road. Mr. Rafuse confirmed the hydrant was ordered and work to be scheduled.

#### 3.7.2 Water Superintendent Updates/Reports

Mr. Rafuse presented the Commissioners with an agreement to approve for the inspection of the Highland Street tank. The Commissioners reviewed the agreement – please see attached. Other discussion ensued

regarding the process and detergent used to clean the tank previously. FM moved to hire Utilities Services for inspection of the Highland Street Tank in the amount of \$2,400.00. RD seconded. Unanimous vote.

A. Discuss ongoing issue with Acct # 3530, Walter Parfenuk, 5 Oak Circle.

The Commissioners reviewed the correspondence received from Mr. Storella; disputing charges on his invoice. The Commissioners reviewed previous correspondence regarding the dispute and the account history. The Commissioners agreed the resident does owe the amount charged and no abatement would be issued. RD asked Mr. Rafuse to send a letter to the resident explaining the Commissioners did review the account and determined there would be no abatement of the disputed amount.

### 3.7.3 Office Updates/Report

A. Review shut-off list.

The Commissioners reviewed the revenue/expenditure reports in addition to the shut-off list – please see attached.

B. Approve 1" service, John Storella, 5 Trophy Avenue, Appl# 2013 03, Acct# 61706.

RD moved to approve. FM seconded. Unanimous vote.

3.8 The Commissioners reviewed and approved the bills payable warrant.

The Commissioners agreed to set their meeting schedule for the second & fourth Monday of every month, with additional meetings if needed.

The Commissioners did not address the added agenda item 3.7.3 (c), RE: request to waive fee for Gary Shepherd.

## 4 ADJOURNMENT:

NB moved to adjourn the meeting at 7:30P.M.

Meeting minutes for September 10, 2012 voted to approve and release on \_\_\_\_\_, 2012.

## WATER COMMISSIONERS MEETING AGENDA

SEPTEMBER 10, 2012 - 5:30P.M.

Water Department 540 Main Street

### **III. PRELIMINARIES:**

- 3.1 Call the meeting to order.
- 3.2 Roll call.
- 3.3 Chairman's additions or deletions.
- 3.4 Review/ Approve meeting minutes of

### **II APPOINTMENTS:**

- 2.1 Tony Genova Re: Request to change account in number of units from 2 to 1.

### **IV. MEETING BUSINESS:**

- 4.1 Review/Discuss draft IFB for radio meter reading system and any comments or recommendations received from Town Counsel.
- 4.2 Discuss adding to our Rules & Regulations a provision requiring all taxes owed to the Town be paid prior to Board approval of new water service.
- 4.3 Discuss request by Conservation Commission to relocate the entrance gate to the Highland St. storage tank to allow off road parking for people wanting to use the conservation trail across the street.
- 4.4 Review/Discuss/ Approve changes to Rules & Regulations.
- 4.5 Review/Discuss/ Approve draft of Water District informational handout for customers.
- 4.6 Preliminary discussion prior to meeting with the Board of Selectmen on 9/11/2012 Re: request to authorize us to hire Special Counsel to establish a "Water District".
- 4.7 Updates/Reports.
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  - 4.7.2 Water Superintendent Updates/Reports
    - B. Discuss ongoing issue with Acct # 3530, Walter Parfenuk, 5 Oak Circle
  - 4.7.3 Office Updates/Report
    - C. Review shut-off list.
    - D. Approve 1" service, John Storella, 5 Trophy Avenue, Appl# 2013-03, Acct# 61706.
- 4.8 Review/ Approve bills payable warrant.

## 5 ADJOURNMENT:

