

WATER COMMISSIONERS' MEETING
JUNE 12, 2001
6:30 P.M.

MEMBERS PRESENT: David Dunbar, Robert Moorehouse and Samuel Briguglio.

GUESTS PRESENT: Supt. Paul Rafuse, Francoise Oko, Deborah Shannon, John Morgan, William Nunnery, Michael Ohl, John Daniels, Paul Concemi and Carole Stone – clerk.

Chairman Dunbar opened the meeting at 6:45 p.m. Warrants previously signed for \$4,426.62, \$1,008.00, \$38.77, \$12,464.80, \$2,185.58, \$3,024.00 and \$7,081.21 totaled \$30,228.98. Previously signed payroll warrants for \$2,370.99, \$2,247.84, \$2,292.53, \$2,274.85 and \$2,200.28 totaled \$11,386.49. Minutes of April 10, 2001 and Special April 30, 2001 meetings were read and approved.

Commissioners read and noted the following correspondence:

- A. Memo to boards, councils, inspectors, commissioners, departments, committees from Board of Selectmen dated April 3, 2001 re: Appointment of personnel for FY 2002.
- B. Memo to departments, boards, committees and commissioners from Maureen Pinkham, Land Use Administrative Assistant dated May 9, 2001 re: Organization of the Planning Board.
- C. Letter to William Nunnery, EarthTech from Paul Rafuse dated May 11, 2001 re: Signed revised letter agreement, water system master plan and letter agreement test well investigation, Leahy property.
- D. Memo to departments, boards, committee and commissioners from Board of Selectmen dated May 11, 2001 re: Selectmen's meeting agenda deadline.
- E. Letters to Fran MacNamara, Brian Goodman, Jim Demming, Gordon Newell and Bob Doak from Paul Rafuse dated May 14, 2001 re: Advantages and disadvantages of operating as a district.
- F. Memo to departments, boards, committees and commissioners from Beverly Sleeper, Town Administrator dated May 14, 2001 re: Notice of selectmen's representatives.
- G. Memo to department heads/supervisors/agents from Beverly Sleeper, Town Administrator dated May 16, 2001 re: Annual distribution of sexual harassment policy July 1st.
- H. Memo to departments, boards, committees and commissioners from Susan Boggs-Lightfoot, Administrative Assistant dated May 16, 2001 re: Organization of the Board of Health.

- I. Letter to Daniel Murphy, Town Clerk from Jean Dinon dated May 17, 2001 re: Organization of Board of Water Commissioners.
- J. Letters to Mr. & Mrs. Edward Kelly, Mr. & Mrs. Donald Batsford, Mr. & Mrs. James Shannon, Mrs. Francoise Oko and Mr. & Mrs. John Morgan from Paul Rafuse dated May 21, 2001 re: Water service installation.
- K. Memo to departments, boards, committees and commissioners from Beverly Sleeper, Town Administrator dated May 21, 2001 re: Phone directory.
- L. Letter to Paul Concemi, Sr. from Paul Rafuse dated May 21, 2001 re: Invitation to June 12, 2001 Board of Water Commissioners' Meeting.
- M. Letter from Michael Martorella, David E. Ross Associates, Inc. to Paul Rafuse dated May 23, 2001 re: Lot line stakeout, South Fitchburg Hunting and Fishing Club, Robert Leahy, Warren Road, Townsend, MA, Project #14429.
- N. Copy of letter to Beverly Sleeper, Town Administrator from June Riddle dated May 21, 2001 re: Section 7-12 Town Charter.
- O. Letter to Ken Saucier, President of South Fitchburg Hunting and Fishing Club from Paul Rafuse dated May 25, 2001 re: Identifying the boundary line between the South Fitchburg Hunting and Fishing Club property and the abutting Leahy property.
- P. Memo to distribution from Maureen Pinkham, Land Use Administrative Assistant dated May 29, 2001 re: Chapter 40 B filing.
- Q. Memo to department heads from Personnel Board dated May 30, 2001 re: Employee manual.
- R. Letter from Steven McCurdy, Acting Director of DEP to interested party dated June 1, 2001 re: Notice of available financing for water infrastructure – state revolving fund.
- S. Memo to Highway Department, Water Department, Cemetery and Parks Department from Conservation Commission dated May 31, 2001 re: Beaver dams.
- T. Letter to Paul Concemi, Sr., Master Plan Committee from Paul Rafuse dated June 5, 2001 re: Master plan for the Townsend Water Department.
- U. Memo to Highway Superintendent, Chair West Townsend Reading Room Committee,

Chief of Police, Fire Chief, Library Director, Water Superintendent,
Cemetery & Park Commissioners from Beverly Sleeper, Town Administrator
dated June 5, 2001 re: FY02 fuel purchases.

- V. Memo to departments, boards, committees and commissions from Beverly Sleeper, Town Administrator dated June 6, 2001 re: Community action statement.
- W. Noted one referral notice from Zoning Board of Appeals with comment and one referral notice from Planning Board without comment.
- X. Noted Monitoring waiver program policy changes received from DEP, Drinking Water Program.

OLD BUSINESS:

1. Supt. Rafuse reported on the surveying of Leahy property. It was completed on June 11, 2001.
2. There was discussion on change in rate increase as previously voted. It was decided to keep as was voted in.
3. There was discussion on creating new account from surplus funds for the Master Plan as recommended by Town Accountant.
4. Supt. Rafuse discussed the Tech II position. Paul has spoken with three applicants. Mark Caliri turned down the job. Jaime Clark was really interested, and then he decided to change his mind. Stephen Know was really interested, but he couldn't take a cut in pay. Paul suggested contacting Mike Cullinan.
5. Supt. Rafuse reported that the Fitchburg Rod and Gun Club cannot meet on June 19, 2001. They suggested we meet at the Club. Paul is going to find out if its with the membership and what their intentions are.
6. Supt. Rafuse discussed the Sellars' agreement. A gravel driveway was put in as part of the agreement.
7. Supt. Rafuse reported that Dracut Sewer has completed loaming, seeding and paving on Old Meetinghouse Road.
8. John Daniels, Bill Nunnery and Mike Ohl, EarthTech discussed becoming a district. John presented a matrix of the highlights for water, sewer and utility districts and to show what some of these districts do. He would provide copies of all legislation, talk

about district, meet with Counsel and work out a piece of legislation. Most districts have eminent domain power, bonding authority, establishment of Board of Commissioners, establishment of bylaws, establishment of voting rules, establishment of boundaries, annual reports with town and state and establishment of district meetings. Bill suggested we have our own Counsel on setting up the district. Mike suggested maybe dispersing the issues among the Commissioners. Supt. Rafuse stated he wrote to other water departments to have their thoughts on being a district. Paul Concemi, Chairman of Master Plan Committee was present to give input on districts in our Master Plan.

9. Mike Ohl, EarthTech discussed the Master Plan. Flow tests will be performed at midnight to determine the condition of old mains. Geologic overlay and looping projects will included be in the Master Plan. Townsend's Master Plan will be used in forming our plan. Improvements will be prioritized into short-term, medium-term and long-term. The plan will be worked on over the summer and presented in the fall.

NEW BUSINESS:

1. Signed annual service agreement with FlowRite Valve Service, Inc.
2. Motion made, seconded and approved 1" service, App. #575, Francoise Oko, 29 Old Meetinghouse Road. Check received for Connection Charge of \$800.00.
3. Motion made, seconded and approved 1" service, App. #577, Deborah & James Shannon, 32 Old Meetinghouse Road. Check received for Connection Charge of \$800.00.
4. Motion made, seconded and approved 1" service, App. #576, Donna and James Morgan, 30 Old Meetinghouse Road. Check received for Connection Charge of \$800.00.
5. Supt. Rafuse discussed on how to purchase new dump truck. It was suggested that it be put out to bid instead of state bid list.
6. Motion made, seconded and approved to reappoint Paul Rafuse as Superintendent for the next three years from July 1, 2001 to June 30, 2004.
7. Motion made, seconded and approved to carry forward the remaining balances in the following accounts:
 - 400.5006, South Street Bridge project
 - 400.5009, Main Street Station Upgrade

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400.5011, Storage Tank Maintenance
400.5012, New Metering System

8. Motion made, seconded and approved to return \$57,394.77 from Account #400.5010, Turnpike Road Bridge Project to surplus account.

Motion made to adjourn the meeting at 9:30 p.m.

The next scheduled meeting is Tuesday, July 10, 2001.

Respectfully submitted,

Jean R. Dinon, Clerk