

WATER COMMISSIONERS' MEETING
MARCH 20, 2001
6:30 P.M.

MEMBERS PRESENT: David Dunbar and Robert Moorehouse. Samuel Briguglio was absent.

GUESTS PRESENT: Supt. Paul Rafuse, Jean Dinon – clerk and Keith Boudreau.

Chairman Dunbar opened the meeting at 6:30 p.m. Minutes of the January 9, 2001 and Special January 24, 2001 meetings were read and approved. Warrants previously signed for \$4,576.15, \$5,498.77, \$1,762.12, \$361.14, \$4,353.36, \$675.21, \$73.86, \$1,644.33, \$9,072.00, \$3,720.38 and \$1,210.11 totaled \$32,947.43. Previously signed payroll warrants for \$2,806.24, \$2,969.84, \$2,782.00, \$900.00, \$2,769.88, \$2,944.48, \$2,799.01, \$2,829.88, \$2,810.35, \$3,084.02 and \$2,769.88 totaled \$29,465.58.

Commissioners read and noted the following correspondence:

- A. Fax from John Florek, Layne Christensen Company to Paul Rafuse dated January 9, 2001 re: Quote for redeveloping 12 wells at Main Street station.
- B. Letter to Security Alarm Systems, Inc. from Paul Rafuse dated January 10, 2001 re: Installation of security and/or fire alarm system.
- C. Copy of letter to water commissioners from Richard White, Riddle, White & Feldeisen dated December 12, 1989 re: Expenditure of surplus funds.
- D. Letter from Robert Kimball, DEP to Paul Rafuse dated January 17, 2001 re: New source approval and Zone II approval.
- E. Copy of memo from Chief William May to Board of Selectmen dated January 19, 2001 re: UHF radio tower - Unitil .
- F. Letter to Michael Byrne, Mass Highway from David Dunbar, Chairman dated January 19, 2001 re: Turnpike Road Bridge, Contract No. 99002.
- G. Letter to Michael Schwartz, Chief Engineer, Mass Highway from Paul Rafuse dated January 22, 2001 re: Bridge replacement South Street, Townsend, MA.
- H. Letters to Representative Robert Hargraves and Senator Robert Antonioni from Paul Rafuse dated January 23, 2001 re: South Street bridge replacement, Townsend, MA.
- I. Letter from Andrew Chapman, P. E. to Paul Rafuse to January 24, 2001 re: Redevelop tubular well field, Main Street Station.
- J. Memo from Beverly Sleeper, Town Administrator to all department heads and employees dated January 25, 2001 re: Nextel communications.
- K. Memo from Beverly Sleeper, Town Administrator to department heads/supervisors of employees dated January 29, 2001 re: Worker's compensation claims – processing department head meeting.
- L. Letter from Glenn Haas, DEP, Bureau of Resource Protection dated February 1, 2001 re: Beaver or muskrat control where public health threats exist.
- M. Letter from DEP, Watershed Chief, to public water supplier dated February 2, 2001 re: 1999 Consumer Confidence Report.

- N. Memo from Beverly Sleeper, Town Administrator to departments, boards, committees & commissions interested parties dated February 4, 2001 re: The community preservation act.
- O. Letter to Richard Choate, Town Accountant from Jean Dinon dated February 6, 2001 re: Posting error.
- P. Memo from Beverly Sleeper, Town Administrator to all departments, boards, committees & commissions dated February 9, 2001 re: Policy No.1-01 – safety belt policy.
- Q. Memo from William May, Director to Paul Rafuse dated February 12, 2001 re: Radio user group.
- R. Letter from F. Daniel Ahern, Jr., Comm of MA, Office of Inspector General to Paul Rafuse dated February 14, 2001 re: Completion of the Public Contracting Overview certification seminar.
- S. Letter to Carter Scott, Transformations, Inc. from Paul Rafuse dated February 16, 2001 re: Location of 16” water main with respect to the location of the proposed development.
- T. Letter to Beverly Sleeper, Town Administrator from Paul Rafuse dated February 20, 2001 re: Delegation of procurement powers and duties.
- U. Letter from Michael Martorella, David E. Ross Associates, Inc. to Paul Rafuse dated February 21, 2001 re: Lot line stakeout, South Fitchburg Hunting and Fishing Club, Robert Leahy, Warren Road, Townsend, MA, project #14429.
- V. Memo from Board of Selectmen to department heads, board, committee or commission chairs dated February 28, 2001 re: Employee meal break.
- W. Letter from Robert Kimball, Environmental Engineer, DEP to Paul Rafuse dated March 7, 2001 re: Water management permit application, 9P-2-11-299.01.
- X. Letter to Thomas Aquino, Department of Environmental Protection from Paul Rafuse dated March 12, 2001 re: Zones II and III map for the new source at our Main Street well field.
- Y. Memo from Beverly Sleeper, Town Administrator to Paul Rafuse dated March 12, 2001 re: Request from Representative Hargraves – town priorities.
- Z. Letters to Carilroz Corporation, Champion Cleaners, Townsend Country Club, Inc. and Harbor Village Associates, Ltd. from Paul Rafuse dated March 14, 2001 re: Backflow prevention device testing.
- AA. Letter from David Terry, DEP to Townsend Water Department dated March 15, 2001 re: Cross connection permit calendar year 2001.
- BB. Letter from Michael Martorella, David E. Ross Associates, Inc. to Paul Rafuse dated March 15, 2001 re: Boundary survey, standpipe site, Rte. 13 – Fitchburg Road, Townsend, MA, project #14766.
- CC. Letter from John Hewitt to Paul Rafuse dated March 18, 2001 re: Resignation from position as water technician.

- DD. Reviewed and noted request for legal services, town of Townsend, dated February 8, 2001.
- EE. Noted one referral notice from Zoning Board of Appeals without comment and one legal notice from Planning Board.

OLD BUSINESS:

1. Supt. Rafuse reported on meetings with the Planning Board re: Mandatory tie-in regulation for Emery Road development.
2. Supt. Rafuse reported on West Meadow Road booster station progress. He said that Attorney Deschenes got approval from Mrs. Sellars.
3. Supt. Rafuse reported on South Fitchburg Hunting and Fishing Club well site. He said that he spoke with Brenda Saucier, and she said that no further discussion was planned.
4. Supt. Rafuse reported on the testing on Leahy's property. He presented option to purchase agreement with minor changes made. Motion made and seconded to accept the option to purchase agreement from Robert Leahy for no more than \$20,000 so that we can begin the testing.
5. Supt. Rafuse presented the quote from Earth Tech for well site exploration on Leahy property. Motion made and seconded to have Earth Tech do test well investigation on Leahy property for \$64,500.
6. Supt. Rafuse presented January appropriation balances report.
7. Supt. Rafuse presented his evaluation. Commissioners completed the evaluation.
8. Supt. Rafuse presented the mylar of bounds of access road to storage tank on Fitchburg Road.
9. Supt. Rafuse presented cost to identify lot line between Leahy property and South Fitchburg Hunting and Fishing Club. Motion made and seconded to have David Ross Associates, Inc. do lot line stake out for Leahy property not to exceed \$2,000.

NEW BUSINESS:

1. Reviewed and noted the following: FY2002 budget in the amount of \$384,794, 2000 public water supply annual statistical report and bonus points application form for 2001 public water system awards.
2. Keith Boudreau, 2 Old Battery Road requesting water service because he has iron in his water. Motion made and seconded to install a 2" line to 2 Old Battery Road, Keith Boudreau with stipulation that Supt. Rafuse check with Highway Department and he will be in touch with Mr. Boudreau as soon as weather permits.
3. Supt. Rafuse presented a list of projected capitol expenditures over next 5-10 years.

4. Supt. Rafuse discussed the commissioners' meetings to begin at 6:30 p.m. Motion made and seconded to change commissioners' meeting to begin at 6:30 p.m.
5. Supt. Rafuse discussed the meeting with Bill Nunnery and John Daniels re: District. He stated what we need to do about certain issues such as Board, decision-making, and how to define district. John Daniels will put together an outline on what we need to do.
6. Supt. Rafuse discussed the meeting with Bill Nunnery and John Daniels re: Master plan update. Motion made and seconded to accept cost of \$31,200 for master plan from Earth Tech excluding \$12,000 for bed rock/fracture analysis.
7. Supt. Rafuse discussed possibly meeting with selectmen re: District and to request the Board of Selectmen to appoint a designee from board to be involved in process. Paul will attend Board of Selectmen meeting to discuss appointing someone to be involved in the process of becoming a district.
8. Supt. Rafuse discussed if board wants him to contact and/or invite chairman of Master Plan Committee to meeting for input on updated master plan. Paul is to invite Chairman of Master Plan Committee to our meeting for his input on our Master Plan.
9. Supt. Rafuse presented John Hewitt's letter of resignation and discussed the ad for newspaper to replace him. He stated that John wanted to start his own business. Paul presented ad for newspaper and that starting rate of pay is negotiable depending on the qualifications. Preference will be given to applicants living in town.
10. Supt. Rafuse discussed meter replacement program and cost of replacing larger meters. Paul wants to downsize some larger lines. He wants to use displacement meters and do away with compound meters.

Motion made to adjourn the meeting at 9:20 p.m.

Next regular meeting to be held April 10, 2001.

Respectfully submitted,

Jean R. Dinon, clerk

