

BOARD OF WATER COMMISSIONERS' MEETING  
MAY 13, 2008  
5:30 P.M.

MEMBERS PRESENT: Francis McNamara, Jack Caten and Niles Busler.

GUESTS PRESENT: Supt. Paul Rafuse, Kathryn Dow, Jack Wald, Ken Dow, Ron Lizotte, Pierre Couteer, Bob Moorehouse and Jean Dinon – clerk.

Fran opened the meeting at 5:40 p.m.

DECISION: The Board voted unanimously to reorganize the board as follows: Jack Caten, Chairman, Niles Busler, Vice-Chairman and Francis McNamara, Member.

DECISION: The Board voted unanimously to accept the minutes of April 8, 2008.

CORRESPONDENCE

A. Letter to Board of Water Commissioners from Board of Water Commissioners at Lunenburg Water District dated April 24, 2008. Jack wants legal counsel to see it. It was tabled.

B. Letter from Karen Clement, Recreation Director, dated May 6, 2008 re: Kelly Miller Circus.

OLD BUSINESS:

1. Paul discussed/reviewed job descriptions. It was tabled.
2. Paul discussed/reviewed recommendation from Town Counsel to revoke license agreement to Robin St. Hilaire and not grant a license to Mrs. Collins due to liability issues. Paul hasn't talked to Amy Collins about adding us on to her homeowner's insurance. Town Counsel is willing to write this letter.  
DECISION: The Board voted unanimously to have Town Counsel write a letter to Amy Collins and Robin St. Hilaire that revoke license agreement with Robin St. Hilaire and for Amy Collins to have us on homeowner's insurance.
3. Paul reported changes/clarification of Employee Personnel Policies and Procedures.  
DECISION: The Board voted unanimously to modify Employee Personnel Policies and Procedures. It will add to Town's sick bank leave.
4. Paul reported Witches Brook hazardous waste testing and reporting completed submission of the Response Action Outcome statement (RAO). All tests came back fine.

NEW BUSINESS:

1. Paul discussed/reviewed transfer \$60,000.00 from unexpended funds within special projects accounts to supplement the expense accounts in the following line items; \$50,000.00 from 062-400-5015-030 and \$10,000.00 from 062-400-5015-003.

DECISION: The Board voted unanimously to transfer \$50,000.00 from 062-400-5015-030 and \$10,000.00 from 062-400-5013-003 to disperse to the following expense accounts:

061-003-5300-Professional Services, \$17,750.00  
061-003-5340-Communications, \$9,000.00  
061-003-5840-Other Services, \$7,000.00  
061-004-5480-Vehicular Supplies, \$6,500.00  
061-005-5530-Public Works Supplies, \$18,750.00  
061-007-5730-Dues & Subscriptions, \$1,000.00

2. Ken Dow spoke about \$55.00 unit charge. Jack said the Water Department bought Witches Brook under duress in two week period. We did not want ownership to leave Townsend. Our goal down the road is to be one operation.
3. Paul discussed/reviewed installation of chain link fence around both pump stations at Witches Brook. Jack asked if we are going to tear down garage. Quotes included with and without garage. Paul doesn't know any of the companies. They all had the exact same specs.

Page 2

Board of Water Commissioners' Meeting

May 13, 2008

DECISION: The Board voted unanimously to award quote for chain link fence to Alpine Fence Company and request insurance certificate.

4. Paul discussed/reviewed quotes for security camera installation at Witches Brook pump stations. Paul has one quote. Paul got price with DVR and two cameras. It was tabled until Paul gets two more quotes.
5. Paul discussed/reviewed request to purchase approximately 36 concrete blocks to make storage bins for cold patch, gravel, sand, etc. Jack asked if it has to go out to bid.  
DECISION: The Board voted unanimously to purchase 36 concrete blocks as long as no procurement issues.
6. Paul discussed/reviewed proposed agreement from uniform company (Cintas). It includes six pairs of pants per guy for \$11.00 per week for one year. We have to wash them, and they will repair them. It would cost the same as would cost us to get out of rental agreement. CCP will provide the shirts.  
DECISION: The Board voted unanimously to end contract as soon as possible and get written agreement as long as it validates any.
7. Paul discussed/reviewed authorization of payroll and approval of bills forms from Town Accountant.  
DECISION: The Board voted unanimously to authorization of payroll to superintendent and authorization of bills to the Board.