

WATER COMMISSIONERS' MEETING

August 16, 2005

6:30 P.M.

MEMBERS PRESENT: Francis McNamara and Sam Brigulio. Robert Moorehouse was absent.

GUESTS PRESENT: Bill Regan, Ron Swinnich, Jason Bardo, Tom Pollard, Lorraine Blackwell, Lee and Deb Hughes, Lorna Fred, Bob Leahy and Ron Koivu, Supt. Paul Rafuse and Brenda Boudreau – clerk.

Fran McNamara opened the meeting at 6:36 p.m.

DECISION: Board voted unanimously to accept the minutes of July 12, 2005 and Special of July 18, 2005.

Previously signed warrants for \$390.01 and \$43,224.00 for FY05 totaled \$43,614.01 and \$90.00, \$85.26, \$5,493.63, \$116.86, \$306.57 and \$958.33 for FY06 totaled \$7,050.65.

Previously signed payroll warrants for \$3,410.90, \$3,486.74, \$3,489.48, \$3,460.90 and \$3,460.90 for totaled \$17,308.92.

OLD BUSINESS:

1. Paul discussed/reviewed a memo from the Board of Selectmen Re: Personnel policy and procedure amendment. Paul advised and the Board agreed to note the amendment but not to sign and accept. Then there would be no confusion in the future that the Water Department follows their own policies and procedures separate from the rest of the town.
2. Paul reported on the start date for the water main improvement project. Paul would like to amend the signed contract to include a start date. Ron does not know at this time when Cardillo will begin but will be meeting with him this week.
3. Paul reported on the tentative dated for bid opening for Harbor Trace well site is scheduled for Friday, September 9, 2005 at 1:00 p.m. at the Townsend Water Department.
4. Paul discussed/reviewed accepting the West Meadow booster station from Ron Koivu. Ron has met all obligations except for replacing or fixing the one hydrant as discussed.
DECISION: The Board voted unanimously to accept the project at West Meadow Estates of 45 two-bedroom units as formally completed.

NEW BUSINESS:

1. Paul discussed/review the memo from Police Chief Erving Marshall Re: Communication equipment failure and cost to repair. Chief Marshall is requesting that each department contribute to the \$100,000.00 replacement cost of the dispatch system. Fran feels that we should not be incurring the cost for the Police Department equipment.
2. Paul discussed/reviewed the possibility of hiring a company to perform payroll and accounting duties. Paul wants to research the possibility of hiring an outside payroll company to perform our weekly payroll duties rather than processing them through the town hall. Paul would like to seek the advice of counsel to see if this would be possible. After much discussion the Board suggests sending a letter to payroll stating our dissatisfaction with them holding payroll without notifying us first. Paul will run the idea by Dan Murphy first to see what he thinks.
3. Paul reported the results of Daniel Rowley's D1 exam were 85% that he had taken on July 9, 2005.
4. Paul and the Board met with the residents from Shirley Road to discuss the cost of connecting to the new water main. Paul explained the average cost per household would run the homeowner approximately \$2,500.00, it would include the connection charge, tapping fee and installation. Paul also mentioned that they could investigate the possibility of someone else installing the service to the house. However, if the homeowner takes that avenue, Paul requires the Water Department to inspect the installation before back filling. Paul also passed out a letter with a diagram for the homeowner to fill out showing us where their septic and current well is located.
5. Brenda reported on the 3rd list of shut-off notices.
6. Brenda presented the Board with the July account receivable report.

The meeting was adjourned at 8:37 p.m.

The next scheduled meeting is Tuesday September 13, 2005.

Respectfully submitted,

Brenda A. Boudreau, clerk

