

WATER COMMISSIONERS. MEETING

MAY 9, 2006

6:30 P.M.

MEMBERS PRESENT: Francis McNamara, Robert Moorehouse and John Caten.

GUEST PRESENT: Paul Rafuse, Peter Bradley and Brenda Boudreau – clerk.

Francis McNamara opened the meeting at 6:34 p.m.

DECISION: Board voted unanimously to reorganize the board as follows: Robert Moorehouse, Chairman, Francis McNamara, Clerk and John Caten, Jr., Member.

Warrants previously signed for \$583.48, \$2,664.16, \$147.36 and \$7,575.74 totaled \$10,970.74.

Previously signed payroll warrants for \$3,545.38, \$3,500.90, \$3,671.74 and \$3,500.90 totaled \$14,218.92.

OLD BUSINESS:

1. Paul discussed/ reviewed the article voted in at town meeting that Storage Tank Maintenance will now be a line item listed under Special Projects Acct.# 061-500-5001-000. Paul reported that by placing this account under Special Projects we would be able to add to it on a yearly basis.
2. Paul reported that he would be meeting with Tom Mahanna next week to review a punch list for Cardillo referencing the Water Main Project on Warren & Shirley Roads.
3. Paul reported on the status of the Water Main replacement on South Street. Paul reported that the Main has been capped at both ends and chlorinating has been completed. The main should be completed within the next couple of weeks.
4. The Board met with Peter Bradley to discuss the tapping fee and connection charges. Peter feels that he should not be charged the \$750.00 tapping fee for the units in his Dudley Road development because he had already paid the contractor who installed the main to do so. Peter also would like consideration to prepay the additional nine house lots at the current application fee cost of \$1,000.00 but extend the application deadline to more than one year. The matter of the application time limit will be discussed at the next meeting.
DECISION: The Board voted unanimously to waive the \$750.00 tapping fee and charge for the meter, fittings and labor only.

NEW BUSINESS:

1. Paul discussed/review the Personnel Policies & Procedures voted in at town meeting and scheduled a meeting with the Board of Selectman to discuss clarification and conflicting matters with regards to the Water Department. Paul explained that the former Chairman had signed the copy of the Personnel Policies & Procedures on April 9, 2004 not knowing it would be binding. Paul feels that several issues need to be addressed and tailored to the needs of the Water Department pertaining to the calculation of overtime, vacation time, sick time, etc.
2. Paul discussed the possibility in authorizing the adoption of policy to address payment of overtime to Water Technicians for work performed outside normal working hours. The Board would like to wait to draft a policy change until after the meeting with the Board of Selectman. Fran suggested we wait until after the Board reviews the material to draft a policy that the Board of Selectman may sign at the meeting scheduled June 9, 2006.

3. Paul reviewed the bill for legal services from Kopelman & Page. Paul felt that the Water Department should not be liable for telephone conferences between the Town Administrator and legal counsel.
DECISION: The Board voted unanimously not to pay the three highlighted items totaling \$126.00 that the Town Administrator generated and an accompanying letter asking for clarification to what is covered under retainer to Kopleman & Paige and what is in or out of our control.
4. Brenda reported April appropriation balances.
5. Brenda reported April accounts receivable.
6. Brenda reviewed the current shut off list.
DECISION: The Board voted unanimously to increase the certified letter fees to \$5.00 beginning October 1, 2006.

The next scheduled meeting is Tuesday, June 13, 2006.

The meeting was adjourned at 8:27 p.m.

Respectfully submitted,

Brenda Boudreau, clerk