

BOARD OF WATER COMMISSIONERS' MEETING
NOVEMBER 8, 2006
5:00 P.M.

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

GUEST PRESENT: Supt. Paul Rafuse, Cynthia Aller, Susan Orman, Robin and Linda St. Hillaire and Brenda Boudreau-clerk.

Fran opened the meeting at 5:03 p.m.

Warrants previously signed for \$5,522.38, \$2,597.61, \$3,746.50, \$39,680.36, \$262.00, \$637.97, \$4,260.29, \$11,247.62 and \$5,420.47 totaled \$73,375.20.

Previously signed payroll warrants for \$3,979.07, \$3,770.78, \$3,745.09 and \$3,712.50 totaled \$15,207.44.

NEW BUSINESS:

1. Paul presented a proposal to the Board for authorization to conduct a radio site survey performed in connection with possible future SCADA system installation. The Board feels as though the bid is too expensive and would like to view a couple more bids before conducting the survey. It was tabled.
2. Paul discussed/ reviewed transferring funds to pay for the first pay requisition for Harbor Trace Pump Station.
DECISION: The Board voted unanimously to transfer \$20,000.00 from Retained Earnings to Acct # 062.400.5015.030 (Trans) Phase II Construction.
3. Paul presented the Board with a proposed first draft for FY08 budget for review.
4. Brenda reported on October's account receivable report.
5. Brenda recommended to the Board abating acct# 442, Town of Townsend, \$211.30 for FY06 user charges.
DECISION: The Board voted unanimously to abate acct #442, \$211.30.
6. DECISION: The Board voted unanimously to approve a 1" service for Gary Shepherd, 17 Spaulding Street, Appl# 0695.

OLD BUSINESS:

1. Paul submitted the bids for a new pick- up truck to the board for a vote.
DECISION: The Board voted unanimously to award the bid to Townsend Ford for a 2007 Ford pick-up truck with four doors and trade in the 1997 Ford F150.
2. Paul discussed/reviewed a license agreement drafted for Robin St. Hillaire to gain access to the Water Department land behind the Fitchburg Road storage tank adjacent to his land that is now landlocked. Robin had some questions as to how much insurance he would need to carry and if he was responsible for carry insurance for the town. Paul explained that he had been trying to contact the town insurance agent to ask his opinion as to how much insurance Robin

would have to carry, but the agent has been on vacation for the last two weeks. Robin also mentioned the fact that Amy Collins has had a simple letter renewed yearly to gain access to her land and had thought that he would receive that same letter. The Board explained to Robin that it was the sign of the times and this is what town counsel proposed to settle the dispute. The Board also relayed its intent to submit the same agreement to Amy Collins when it is brought up for renewal. Robin stated that he would have his attorney go over the agreement before signing. The conversation ended with Robin expressing his concern over the utility wires that lead to the storage tank and is a hazard due to the wires feed through many dead trees on the property. The Board assured him that the matter would be addressed and corrected.

3. Representatives from Konica Minolta and Xerox presented the Board with individual bids for their color copiers. The Board feels that both machines are similar and felt that Sue Orman gave a better presentation. The Xerox copier has no minimum per month whereas Konica Minolta requires a minimum of 2,000 pages a month. Xerox color copier was also lower in price and for those reasons the Board feels the bid should be awarded to Susan a local businesswoman. Fran concurred with them except that he felt Konica color was sharper. Jack asked both sale representatives if they could come down on the price. Cynthia from Konica said no and Sue from Xerox explained that she would need authorization from her manager to lower the price any further. Brenda will call both companies with a couple of questions before making a final decision.
4. Paul reviewed the revised change to the Planning Boards' Rules and Regulations to include a mandatory tie-in for developers of sub-divisions under the sub-division rule.
DECISION: Board voted unanimously to accept the revised regulations from the Planning Board as to water connections in the town of Townsend.
5. Paul reported on the update on the Harbor Trace pumping station. Paul stated to the Board that the water main is in and connected and the floors have been poured. Paul also reported that he has been establishing some credit on the project by switching to a split block wall, using a smaller pump which requires less electrical work. To date the credits have totaled to approximately \$19,000.00. Paul suggested that with the savings we put an additional \$3,000.00 in to tie into the already existing high pressure gas line rather than using propane tanks. The Board agrees.

The next scheduled meeting is Tuesday, December 12, 2006.

The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Brenda Boudreau, clerk