

WATER COMMISSIONERS' MEETING
OCTOBER 10, 2000
7:00 P.M.

Meeting held at the Water Department office, 540 Main Street, West Townsend.

MEMBERS PRESENT: David Dunbar, Robert Moorehouse and Samuel Briguglio.

GUESTS PRESENT: Supt. Paul Rafuse, Carole Stone – clerk, Tad Rochette, Gary Hatch and Mike Violette.

Chairman Dunbar opened the meeting at 7:10 p.m. Minutes of the September 12, 2000 and September 19, 2000 meetings were read and approved. Warrants previously signed for \$57.47, \$1,350.45, \$11,355.23, \$3,489.72 and \$7,488.34 totaled \$23,741.21. Previously signed payroll warrants for \$2,794.78, \$2,759.59, \$2,794.97 and \$2,798.43 totaled \$11,147.77.

Commissioners read and noted the following correspondence:

- A. Fax from Kerri Fudge, DirectLease to Paul Rafuse dated September 8, 2000 re: Membership update form and brochure.
- B. Memo from Beverly Sleeper, Town Administrator to Paul Rafuse dated September 14, 2000 re: Contracts/bid and proposal openings.
- C. Copy of letter to Ernie Sheldon, Esquire from Beverly Sleeper dated September 14, 2000 re: Quitclaim deed between the Town of Townsend and the Sellars.
- D. Memo from Beverly Sleeper, Town Administrator to all Department Heads/Supervisors dated September 16, 2000 re: Revised time sheet/meal breaks for employees.
- E. Copy of letter to Beverly Sleeper, Town Administrator from June Riddle dated September 17, 2000 re: Water Department bid award.
- F. Letter from Bill Martin, Town Properties Committee to Board of Water Commissioners dated September 18, 2000 re: Access right-of-way to water tower, Fitchburg Road.
- G. Letter to Paul Blain, Department of Environmental Protection from Paul Rafuse dated September 18, 2000 re: Revised map of Zone II and Zone III delineations.
- H. Letters from Dana Samuelson, Department of Environmental Protection to Paul Rafuse dated September 19, 2000 re: Acknowledgement of permit application receipt for Application BRPWM03 and BRPWS19.

- I. Letter from Raymond Raposa, New England Water Works Association to David Dunbar dated September 21, 2000 re: Project 2000 contribution.
- J. Letter from Michael Martorella, David E. Ross Associates, Inc. to Paul Rafuse dated September 26, 2000 re: Boundary survey, standpipe site, Rte. 13 Fitchburg Road.
- K. Memo from Townsend Conservation Commission to Paul Rafuse dated September 26, 2000 re: Erosion and expansion near Cross Street well.
- L. Letter to Michael Martorella, David E. Ross Associates, Inc. from Paul Rafuse dated September 27, 2000 re: Plan of land.
- M. Memo from Personnel Board to All Department Heads/Supervisors dated September 27, 2000 re: Vacancy.
- N. Letter to Richard Choate, Town Accountant from Jean Dinon dated October 2, 2000 re: Transfer of funds from the unreserved retained earnings account.
- O. Letter to Michele Cannon, Conservation Commission from Paul Rafuse dated October 3, 2000 re: Erosion and expansion at our Cross Street well.
- P. Noted one legal notice from Conservation Commission.

OLD BUSINESS:

- 1. Supt. Rafuse reported on the Fitchburg Road access road. Properties Committee asked us to survey the properties involved. Town Counsel suggested we set up meeting with Town Counsel, Properties Committee, Selectman, and Collins before town meeting in spring. Paul met with Mike from Ross Associates for cost estimates for survey, and it will cost about \$3,500.00 for tie in with the three properties with bound posts. After discussion, motion made and seconded to survey roadway up to Collins' property only at this time. Paul is to get cost of survey from Ross Associates for just that part.
- 2. Supt. Rafuse discussed the rate for unit charge. Motion made and seconded to change unit charge previously changed to \$70.00 to \$72.00 annually. Motion made and seconded to have rates effective with the April reading for October 1, 2001 billing.
- 3. Supt. Rafuse discussed the change made to mandatory tie-in regulations. We now have changes to sub-divisions and a separate regulation for A.N.R. lots.

4. Supt. Rafuse discussed the Unutil rental agreement for tower fee. Town Counsel said we couldn't accept the \$1,200.00 annual fee because of our Acts of 1920. We would have to go to the town to have it reverted back to Water Department.
5. Supt. Rafuse discussed on becoming a district. Motion made and seconded to invite John Daniels from Earth Tech to November meeting to discuss the options.
6. There was a discussion that Sam talked to Bob Leahy. Sam stated that before we do anything find out what he would charge for price for 400' radius not in wetlands before we spend for testing. Paul will send Mr. Leahy a letter asking him this.
7. Motion made and seconded to pay stipend of \$500.00 effective for fiscal year 2000 now and every July 1st thereafter for each commissioner.

NEW BUSINESS:

1. There was discussion on time cards and time clocks to comply with federal laws.
2. Motion made, seconded and approved the following water service applications:
App. #569, 1" service, Tad Rochette, 8R Cross Street; check received for \$800.00.
App. #570, 6" sprinkler connection, United Church of Christ, 3 Brookline Street; check for \$3,000.00 connection charge to be forthcoming.
App. #571, 1 " service, United Church of Christ, 3 Brookline Street;
Motion made and seconded to waive \$800.00 connection charge.
3. Supt. Rafuse discussed the purchase of lawn mower replacement.
4. Supt. Rafuse reported on background bacteria at Harbor Fire Station and samples from Highland Street storage tank, which has high background bacteria counts. Everything was corrected and has been on line again.
5. Supt. Rafuse reported on conservation work done at the Cross Street station.
6. Supt. Rafuse reported that he should be taking a state procurement class so that Beverly Sleeper, Town Administrator can delegate duties and responsibility to Paul for the Water Department. Motion made and seconded to write a letter to Beverly Sleeper stating that she will delegate procurement duties and responsibility to Paul for the Water Department.

Motion to adjourn the meeting at 10:05 p.m.

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Next regular meeting to be held November 14, 2000.

Respectfully submitted,

Jean R. Dinon, Clerk