



Office of the
BOARD OF SELECTMEN
272 Main Street, Townsend, Massachusetts 01469

Cindy King, *Chairman*
James M. Kreidler, Jr.,
Town Administrator

Gordon Clark, *Vice-Chairman*

Sue Lisio, *Clerk*
(978) 597-1701

MEETING MINUTES FOR JANUARY 16, 2018
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES – VOTES MAY BE TAKEN:

- 1.1 CK called the meeting to order.
Roll call vote taken showed 3 members present, Chairman, Cindy King (CK), Vice-Chairman, Gordon Clark (GC), and Clerk, Sue Lisio (SL)
- 1.2 Pledge of Allegiance
- 1.3 CK announced the meeting was being tape recorded and queried the audience if anyone else would be.
- 1.4 CK deleted agenda item 2.2 & 2.2.1.

II. APPOINTMENTS AND HEARINGS – VOTES MAY BE TAKEN:

- 2.1 6:05P.M. Karen Clement, RE: Request to waive fee for use of Memorial Hall.
The Board met with Ms. Clement; Ms. Clement explained it is the wish of many community members to continue with Mr. John Whittemore's annual town picnic in his memory. Ms. Clement asked for permission to have a fundraiser for the event in Memorial Hall on March 25, 2018 and asked the Board to waive the rental fee. Additional discussion included: Picnic date to be August 25, 2018, working group formed for fundraising activities, and request for volunteers.

SL moved to waive the rental fee for the Great Hall for Karen Clement and her group on March 25, 2018. GC seconded. Unanimous vote.

- ~~2.2 6:15P.M. Victoria Tidman, Chief Assessor RE: FY19 Budget~~
~~2.2.1 Discussion RE: Assessment process and the tax rate.~~

- 2.3 6:15P.M. Kathleen Spofford, Town Clerk RE: FY19 Budget
The Board met with the Town Clerk to review the submitted FY19 Budget. Ms. Spofford explained to the public what the Office is responsible for and reviewed the budgets as attached: Town Clerk, Elections, Street Listings, Burial Agent, Board of Registrars, and Parking Clerk.
 - 2.3.1 Updates, RE: Dog licenses and nomination papers.
Ms. Spofford announced that nomination papers were available as well as 2018 dog licenses.

- 2.4 6:30PM. James Smith, Acting Highway Superintendent, RE: Road Treatment.

Mr. Kreidler informed the Board that he asked Jim Smith to come in and talk about how the snow & ice operations are going with a few storms under his belt. Mr. Smith explained how the Highway Department pretreats and treats the road and process used to determine when and how it should be done. Additional discussion included: number of employees, contractors, rates of pay and overtime.

2.5 6:45P.M. Water Commissioners, RE: Staffing

The Board met with Nathan Matilla, the Water Commissioners Chairman and Paul Rafuse, Water Superintendent for the continued discussion from the December 20, 2018 Selectmen's meeting. The Board reviewed the paperwork submitted by Mr. Rafuse as attached. Discussion included: pay scales, advertising for private water companies, and removal of office assistant position request. Concerns with the pending litigation were discussed, noting Town Counsel advised the Board to not act on the request unless it is deemed an emergency. Mr. Kreidler relayed he did explain this to the Water Superintendent noting the paperwork submitted (see attached) does not outline what the emergency is. Nathan Matilla, the Chairman of the Water Commission stated hiring another tech would be appropriate and he believes an emergency. SL voiced concern regarding the quality of the water, explaining a personal situation that occurred to her. Mr. Kreidler read the letter from the Water Commissioners into the record (see attached). CK stated she would like clarification in writing as to why this position would be deemed an emergency and recommended the Superintendent works with the Town Administrator to identify such. Mr. Rafuse stated the water quality meets or exceeds state and federal standards.

SL moved the Board postpone decision until we receive more definitive documentation regarding the emergency. There was no second.

GC moved to move ahead and address 3.1. There was no second.

The Board encouraged the Commissioners to work with the Town Administrator to identify if an emergency exists and the Selectmen will re-address at a future meeting.

III. MEETING BUSINESS - VOTES MAY BE TAKEN:

3.1 SL moved to approve and sign a 2018 Common Victualler license renewal for The Ice Cream Factory, 7 Elm Street, Townsend. GC seconded. Unanimous vote.

3.2 SL moved to approve and sign a 2018 Common Victualler license renewal for Quick Service Restaurant-Subway, 18 Main Street, Unit 10, Townsend. GC seconded. Unanimous vote.

- 3.3 Review/Approve updated policy for the Townsend Meeting Hall.
Kim King and Catherine Hill met with the Board to discuss the updated policies. Discussion regarding changes to different text included: the food and beverages, the request form outlining no kitchen permitted noting exceptions are made and should be clear within the policy and use of AV should be outlined in the policy. Ms. King and Ms. Hill agreed with the suggestions and will bring back to the committee to update.
- 3.4 SL moved to accept a grant in the amount of \$13,696.00 for the Council on Aging to support related activities and authorize the Town Administrator to sign the contract with the Executive Office of Elder Affairs. (see attached) GL seconded. Unanimous vote.
- 3.5 Review/Discuss/Approve Private Way Snow Removal Policy.
Discussion included: converting the policy into a bylaw to bring before the town for a vote. The Board will discuss at a future meeting for possible town meeting article. The Board did not approve the policy.

IV. WORK SESSION – VOTES MAY BE TAKEN:

- 4.1 Town Administrator updates and reports.
Collective Bargaining for the NM School District.
Received letter from the School District, Selectmen King will be attending.
SL moved to the extent that there will be a local Townsend Rep for collective bargaining for NM then it would be the position of Town Administrator. GC seconded. Unanimous vote.
Public Towing Authority
Mr. Kreidler informed the Board the one vendor that has applied previously is willing to take both weeks, not sure for how long. Mr. Kreidler explained he will get the bid back out for a 30 day solicitation. Mr. Kreidler informed the Board we do have a certified back-up company is needed. Mr. Kreidler explained there's no contract as there's no exchange of money, it would be similar to appointing the company.
- Mr. Kreidler explained a situation that occurred with some incorrect information being presented on social media, further that some of the information was intentionally altered to make it appear as something that is not true.
- CK expressed frustration with the intentional dishonesty being put forth. CK relayed the town should have at least two tow companies and asked the solicitation stay open until the town at least has two.

SL commenting on the need to limit employees use on social media.

CK expressed appreciation that the misinformation was straightened out.

GC stated an employee has a right to respond and defend themselves against mistruths.

GC asked if it was appropriate to bring up a motion that related to the conversation. GC stated his opinion and he has stated it before is that witnesses in a federal case are being intimidated.

GC moved that the Board refer the most recent actions of Mr. Sheldon, related to the alleged altering of an official public record of an agent of the Commonwealth to our insurance counsel in the federal civil rights case pending as an example of, what in my opinion are, his ongoing actions to intimidate a witness in that case. CK seconded. CK explained this motion does nothing more than informing the Insurance Counsel of this issue. SL expressed she feels a motion should not have an opinion in it. GC & CK (YES) and SL (NO).

FY19 Budget Update

Budget timeline and budget hearings.

Mr. Kreidler informed the Board he would be sending the first draft of the budget in the existing budget workbook this evening. Mr. Kreidler explained how the budget projections are designed to work and deficits are projected going five years forward. Current fiscal year 18 is right on target. Mr. Kreidler reviewed the existing policy with the Board and explained he will submit a balanced budget by March 1, 2018. There are some budgets that have not been submitted and were given time extensions.

Town Administrator Evaluation

Mr. Kreidler explained the evaluation should have been by December 31, 2017. Discussion regarding changing the form for the next evaluation. SL inquired as to if there were any goals set. Mr. Kreidler asked within the next 30 days each board member met with him so that he can put together a summary.

4.2 Board of Selectmen announcements, updates, and reports.

Clark: Update on Use of Town Counsel

Inquired as whether the policy has been completed. One piece outstanding was how each individual member can contact town counsel. SL relayed additional discussion should be had on contacting town counsel in regards to any ethics questions or issues with the Town Administrator. GC would like to be briefed on whether Town Counsel was ever used by a non-elected Officials and who had access.

Public Records and proper storage

GC asked Mr. Kreidler if he had information on the keeping of public records; Mr. Kreidler did relay there's some issues with retrieval of information and records. Specifically, Mr. Kreidler in doing a public request the documents did not exist on the town owned computer but instead on an employee's own laptop, relaying it could be an issue. The Board did seek a ruling from Counsel regarding key fob data and that information is public and should be available to the Board however the Board was denied given access.

GC expressed concern regarding destruction of public records and feels the Secretary of State be notified. Additional discussion included: Confidential police records found in municipal garage in addition to CORI and surveillance records were found in another town. Mr. Kreidler suggested the town wait before contacting the Secretary of State to try and locate the information. Explanation of the leased space with equipment associated. The Board specifically asked for the accounting and the inventory list of equipment and was never received.

Clarification and discussion of the Fall Town Meeting prior year bills included the purchase of a tactical vest for a dispatcher and requested to know where the tactical vest was.

Destruction of public property – see above.

Update on request of accounting of police escape activities – see above.

Location and control of assault vest – see above.

~~Lisio: Budget timeline review~~

~~Finance Committee Schedule~~

~~Website~~

- 4.3 SL moved to approval of meeting minutes for November 28, 2017 and December 15, 2017. GC seconded. Unanimous vote. GC requested all executive session minutes he participated in be approved but not released before his term was up.
- 4.4 SL moved to review and sign the payroll and bills payable warrant out of session. GC seconded. Unanimous vote.

V. ADJOURNMENT:

SL moved to adjourn the meeting. GC seconded. CK stated we adjourn at 9:09P.M. Unanimous vote.

Respectfully submitted by,


Carolyn Smart, Executive Assistant

Voted to approve and the meeting minutes of January 16, 2018, by the Board of Selectmen this
6 day of Feb, 2018.



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts

25

Nathan Matilla, Chairman
Paul L. Rafuse,
Water Superintendent

Lance Lewand, Vice-Chairman

Michael MacEachern, Clerk
(978) 597-2212
Fax (978) 597-5611

MEMORANDUM

TO: Board of Selectmen and Town Administrator
FROM: Paul Rafuse, Superintendent *PR*
RE: Request to declare vacancies to hire additional staff

DATE: 1/11/2018

I want to thank the Board of Selectmen for their time and consideration at the December 20, 2017 meeting to discuss our staffing needs. With respect to the additional Water Tech and Office Assistant positions that was tabled pending further discussion and information. The Board of Water Commissioners discussed the matter of staffing once again at their meeting on January 10, 2018 with consideration given to the requests of the Board of Selectmen and offer the following. I will list each position separately explaining the need for this position listing documentation enclosed and already provided.

Additional Water Tech:

As the water distribution system grows so do the staffing needs of the department. In addition to reasons for this position already provided to the Board this addition to our staff would:

- Add assistance in effectively maintaining and operating a public water supply
- Assist in complying with ever changing state and federal regulations and requirements.
- Assist in providing our customers with excellent customer service they deserve.
- Assist in providing safe, healthy drinking water for consumption, economic growth of the community and, fire protection.

Successive staff planning is essential to any business or department. In the water industry in order to effectively perform all the duties and requirements associated with the position of Water Operator the person is required to possess certified licensing in the areas of distribution and treatment. Without proper licensing sets limitations on the

duties the individual can perform. Most notably is taking on call and responding to emergencies. Acquisition of the proper licensing can take up to two years. Not allowing the Water Department to hire additional staff when originally requested in 2015 has and will put a significant burden on the current staff during the time it takes for a new employee to acquire proper licensing. The Board of Water Commissioners have discussed the need to increase our staff in length as evidenced in the enclosed attachments B - N (Board of Water Commissioners meeting minutes between January 12, 2015 - November 13, 2017. Also, see letters to the Board of Water Commissioners to the Board of Selectmen and Town Administrator dated August 14, 2017 (attachment O) that once again points out that these positions were funded and approved at the May 2017 Town Meeting and the Commissioners desire to post the job. The letter dated November 13, 2017 (attachment A) that once again points out the Commissioners desire to post the job and the importance the added Water Tech would mean towards providing safe, healthy drinking water to our customers.

Part Time Office Assistant:

Upon further discussion, the Board of Water Commissioners have elected to remain for the time being with our contracted person.

I trust that this meets with the Board's satisfaction.

Enclosures: Attachments A & O: Letters

Attachments B - N: Meeting minutes

Attachment P: Reasons for additional Water Tech

Attachment Q: Job Description



B

TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Nathan Mattila, Chairman
Paul L. Rafuse,
Water Superintendent

Lance Lewand, Vice-Chairman

Michael MacEachern, Clerk
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WATER COMMISSIONERS MEETING MINUTES
September 19, 2017 - 4:00 P.M.
Water Department 540 Main Street, Meeting Room



I. PRELIMINARIES:

- 1.1 NM called the meeting to order at 4:04 P.M. at 540 Main Street.
- 1.2 Roll call **showed** Members Present: Nathan Mattila (NM), Lance Lewand (LL), and Michael MacEachern (MM). Guests Present: Nancy Clough, Paul & Cindy Boundy, Paul Rafuse and Brenda Boudreau.
- 1.3 NM announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions. None
- 1.5 Approve Minutes of special meeting of July 6, 2017 and September 11, 2017. **MM made a motion to approve the minutes September 11, 2017. LL seconded. Unanimous vote.**
- 1.6 Review correspondence. None.

II. APPOINTMENTS:

III. MEETING BUSINESS:

- 3.1 Discuss/Review/Vote on process of hiring additional staff. MM asked if and email was sent to the TA requesting to be placed on the next agenda. The Board requested that the email be sent again and to include all selectmen and the Town Administrators assistant.
- 3.2 Bridge replacement-Main St. Station. Paul had Eric answer questions from a list Lance had prepared over the phone.
- 3.3 Approve refund for acct#2080A, 17 Balsam Drive, \$38.12, overpaid final bill twice. **LL made a motion to approve acct# 2080A, 17 Balsam Drive, \$38.12 due to the customer paying their final water bill twice.**

IV. COMMISSIONERS UPDATES AND REPORT:

- 4.1 **Added to agenda** Neighbors in the West end are present to discuss the water quality issues. Paul reported that they are looking into long term solutions including main replacement. In the interim the water department have reached out to the icepigging company (Suez) to see if they could help resolve this matter, to date we have not had a response. Currently we continue to flush to try and keep the lines clear. The Board will have Paul develop a timeline and send the information to all customers that have been affected. The Board is pondering the idea to do something for the customers.

V. WATER SUPERINTENDENTS UPDATES AND REPORTS:

VI. OFFICE UPDATES AND REPORTS:

- 5.1 Sign Bill Payable warrants. **MM made a motion to sign warrants out of session. LL seconded. Unanimous vote.**



C

TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Nathan Mattila, Chairman
Paul L. Rafuse,
Water Superintendent

Lance Lewand, Vice-Chairman

Michael MacEachern, Clerk
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WATER COMMISSIONERS MEETING MINUTES
September 11, 2017 - 5:30 P.M.
Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 NM called the meeting to order at 5:30 P.M. at 540 Main Street.
- 1.2 Roll call showed Members Present: Nathan Mattila (NM), Lance Lewand (LL), and Michael MacEachern (MM). Guests Present: Eric Ohanion, Tighe & Bond, Paul Rafuse and Brenda Boudreau.
- 1.3 NM announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions. NM announced that agenda item 3.6 would be omitted from the agenda.
- 1.5 Approve Minutes of August 7, 2017, August 14, 2017, and special meeting of July 6, 2017. LL motioned to approve the meeting minutes of August 7, 2017 and August 14, 2017. MM seconded. Unanimous vote.
- 1.6 Review correspondence. None.

II. APPOINTMENTS:

III. MEETING BUSINESS:

- 3.1 Discuss/Review/Vote on process of hiring additional staff. After some discussion the Board asked for an email to be sent to the Town Administrator requesting to be placed on the next available agenda to request the BOS to declare\approve two vacancies\new positions. 1. Full time Water Technician and 2. Part- time Administrative Assistant.
- 3.2 Discuss/Review acknowledgement of on call duties performed by Superintendent Rafuse without compensation since March 22, 2017. The Board recognizes the fact that Paul has been performing his on call duties without compensation.
- 3.3 Discuss response from Records Access Officer Re: waiving fees for Public Records Requests from the media. Paul reported that the records request was submitted with the fees for the three hours in preparing the 342 pages. After some time Paul received an email from the Town Administrator stating that it is the RAO office who determines whether or not to charge fees and it is the town's policy not to charge fees to the media. Chairman NM motioned for Paul to send an email to the RAO requesting payment from the town. LL seconded. Passed 2 to 1 MM abstained.
- 3.4 Bridge replacement-Main St. Station. After a short review and discussion the Board suggested that they review the scope of work so that they can submit questions to Eric Ohanion before the next meeting. The Board would like to begin to move forward with the lengthy permitting process.
- 3.5 Approve refund for acct# 2080A, 17 Balsam Drive, \$255.61 RE: Customer overpaid final water bill. LL motioned to refund acct# 2080A, 17 Balsam Drive, \$255.61, due to over payment of final water bill. MM seconded. Unanimous vote.
- 3.6 ~~Approve a 1" service acct# 61500, 73 Turnpike Road. Received \$2,000.00. Cancelled~~

IV. COMMISSIONERS UPDATES AND REPORT:



D

TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Nathan Mattila, Chairman
Paul L. Rafuse,
Water Superintendent

Lance Lewand, Vice-Chairman

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WATER COMMISSIONERS MEETING MINUTES
August 7, 2017 – 5:30 P.M.
Water Department 540 Main Street, Meeting Room



I. PRELIMINARIES:

- 1.1 NM called the meeting to order at 5:34P.M., Townsend Water Department, 540 Main Street.
- 1.2 Roll call vote showed Nathan Mattila (NM), Lance Lewand (LL), and Michael MacEachern (MM) present.
Guest Present: Eric Ohanian, Tighe & Bond., Lou Soracc, Tighe & Bond, Paul Rafuse and Brenda Boudreau.
- 1.3 NM announced that the meeting is being tape recorded.
- 1.4 Chairman's additions or deletions. None.
- 1.5 Approve Minutes of July 6, 2017, August 7, 2017. LL made a motion to approve the meeting minutes of July 25, 2017. MM seconded. **Unanimous Vote.**
- 1.6 Review correspondence. The Board reviewed the correspondence.

II. APPOINTMENTS:

- 2.1 5:45 PM Eric Ohanian, P.E., Structural Project Engineer, Tighe & Bond
Discuss/Review bridge replacement project at our Main St. pumping station. After a lengthy discussion the Board would like to look into a more economical solution. Tighe & Bond asked if we owned the current bridge. Paul will look into it. We will also be looking into a temporary bridge. The Board asked Paul to meet with conservation to start the preliminary process. Tabled.

III. MEETING BUSINESS:

- 3.1 Discuss/Review/Vote to move forward with the hiring of new staff. The Board wants to send a letter to the Town Administrator and Selectman requesting our wishes to move forward with the hiring of new staff.
- 3.2 Discuss on call schedule with respect to the Superintendent's continued participation given the result of the joint meeting between the Board of Selectmen and AFCSME Counsel 93 Re: the Water Department Superintendent. Paul discussed with the Board that he has been working on call without compensation for some time now. The Board did assure Paul that he would be compensated when the decision falls upon the BOWC.
- 3.3 Approve refund for acct# 60976A, 3 Warren Road, \$91.50 RE: Customer overpaid final water bill. LL motioned to refund account # 6976A, 3 Warren Road, \$91.50. Customer over paid final water bill. MM seconded. **Unanimous vote.**

IV. COMMISSIONERS UPDATES AND REPORT:

- 4.1 MM asked about the progress of the declaratory judgement and why it was entered into without notice of the full board. Paul explained that Nathan approve to expedite the process because of the email received from the Town Administrator on 7/26/17. LL requested that moving forward a meeting should be scheduled for discussion before a decision is made.

V. WATER SUPERINTENDENTS UPDATES AND REPORTS:

- 5.1 Independent status of the Water Department. A letter was released to the public explaining issues.
- 5.2 Begin looking into financing for water main upgrades. Paul reported that there is low interest funding through Massachusetts DEP for water issues such as the reoccurring rust water in West Townsend. Paul reported that there has been no other issues since the heavy flushing.



E

TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Nathan Mattila, Chairman
Paul L. Rafuse,
Water Superintendent

Lance Lewand, Vice-Chairman

Michael MacEachern, Clerk
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WATER COMMISSIONERS MEETING MINUTES
August 14, 2017 - 4:00 P.M.
Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 Chairman called the meeting to order at 4:00 P.M. at the Townsend Water Department, 540 Main Street.
- 1.2 Roll call vote showed Nathan Mattila (NM), Lance Lewand (LL), and Michael MacEachern (MM) present.
- 1.3 Chairman announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions. None.
- 1.5 Review correspondence. None.

II. APPOINTMENTS:

III. MEETING BUSINESS:

- 3.1 Discuss/Review/ Letter to move forward with the hiring of new staff. The board reviewed and approved the letter to the Town Administrator and the BOS requesting the hiring of additional staff. **LL moved to approve the letter and have the Chairman sign on behalf of the BOWC. MM seconded. Unanimous.**
- 3.2 Discuss waiving fees for public records requests. The Board decided that all requests would be charged the standard rate of .05 per page and an hourly rate that equals the pay rate of the lowest paid employee.
- 3.3 Discuss contact information on website. The Board discussed what information they wish to share on the town's website. NM and LL will create and submit an email so that the customers can reach them directly and MM will use the water@townsend.ma.us email and the department will print his emails for him.

IV. COMMISSIONERS UPDATES AND REPORT: None

V. WATER SUPERINTENDENTS UPDATES AND REPORTS:

- 5.1 Paul reported that he had contacted the contractor who is working on the Coppersmith development and he shared with Paul some information regarding the construction of a new bridge at the Main Street station. Paul presented the board some information on Con-Span bridge system which should cost considerably less than what was quoted (even though we would have to pay prevailing wage). The project would take two to three days to complete. The Board asked Paul to contact Contech Engineering Solutions for more information and to notify the Townsend Conservation agent and the Massachusetts Natural Heritage and Endangered Species Program (A Division of Fisheries and Wildlife).

VI. OFFICE UPDATES AND REPORTS:

MM moved to sign and review the bill payable warrants out of session. LL seconded. Unanimous.

- 6.1 Review and Sign Bills Payable Warrants.

VII. ADJOURNMENT:

NM moved to adjourn at 4:22 P.M. LL seconded. Unanimous.

Respectfully Submitted,

Brenda Boudreau



F 1.5

TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

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Paul L. Rafuse,
Water Superintendent

Lance Lewand, Vice-Chairman

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WATER COMMISSIONERS MEETING MINUTES
July 25, 2017 - 5:30 P.M.
Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 Call the meeting to order and announce meeting address. NM called the meeting to order at 5:30 P.M. At 540 Main Street.
- 1.2 Roll call. **Members Present:** Nathan Mattila (NM), Chairman, Lance Lewand (LL), Vice-Chair and Michael MacEachern (MM), clerk. **Guests Present:** Paul Rafuse and Brenda Boudreau.
- 1.3 Announce that the meeting is being tape recorded. NM announced that the meeting was being tape recorded.
- 1.4 Chairman's additions or deletions. None.
- 1.5 Approve Minutes of May 8, 2017 and June 12, 2017. MM made a motion to approve the minutes of May 8, 2017 and June 12, 2017. NM seconded. Unanimous vote.
- 1.6 Review correspondence. None.

II. APPOINTMENTS:

2.1

III. MEETING BUSINESS:

- 3.1 Discuss/Review/Vote on draft scope of services to replace the bridge at our Main St. pumping station. Paul reported that the estimate came in at approximately \$200,000.00 to replace the bridge at the Main Street pumping station. Paul would prefer to have the bridge replaced rather than repaired. MM stated he would like to contact Rich Hanks to see if we could come up with another solution and suggested purchasing a metal plate to go over the existing bridge to secure it until there is a more permanent solution. Paul reported that we need to have an alternative sway to deliver the chemical from the tanker to the pumping station without driving over the bridge. One idea is to buy approximately 90FT of additional hose so the chemical deliveries could still continue. LL cautioned us not to rent any hoses due to possible cross contamination. NM wanted Paul to look into purchasing or renting a temporary bridge. NM tabled for further research into other resolutions.
- 3.2 Officially approve the signing of Payment Request #2 For Fitchburg Rd. Tank Rehabilitation Project. Paul reported that when the tank was filling we received reports of rusty water. Paul questioned Lou as to whether or not the company chlorinated adequately due to the water complaints and a faint smell of chlorine. Test result showed bacteria present, which does not pose a problem due to the tank being offline. The project took eight weeks to complete and Paul was very pleased with the results.
- 3.3 Discuss letter from Attorney Doucette to Town Administrator/Board of Selectmen re: joint meeting with the Board of Selectmen, Town Counsel and a Union Representative. Paul reported that there was a response to finally meet on Tuesday, July 25, 2017. However as stated in several prior emails the water department attorney is unable to meet on a Tuesday due to previous commitments. The Board hopes that the selectmen will schedule a meeting at their meeting tonight, otherwise the option to file declaratory judgement is eminent. The Board would also like Paul to send a letter to the town administrator to get an answer to whether or not they can meet before August 9, 2017.

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- 3.4 Discuss Town Administrator's request for Certification and Response Form submitted to the DEP in regards to the Sanitary Survey. Paul reported that he had a request from the TA to forward the completed document and would like the Board to approve that request. All Board members agreed to forward the document to the TA.
- 3.5 Approve refund for acct# 2360, 64 Maplewood Drive, \$189.50 RE: Customer overpaid final water bill.
- 3.6 Discuss acct# 61635, Cooperage Way RE: coding error. MM made a motion to waive the late fees for the time period of 8/2017-8/2019 so the owners can make monthly payments. LL seconded. Unanimous vote.

IV. COMMISSIONERS UPDATES AND REPORTS.

- 4.1 Discuss the need for additional staff.

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

- 5.1 Provide the Commissioners with the completed Certification and Response form from the DEP's 2016-2017 Sanitary Survey and discuss corrective actions.
- 5.2 Discuss Superintendent obtaining authorization from Chairman periodically so as not to violate Open Meeting Law. Paul suggested designating one board member to authorize the presence of an attorney, engineer etc. at a BOWC meeting. No action taken.
- 5.3 Supt. Vacation in August. Paul will be rescheduling his vacation until October, 2017.

VI. OFFICE UPDATES AND REPORTS.

LL Made a motion to sign the bill payable warrants and review and sign reports out of session. MM seconded. Unanimous vote.

- 6.1 Review and Sign Bills Payable Warrants.
- 6.3 Review and sign Schedule of Bills Receivable report.

VII. ADJOURNMENT:

LL motioned to adjourn the meeting at 6:25P.M. MM seconded. Unanimous vote.

Respectfully submitted,

Brenda Boudreau, Office Administrator



G 1.5

TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Nathan Mattila, Chairman

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WATER COMMISSIONERS MEETING MINUTES

June 12, 2017 - 5:30 P.M.

Water Department 540 Main Street, Meeting Minutes

I. PRELIMINARIES:

- 1.1 Call the meeting to order and announce meeting address. NM called the meeting to order at 5:30 P.M., 540 Main Street.
- 1.2 Roll call. Roll call showed **Members Present: Nathan Mattila (NM) Charman, Lance Lewand, (LL) Vice-Chair and Michael MacEachern (MM), Clerk.** Guests Present: Carolyn Smart, Andrea Wood, Paul Rafuse, Superintendent and Brenda Boudreau.
- 1.3 Announce that the meeting is being tape recorded. NM announced that the meeting was being tape recorded.
- 1.4 Chairman's additions or deletions. Approve 1" service to 1 Penny Lane. Acct#61650, \$2000.00. LL made a motion to approve a 1" service to 1 Penny Lane, acct#61650. MM seconded. Unanimous vote.
LL made a motion to amend above vote to add that approval was pending with the inspection and approval of the service by the TWD. MM seconded. Unanimous vote.
- 1.5 Approve Minutes of April 10, 2017. MM made a motion to approve the meeting minutes of April 10, 2017. LL seconded, Unanimous vote.
- 1.6 Review correspondence. None.

II. APPOINTMENTS:

2.1

III. MEETING BUSINESS:

- 3.1 Discuss/Vote of the Board to approve an additional Personal day beginning FY17 and an additional 2½% increase beginning July 1, 2017 (FY18) for Paul Rafuse. MM made a motion to approve a 2 1/2 % pay increase and an extra personal day beginning FY18. LL seconded. Unanimous vote.
- 3.2 Sign Payment Request #1 for Fitchburg Rd. Tank Rehabilitation Project. The Board reviewed and signed the payment request.
- 3.3 Discuss progress of Water Department's autonomy to operate as a separate entity as a result of the May 9th, 2017 Town Meeting vote. Paul reported that Attorney Doucette is still trying to schedule a meeting with both of the boards and their attorneys to resolve any issues from the vote of the May 9, 2017 town meeting. Nathan will contact the TA in the days following.
- 3.4 Refund Kathy Marcotte, former address 85 South Harbor Road, \$61.50, RE: Overpaid final bill. MM made a motion to refund \$61.50 to Kathy Marcotte, former address 85 South Harbor Road due to overpayment of final bill. LL seconded. Unanimous vote.
- 3.5 Refund Bruce Johnson, former address 12 Depot Street, \$37.50 RE: Overpaid final bill. MM made a motion to refund Bruce Johnson, former address 12 Depot Street. \$37.50, due to overpayment of final bill. LL seconded. Unanimous vote.
- 3.6 Adjust Acct#4210, 6 Hickory, \$1.01 late charge applied in error RE: Century Bank credited wrong account. MM made a motion to adjust acct# 4210, 6 Hickory, \$1.01 in late charges due to error from Century Bank Lockbox. LL seconded. Unanimous vote.

- 6
- 3.7 Approve 1" service, 31 Adams Road, Acct# 61721, Appl#2017-5 Recvd \$2000.00. MM made a motion to approve a 1" service to 31 Adams Road, Acct# 1721, and Appl # 2017-5, \$2,000.00 Recvd. LL seconded. Unanimous vote.

IV. COMMISSIONERS UPDATES AND REPORTS.

- 4.1 LL and NM reported that they walked through the area of the walking easement proposed by Mr. Jackson for the senior walking trail. Both of the commissioners give their full support to the project.
- 4.2 LL asked that we place on the next agenda to review a water tech and part time office position.

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

- 5.1 Report on progress of pump replacement project at Main St. Station. Paul reported that the pump replacement project is scheduled for June 13, 2017 and will be shutting service off to all residents west to the Main Street station, Paul hopes everyone's service will be back on by noon. Paul anticipates that there may be some spot hydrant flushing as a result.

VI. OFFICE UPDATES AND REPORTS.

- 6.1 Review and Sign Bills Payable Warrants. LL made a motion to sign bill payable warrants and reports out of session. MM seconded. Unanimous vote.
- 6.3 Review and sign Schedule of Bills Receivable report.

VII. ADJOURNMENT:

MM made a motion to adjourn the meeting at 5:56 P.M. LL seconded. Unanimous vote.

Respectfully submitted,

Brenda Boudreau, Office Administrator.



H 1.4

TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, Chairman
Paul L. Rafuse,
Water Superintendent

Nathan Mattila, Vice-Chairman

Lance Lewand, Clerk
(978) 597-2212
Fax (978) 597-5561

WATER COMMISSIONERS MEETING MINUTES

March 17, 2017 - 4:30 P.M.

Water Department 540 Main Street, Meeting Room

mm
nm
ll

I. PRELIMINARIES:

- 1.1 MM called the meeting to order at 4:40P.M. At 540 Main Street.
- 1.2 Roll call showed Members Present: Michael MacEachern (MM) Chairman, Nathan Mattila (NM) Vice-Chair and Lance Lewand (LL) Clerk. Guests Present: Paul Rafuse and Brenda Boudreau.
- 1.3 MM announced that the meeting is being tape recorded.
- 1.4 Chairman's additions or deletions. None
- 1.5 Review/Approve meeting minutes of February 13, 2017. November 10, 2016. **LL made a motion to accept the meeting minutes of February 13, 2017 and November 10, 2016. NM seconded. Unanimous vote.**
- 1.6 Review correspondence. None

II. APPOINTMENTS:

III. MEETING BUSINESS:

- 3.1 Discuss solutions to remedy the water issues at 537 Main Street. Paul has been researching Ice Pigging and contacted Suez to perform the work. That company is a sole source company based out of Florida and with such a small section of pipes to clean they may not be able to come to our state until August 2017. However if we agree to do a larger section, a minimum of three days at \$12,000 per days the company will reroute the truck for an earlier start date. The Board requested that Paul call and ask when is the earliest they could be here providing we move forward with a three day schedule. The Board requests Paul to write and mail letters to all customers that will be affected by the project with a tentative timeline and explanation of a timeline which they will be without water. **NM made a motion to accept the bid from Suez for Ice Pigging at the cost of \$36,000.00. LL seconded. Unanimous vote.**
- 3.2 Approval of the Board to start the hiring process for a full time water tech and a part time office assistant. The Board suggest waiting for clarification before hiring. However, the board would like Paul to prepare job descriptions for the board to review.
- 3.3 Discuss Contract for the Fitchburg Road Tank Rehabilitation Project. Bids came in much lower than expected. Project includes total sand blasting inside and out repainting, double the size of the overflow and a new vault cover. Typically it's a one year warranty for workmanship however the paint should last 15 years. Tighe & Bond will review the specifications and review the references before the board votes.
- 3.4 Adjust various accounts totaling \$ 35.46 Late Charges. RE: Treasures office misplaced some January payments that TWD received after late charges were applied. **NM made a motion to adjust various accts 60847-60526-60525-60904-60775-61448-60862-60453-60141-61415-60936-60557-5040-61287-60219-61371-60434-60280-60648-60154-60102-61010 totaling \$35.46 Late Charges due to an error between the Treasures office and the Water Department. LL seconded. Unanimous vote.**
- 3.5 Approve 1" service, John Harrison, 87A Brookline Road, Acct#61718 RE: Received \$2,000 fee, Chk#123 LL made a motion to approve a 1" service to John Harrison, 87A Brookline Road, and Acct #61718. NM second. Unanimous vote.

- H
- 3.6 Approve 1" service, Gary Amadon, 5 Wheeler Road, and Acct #61719 RE: Received \$2,000 fee, Chk# 2283 LL made a motion to approve a 1" service to Gary Amadon, 5 Wheeler Road, and Acct #61719. NM second. Unanimous vote.

IV. COMMISSIONERS UPDATES AND REPORTS.

- 4.1 Status of Ice Pigging project on 8" Main west of Main St Pump Station to end of line. Previously discussed.

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

- 5.1 Status of Red Flag Complaint regarding scrap meters. Paul has not heard a word about the status of the draft report from the Red Flag complaint. Paul is aware that the Town Administrator has had possession of the draft for 8 weeks. Nathan spoke with Mr. Kriedler and he indicated that a water commissioner and a selectman would be present for the final status of the report. Paul stated that Mr. Kriedler emailed him stating the he would review the draft with Paul before the final report was issued. The TA has not responded since.
- 5.2 Main St. Station 50HP Pump. Paul discussed that the pump would cost about \$10,000.00. Retro fitting, base work and replacement of old check valve without the electrical work would cost and additional \$6,700.00. The Board would like Paul to get two additional quotes.
- 5.3 Present board with revised draft budget for review. Paul presented the board with a revised FY18 budget for review. The Board suggested increase building maintenance and professional service for an exterminator.
- 5.4 Discuss/Review/Approve Proposal for the Replacement of the CUE Drive or Control Panel to the booster pumps at the West Meadow Rd. Booster Station. The Board request three quotes.

VI. OFFICE UPDATES AND REPORTS.

- 6.1 The Board reviewed and signed Bills Payable Warrants.
- 6.3 The Board reviewed and signed Schedule of Bills Receivable report.

VII. ADJOURNMENT: NM moved to adjourn the meeting at 6:30 P.M. LL seconded. Unanimous vote.

Respectfully submitted,



Brenda Boudreau, Office Administrator



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

I 1.5

Michael MacEachern, Chairman
Paul L. Rafuse,
Water Superintendent

Nathan Mattila, Vice-Chairman

Lance Lewand, Clerk
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WATER COMMISSIONERS MEETING MINUTES

August 8, 2016 - 5:30 P.M.

Water Department 540 Main Street, Meeting Room

MM
LL

I. PRELIMINARIES:

- 1.1 MM called the meeting to order at 5:36 P.M., 540 Main Street.
- 1.1 Roll call **showed** members present: Michael MacEachern (MM), Nathan Mattila (NM) and Lance Lewand (LL). Guests Present: Gary Amadon, Ray Jackson, Paul Rafuse and Brenda Boudreau.
- 1.2 MM announced that the meeting is being tape recorded
- 1.3 Chairman's additions or deletions. MM asked if we had sent out notices to attorney/realtors to notify them about the 48 hour notice. Paul and Brenda reported that they have not gone out to date with the end of the year reports/projects, new quarterly billing, and vacations they have not had sufficient time to do so.
- 1.4 Review/Approve meeting minutes of June 13, 2016. LL made a motion to accept the minutes of June 13, 2016. NM seconded. Unanimous vote.
- 1.5 Review correspondence. Paul will review all correspondence prior to the BOWC.

II. APPOINTMENTS:

- 2.1 5:45 PM- Gary Amadon, Wheeler Road. RE: discuss supplying water to 5 Wheeler Road. The BOWC discussed the plans for the possible water line installation to his property. Gary will attend the September meeting for board approval.
- 2.2 Ray Jackson stopped in to discuss a senior "Healthy Heart" walking trail from Atwood Acres to the Senior Center. A portion of the trail is on water department property. Paul will contact our insurance agent about the liability issue and if posting a "At your own risk" sign would be sufficient. He will need to discuss other issues with Karen Chapman. Tabled

III. MEETING BUSINESS:

- 3.1 Discuss/Review opinion per request of Town Acct to carry forward the balances of the following special accountants. NM moved to carry forward the balances of the following accountants, LL seconded. Unanimous vote.

5012-System Enhancements	814,054.17
500-5000-Emergency Reserve Fund	20,000.00
5245-Storage tank Maint. Fund	13,883.00
5804-Witches Brook Repairs	34,000.00
5805-Water Meter Replacement	10,087.50
5902-2014-CIP VFD & Elec. Serv. Pump Station	25,000.00

- 3.2 Discuss/Review/vote to carry close inactive accounts. Nm moved to close the following accountants, LL seconded. Unanimous vote.

5009-Main Street Upgrade	56,219.23
5013-Water Main extensions	127,911.75
5014-Wel Development & Exploration	6,276.29
5806-2016-New Vehicle	6,333.00
5850-2004-Equipment Replacement Fund	1,426.07

- 3.3 Approve 1" service to 359 Main Street, Acct# 60435, and Joseph LoPilato Real Estate Development LLC- Recvd \$2,000.00 check. LL made a motion to approve a 1" service to Acct# 60435, 359 Main Street. NM seconded. Unanimous vote.
- 3.4 Refund Acct # 61157A, 13 Depot Street. \$48.60. RE: Paid final bill with July bill included in balance and then paid July bill again. NM made a motion to approve a refund to acct#61157A, 13 Depot Street. Customer paid final bill twice. LL seconded. Unanimous vote.
- 3.5 Review/approve Witches Brook contract 2. LL made a motion to accept the document going out to bid for Witches Brook well #1, Electrical Rehabilitation dated July 2016. NM seconded. Unanimous vote.

IV. COMMISSIONERS UPDATES AND REPORTS.

- 4.1 MM asked if the contract for Highland Street Tank has gone out. Paul reported it had. The discussion then led to the Fitchburg Road Tank maintenance.

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

- 5.1 Update on hiring additional water tech. LL made a motion to hire an attorney to review our acts to see if we can speed up the hiring process for an additional water technician. NM seconded. Unanimous vote.
- 5.2 Review resident request for Dog Park at Timberlee Park and opinion by DEP. Paul reported that he heard back from DEP and they determined that part of the area in the wetland was in zone 1 however the field that was in question was not therefore it does not fall under the zone1 restrictions. It is in zone 2 so Paul contacted Karen Chapman and Carla Walters because it is so close to the wetlands and Karen response was that she will put it on their Agenda for next Wednesday. Carla was concerned with the storage of the animal waste however technically it could be done. Paul, Carla and Karen would like to put together a list of conditions if they move forward with the dog park. Lance wanted Paul to address the insurance liability end.

VI. OFFICE UPDATES AND REPORTS.

- 6.1 The Board reviewed and Signed Bills Payable Warrants.
- 6.3 The Board reviewed and signed July Schedule of Bills Receivable report.
- 6.4 The Board reviewed the Accounts Receivable report.

VII. ADJOURNMENT:

NM made a motion to adjourn the meeting to sign the bills payable and review reports out of session. LL seconded. Unanimous vote.

MM adjourned the meeting at 7:20 P.M.

Respectfully submitted,



Brenda Boudreau-Office Administrator



Michael MacEachern, *Chairman*
Paul L. Rafuse,
Water Superintendent

Nathan Mattila, *Vice-Chairman*

Lance Lewand, *Clerk*
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WATER COMMISSIONERS MEETING MINUTES

June 13, 2016 - 5:30P.M.

Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 MM called the meeting to order at 5:30 PM, 540 Main Street.
- 1.2 Roll call showed Members Present. Michael MacEachern (MM), Nathan Mattila (NM) and Lance Lewand (LL). Guests Present: Paul Rafuse and Brenda Boudreau.
- 1.3 MM Announce that the meeting is being tape recorded
- 1.4 Chairman's additions or deletions. MM discussed an abatement for a customer on Woodland Drive that supplied water for approximately 7 days to his neighbor for a repair. This same customer supplied the same neighbor with water years before when their well went dry. Paul stated the typically it is only for a day or two because we were in the middle of an emergency water installation on the other end of town. Tabled until we gather more information and set up a rule so that it will be fair for everyone moving forward.
- 1.5 Review/ Approve meeting minutes of April 11, 2016 and May 11, 2016. NM made a motion to accept the meeting minutes of April 11, 2016 and May 11, 2016. LL seconded. Unanimous vote.
- 1.6 The Board reviewed the correspondence from Paul a notice for realtors and attorneys to require a 48 hour notice to schedule a final reading. Paul will bring back to the Board at the next meeting language to add to the Rules and Regulations.

II. APPOINTMENTS:

- 2.1 None

III. MEETING BUSINESS:

- 3.1 Discuss/ Review status update report on projects from Lou Soracco of Tighe & Bond. #1 Paul reported that Utility Services was the lowest bidder for the Fitchburg Road Tank at \$10,667.00. Tighe & Bond recommends awarding the bid to them and to sign the notice to proceed. **NM made a motion to accept the bid for Utility services in the amount of \$10,667.00 for the miscellaneous repair at the Fitchburg Road Tank. LL seconded. Unanimous vote.** #2 Cross Street Test Report, Paul reported that Lou will be at the next meeting to discuss the progress #2 test well is a high yielding well but the magnesium levels are still high. Treatment is suggested to aerate the water which will increase the PH and that will save money on the chemicals. . #3 Witches Brook electrical upgrade The Board should be able to review the contract documents Tighe & Bond need to review the documents first. #4 Highland Street Tank- The Board reviewed the revised proposal from DN Tank. **NM made a motion to accept the proposal from DN Tanks to install the new dome hatches for \$7,500.00 and a new dome vent for \$7,750.00. LL seconded. Unanimous vote.**
- 3.2 Discuss/Review Legal opinion per request of the Town Accountant regarding Enterprise Fund Legislation and our Acts of 1920 and how both provisions effect accounting and expenditure of funds. Paul presented his findings.
- 3.3 Discuss/Review pricing for overcoat of Fitchburg Tank and limited maintenance program from Scott Kelley of Utility Service Group. Tabled
- 3.4 Approve 1" service to Joe Sirbak, 9 Edward Road, Appl# 2016-3, Acct # 61586. Recvd \$2,000.00. **NM made a motion to approve a 1" service to Joe Sirbak, 9 Edward Road, Acct #61586. LL seconded. Unanimous vote.**

J

IV. COMMISSIONERS UPDATES AND REPORTS.

4.1

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

5.1 Request for additional Water Tech. Paul reported that he had emailed the TA requesting that he be placed on the agenda to discuss the hiring of an additional Water Technician. Carolyn Smart responding stating that the TA would not be at the next meeting and he would be removed from the agenda. The Board requested that he email the TA again.

5.2 Paul reported that he will be on vacation the week of July 11, 2016.

VI. OFFICE UPDATES AND REPORTS.

6.1 The Board reviewed and signed bills payable warrants.

6.3 The Board reviewed and signed April schedule of bills receivable report.

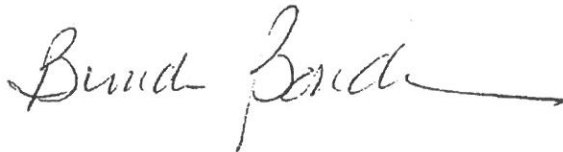
6.4 The Board reviewed April accounts receivable report.

VII. ADJOURNMENT:

NM moved to sign the bills payable warrants & review reports out of session. LL seconded, Unanimous vote.

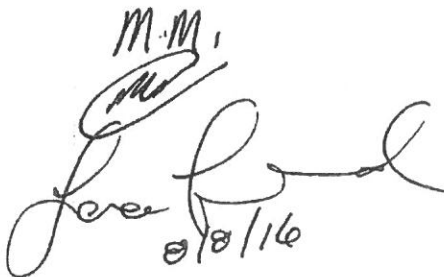
MM motioned to adjourn the BOWC meeting at 6:44 p.m. LL seconded. Unanimous vote.

Respectfully submitted,



Brenda Boudreau

Office Administrator





TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

K

Michael MacEachern, Chairman
Paul L. Rafuse,
Water Superintendent

Niles Busler, Vice-Chairman

Nathan Mattila, Clerk
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WATER COMMISSIONERS MEETING MINUTES

March 14, 2016 - 5:30P.M.

Water Department 540 Main Street, Meeting Room

[Handwritten signatures and initials]

I. PRELIMINARIES:

- 1.1 MM called the meeting to order at 540 p.m. at 540 Main Street.
- 1.2 Roll call showed members present Michael MacEachern (MM), Niles Busler (NB) and Nathan Mattila (NM). Guest Present: Karen Chapman, Paul Rafuse and Brenda Boudreau.
- 1.3 MM announced that the meeting is being tape recorded
- 1.4 Chairman's additions or deletions. MM presented a last minute application from Harbor Classic Homes and application to approve a 1" service to acct# 61635, 8 Cooperage Way, appl# 2016-2. NM made a motion to approve 1" service to acct #61635, 8 Cooperage Way. NB seconded. Unanimous vote.
- 1.5 Review/Approve meeting minutes of February 22, 2016. None
- 1.6 The Board review correspondence.

II. APPOINTMENTS:

- 2.1 5:45 pm Karen Chapman, Co-Land Use Coordinator, Water Restriction By-Law. Karen reviewed the various changes she suggested to our Water Restriction By-Laws. Karen thought that maybe Paul would like to run the changes by DEP. And Karen will ask Jean before she retires if they need to have a public hearing on this matter.

III. MEETING BUSINESS:

- 3.1 Approve 1" service to Hope Welch, 76 Proctor Road, Acct # 61717, and Application # 2016-01. NM made a motion to approve a 1" service to Hope Welch, 76 Proctor Road, Acct # 61717 and Appl# 2016-01. NB seconded. Unanimous vote.
- 3.2 Discuss/Review proposal from Temp Agency HW Staffing Solutions. The board discussed hiring Temporary office help for the Office Administrator while she is out on medical leave. Temp Agency said that we could possibly hire a temp and they could leave if a permanent position comes along. We will check and see if a Temp employee hire (3) months or so if hire by the department. **Tabled.**
- 3.3 Discuss/Vote to amend our Rules and Regs to implement an additional charge to customers for failure to respond and allow access to their meter. And to charge for frozen service meter replacement to vacant properties that failed to winterize properly. Paul suggested that we update our Rules and Regs to charge a reasonable fee to customers with a vacant property that fails to winterize properly. Niles suggested using the Constable to deliver the letters to access the meter for upgrades maybe the constable will deliver several for a reduced rate. This would be for the customers that will be charged a fee if they fail to make an appointment to upgrade their meter. Niles would like us to list the ways that we tried to reach them email, phone, door hanger etc. Paul will draft an update to vote on for next meeting. **Tabled**

K

3.4 Discuss/Vote on proposed Capital Improvement Plan and Projects to request for approval as emergency projects by the Board of Selectmen. Paul will draft a letter to the Board of Selectman requesting approval of the projects listed to be approved at the next BOS meeting under the Emergency Capital Improvements.

3.5 Discuss acquiring our own legal counsel. Tabled

3.6 Discuss/ Approve Request for Proposal for Fitchburg Rd. Storage Tank repairs. NB made a motion to authorize the chairman to obligate the water department in the following:

Fitchburg Road Tank	\$6,000
Cross St well investigation	\$4,500
Witches Brook well design	\$18,000
Witches Brook well construction	\$11,500

for engineering services from Tighe & Bond in the amount of \$40,000.00. NM seconded. Unanimous vote.

3.7 Discuss/ Approve proposal for test well development and water quality testing for Cross St. Well replacement. NM made a motion to accept the proposal for Maher services in the amount of \$6,690.38. for two sample observation wells at Cross Street. NB seconded. Unanimous vote.

IV. COMMISSIONERS UPDATES AND REPORTS.

4.1

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

5.1 Paul presented the Board with a proposal for the directional drilling on Meadow Road in the amount of \$89,500.00.

VI. OFFICE UPDATES AND REPORTS.

6.1 The Board reviewed and signed bills payable warrants.

6.2 The Board review payroll.

6.3 The Board reviewed and signed February Schedule of Bills Receivable report.

6.4 The Board reviewed February Accounts Receivable report.

6.5 The Board reviewed February Appropriation balance report.

VII. ADJOURNMENT:

MM adjourned the meeting at 7:10 P.M.

Respectfully submitted,



Brenda Boudreau, Office Administrator



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TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, Chairman
Paul L. Rafuse,
Water Superintendent

Niles Busler, Vice-Chairman

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WATER COMMISSIONERS MEETING MINUTES

January 12, 2015 - 5:30P.M.

Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 MM called the meeting to order at 5:31 P.M.
- 1.2 Roll call showed Members present: Chairman, Michael MacEachern, Vice-Chairman Niles Busler and Clerk, Nathan Mattila. Guest Present: Paul Rafuse, James Blanchard, John Hussey, Jeff Smart, Carolyn Smart, Andrea Wood, Sue Funiole, Attorney Sullivan, representing Carolyn Smart and Brenda Boudreau
- 1.3 MM announced that the meeting is being tape recorded
- 1.4 Chairman's additions or deletions.
- 1.5 **NM moved to approve the meeting minutes of December 8, 2014. NB seconded. Unanimous vote.** NM made a motion that in lieu of scheduling, posting and holding a BOWC meeting on the fourth Monday of each month to only sign warrants that such warrants are normally scheduled for this meeting to be signed by all board members from this day forward. NB seconded. Unanimous vote.
- 1.6 There was no correspondence.

II. APPOINTMENTS:

- 2.1 Sue Funiaole had a complaint about her water and the smell of chlorine. She asked when she could expect a mixing system to be installed. MM and PR stated that the mixing system was on the agenda tonight for approval and hopefully it will be settled.
- 2.2 Carolyn Smart met with the Board to discuss the elimination of the two year temporary billing clerk position. After a lengthy discussion **Niles Busler made a motion to extend the position until June 30, 2015 because the funding had already been approve in the budget.** PR stated that once collections were made by Century Bank lockbox there wouldn't be a need for that position to continue and suggested that the position end date should be March 31, 2015. **NB stated that he had a motion on the table. NM seconded. Unanimous vote to end the position in June 30, 2015.**

III. MEETING BUSINESS:

- 3.1 The Board reviewed the FY16 Budget. **NB moved to reflect the request for a third technician to \$53,282, 00. This amount eliminated on call and longevity. NM seconded. Unanimous vote.** NB moved to approve the FY16 budget in the amount of 653,200.00. NM seconded. Unanimous vote. Paul asked the town account to create a line item for Meter replacement with \$8,000.00 to better track the meters. **NM moved to approve \$15,000.00 to the Meter replacement line item for FY16 budget. NB seconded. Unanimous vote.**
- 3.2 Discuss/Review staffing changes RE: Elimination of the Part-Time Billing clerk position due to the required transfer and out-sourcing of the work (bill collection and processing) the position was originally created for to a lockbox collection system. Previously voted on 2.2

- L
- 3.3 The Board discussed another proposal from Weston and Sampson to install GridBee tank mixing system at the Fitchburg Rd. storage tank. **NM made a motion to accept a proposal from Water Line Industries for \$19,870.00 to install a Gribbee mixing system at the Fitchburg Road water tank. NB seconded. Unanimous vote.**
 - 3.4 The Board discussed, reviewed and voted on revised proposal by Weston & Sampson to upgrade electric service to Witch's Brook Pump Station 1. **NM moved to approve the proposal from Weston & Sampson to upgrade the Witches Brook Booster Station in the amount of \$31,250.00. NB seconded. Unanimous vote.**
 - 3.5 The Board discussed modifying the Capital Plan to include cost to purchase and install new generators at the office and Main St station and upgrade the standby engine at Cross St station. There was no vote however they agree to get quotes to replace the engines at Main Street and Cross Street station and install new generators. The Board would also like us to get a quote with a local electrician to do the electrical work on the engines and generators.
 - 3.6 The Board discussed Kimplen Ct. (entrance to Cross St. pump station) being declared a Town Rd for maintenance purposes. The Board asked Paul to contact Ed to discuss and write a letter asking when his department can take over the plowing for that road. . **NB moved to table pending additional information. NM seconded. Unanimous vote.**
 - 3.7 Discuss amending specifications for meter pit size requirements. Paul will investigate the sizes with Lamarre and Sani Tank
 - 3.8 **NM made a motion to approve abatement #61059, Chester Newton, 2 Pepperell Road. NB seconded. Unanimous vote.**
 - 3.9 **NM made a motion to approve 2" service # 61712, Turnpike Village, 72 Turnpike Road. NB seconded, Unanimous vote.**

IV. COMMISSIONERS UPDATES AND REPORTS.

- 4.1 Niles reported that it has come to his attention that a change order was submitted for the SCADA project. NB wants all change orders to go before the board moving forward.

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

- 5.1 Paul reported that the Highland St. Tank is still having periodic hits.
- 5.2 Paul reported that he will be on vacation February 1-9 2015.

VI. OFFICE UPDATES AND REPORTS.

- 6.1 The Board reviewed and signed bills payable warrants.
- 6.2 The Board reviewed payroll.
- 6.3 The Board signed December 2014 Schedule of Bills Receivable report
- 6.4 The Board reviewed December 2014 Accounts Receivable report.
- 6.5 The Board reviewed December 2014 Appropriation Balance report.

MM adjourned the meeting at 8:26 p.m.



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

M 1.5

[Signature]
[Signature]

Nathan Mattila, Chairman
Paul L. Rafuse,
Water Superintendent

Lance Lewand, Vice-Chairman

Michael MacEachern, Clerk
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WATER COMMISSIONERS MEETING MINUTES
October 11, 2017 - 5:00 P.M.
Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 LL called the meeting to order at 5:08 P.M., 540 Main Street, meeting room.
- 1.2 Roll call showed members present. **Nathan Mattila, Chairman (NM), Lance Lewand, Vice Chairman (LL), and Michael MacEachern, Clerk (MM).** NM entered the meeting at 5:10P.M.
- 1.3 LL announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions. None.
- 1.5 Approve Minutes of September 19, 2017 and special meeting of July 6, 2017. **MM made a motion to approve the minutes of September 19, 2017. LL seconded. Unanimous vote.**
- 1.6 Review correspondence. None.

II. APPOINTMENTS:

III. MEETING BUSINESS:

- 3.1 Approve abatement for acct# 61064, 65 Main St \$1.52 RE: Late charges misapplied due to timing issue. **MM moved to abate acct#61064, 65 Main Street, \$1.52 Late Charge. LL seconded. Unanimous vote. (Chairman Mattila was not present for this vote.)**
- 3.2 Approve a 1" service acct#61500, 73 Turnpike Road. Received \$2,000.00. **MM moved to approve a 1" service to acct#61500, 73 Turnpike Road. LL seconded. Unanimous vote. (Chairman Mattila was not present for this vote.)**
- 3.3 Approve 1" service to acct#61578, 41 Edward Road. Received \$2,000.00. **MM made a motion to approve a 1" service to acct#61578, 41 Edward Road, LL seconded. Unanimous vote.**
- 3.4 Approve\abate account# 2080A, 4 Chestnut Drive, \$9.02 RE: Credit on account. **MM made a motion to abate acct#2080A, 4 Chestnut Drive, \$9.02. LL seconded. Unanimous Vote.**

IV. COMMISSIONERS UPDATES AND REPORT:

V. WATER SUPERINTENDENTS UPDATES AND REPORTS:

- 5.1 Discuss financing for water main upgrades. Paul reported that he had been investigating different avenues to finance the water main replacement on Main Street in West Townsend. Paul reported that the financing from D.E.P. is a revolving fund that has the lowest interest rate but is also ranked by need. Paul suggests applying for the USDA loan which interest rate is a ½-1 point higher in interest than the loan through D.E.P. This loan is a non-ranking loan. The projected cost is estimated to cost of \$300,000.00 to \$400,000.00. Paul also reported that a meeting with Suez is scheduled on October 23, 2017 at the Townsend Water Department. We are hoping that they will agree to Ice-Pig the West End again at little or no cost.

M

- 5.2 Sanitary Survey progress on corrective actions. Paul presented the board with two proposals. The first proposal was to update the GIS Water System Map in the amount of \$2,000.00. The next proposal is for ArcGIS Online Implementation which will cost \$6,000.00. Paul request the update be approve tonight. MM moved to accept the proposal for the GIS Water System Updates in the amount of \$2,000.00. LL seconded. Unanimous vote.
- 5.3 Discuss hiring of additional staff. Paul reported that there has been no response from the TA or the BOS to place the water department on the BOS agenda to discuss hiring additional staff. The board requested the he send another email.
- 5.4 Bridge replacement-Main St. Station. Paul reported that there will be a meeting at the Conservation Commission scheduled for October 18, 2017. Michael MacEachern will attend the meeting.
- 5.5 Paul reported that the Superintendent will be on vacation from October 16, 2017 to October 20, 2017.

VI. OFFICE UPDATES AND REPORTS:

- 6.1 The Board reviewed and signed Bills Payable Warrants.
- 6.4 The Board reviewed and signed Schedule of Bills Receivable report.
- 6.4 The Board was presented with the Accounts Receivable report.

ADJOURNMENT:

MM made a motion to sign bill payable warrants and reports out of session. LL seconded. Unanimous vote.

LL made a motion to adjourn the BOWC meeting at 6:00 P.M. MM seconded. Unanimous Vote.

Respectfully submitted,

Brenda Boudreau, Office Administrator



N

TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Nathan Mattila, Chairman
Paul L. Rafuse,
Water Superintendent

Lance Lewand, Vice-Chairman

Michael MacEachern, Clerk
(978) 597-2212

Email: water@townsend.ma.us

WATER COMMISSIONERS MEETING MINUTES

November 13, 2017 - 5:00 P.M.

Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 NM called the meeting to order at 5:00 P.M., 540 Main Street. MN reported that Vice-Chair, Lance Lewand would be participating accordance with Sec. 940, CMR29.10, Sec 2 and Sec 940, CMR 29.10, Sec 10 of the Attorney Generals open meeting law regulations. Lance was unable to attend in person.
- 1.2 Roll call showed Member Present: Nathan Mattila (NM), Chairman Lance Lewand (LL) Vice-Chair (present remotely) and Michael MacEachern (MM) clerk. Guests Present: Paul Rafuse and Brenda Boudreau.
- 1.3 NM announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions. None
- 1.5 Approve Minutes of October 11, 2017 and special meeting of July 6, 2017. MM moved to accept the meeting minutes of October 11, 2017. LL Seconded. Roll call vote: LL aye, MM aye and NM aye. Unanimous vote.
- 1.6 Review correspondence. None.

II. APPOINTMENTS:

III. MEETING BUSINESS:

- 3.1 Discuss hiring of additional staff. NM explained his interaction with the Town Administrator to discuss the process of hiring additional staff. The Town Administrator said he would speak with BOS Chairman Cindy King. After voting NM asked Jim if he had spoken to Cindy and the TA reported that the Chairman had been instructed by town counsel not to move forward with any business concerning hiring new staff or anything that would have an impact on pending litigation unless we declared it a public health emergency. The Board will send another letter requesting to be put on the agenda. LL moved to provide another letter to the TA and BOS detailing the need for three vacancies at the water department. MM seconded. Roll call: LL-aye, MM-yes, NM-yes. Unanimous vote.
- 3.2 Discuss Main St. station bridge replacement project and sign engineering proposal. Paul suggested that we get moving on this project for this project and sign the engineering proposal in the amount of \$114,000.00. The Board agreed to move forward with the permitting process. NM moved to approve and sign an amended contract with Tighe & Bond to spearhead task six which includes the permitting process only in the amount of \$12,200.00. MM seconded, Roll call vote: LL-affirmative, MM-yes, and NM-yes. Unanimous vote.
- 3.3 Discuss potential articles for Fall Town Meeting. Take no action.
- 3.4 Discuss resolution to periodic discolored water on Main St. west of Main St. station and New Fitchburg Rd. Paul reported that he received confirmation that Suez offered to perform another Ice Pigging at no charge. Paul believes this will be beneficial to the water takers. MM moved to give permission to Paul Rafuse to notify Suez to perform the Ice Pigging on New Fitchburg and the West End of Main Street. LL seconded, Roll call vote. LL-affirmative. MM-yes, NM-yes, Unanimous vote.

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3.5 Approve abatement for acct# 2760, 2A Chestnut Drive \$488.92 RE: Customer repeatedly paid the credit on their account. MM moved to abate acct# 2760, 2A Chestnut Drive, \$488.92. MM made a motion to abate acct# 2760 in the amount of \$488.92. LL seconded. Roll call vote: MM-aye, LL-aye, NM-aye. Unanimous vote.

3.6 Approve\abate account# 60173, 29 West Meadow Est. Drive, \$33.57 RE: Late Fees/Change of address. Tabled until we receive documentation from the customer.

IV. COMMISSIONERS UPDATES AND REPORT: None

V. WATER SUPERINTENDENTS UPDATES AND REPORTS:

5.1 Discuss concerned citizen's request to sample for the presence of asbestos on Reagan Rd., Hayes Rd. and, Laurie Dr. Paul reported that he received a request from one of the water takers in the area mentioned above to test for asbestos. It has been reported that there have been customers within these parameters that have been diagnosed with cancer. Paul happily reported that the test results came back negative.

5.2 Paul reported he has been notified by James Blanchard, Water Technician of his intent to retire on December 31, 2017.

VI. OFFICE UPDATES AND REPORTS:

6.1 The Board reviewed and Signed Bills Payable Warrants.

6.4 The Board reviewed and signed Schedule of Bills Receivable report.

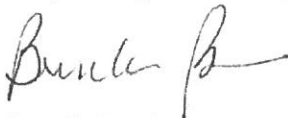
6.4 The Board reviewed the Accounts Receivable report.

ADJOURNMENT:

MM moved to review sign bills payable warrants and reports out of session, LL seconded. Roll call vote: MM-yes, LL-yes, NM-yes. Unanimous vote.

NM moved to adjourn the meeting @ 5:57P.M. MM seconded. Roll call: MM-yes, LL-yes and NM-yes. Unanimous vote.

Respectfully submitted,



Brenda Boudreau



Reasons For Additional Operational Staff

1. Replace retiring Water Tech.
2. Prepare for the departure of other current personnel due to eligibility for retirement. State regulations require operational staff to be properly trained and gain the knowledge and required experience to acquire "Full Operator" licensing status in the areas of distribution and treatment in order to take on call duties and perform certain day to day operational functions i.e., adjustments to chemical feed dosage, maintenance of chemical feed pumps, and water quality testing.
3. The acquisition of Timberlee Park water system and wells.
Although a distinct benefit towards the sustainability of Townsends water supply. The acquisition added the following to our maintenance tasks:
 - 2a. 500 more services
 - 2b. 52 more hydrants
 - 2c. Approx. 130 line gate valves
4. Perform all required routine duties in the absence of another operator.
5. Meet state distribution system maintenance requirements in the areas of:
 - 5a. Flushing: The state requires that the entire system flushed annually. This cannot be achieved with the current staffing levels. Currently only half the system can be flushed annually.
 - 5b. Exercising All Main Line Gate Valves: The state requires water systems to inspect and exercise ALL main line gate valves to ensure they're accessible and operable.
 - 5c. Inspection and Maintenance of Hydrants: With 356 hydrants in the system all, should be inspected for proper operation, checked for leakage, painted, gaskets checked for replacement, pump out if not drained after use, marked (flagged) for the winter and, cleared of snow during the winter.
6. To ensure personnel safety when excavating to perform repairs or installation of services and mains.
7. To allow the Superintendent to fully focus on the administrative and managerial duties of the position. Often, the Superintendent is needed to assist in repairs requiring excavation or operate the backhoe in the absence of the equipment operator.
8. Record Keeping: many service tie cards and all of Timberlee Park need to be updated to reflect any repairs or replacements performed on the service and measurements verified for accuracy.
9. Assist and work with office staff to improve on inventory controls.
10. All service curbstops, hydrants, main line gate valves need to be located and identified with GPS to incorporate on to our GIS mapping system.
11. Enforcement of State required water restrictions: Current staffing levels make it impossible to daily monitor 2,000 customers over a 5 month period for compliance with mandatory water restrictions.
12. Respond to over 300 unforeseen dig safe requests per year to mark all water lines when contractors or other utilities need to excavate anywhere within the distribution system.
13. To address improved enforcement and follow up monitoring of failed back flow preventers to ensure repairs are done in accordance with state regulations.
14. To perform regulated and required water quality monitoring and testing for over 100 contaminants monthly and annually with the potential of more as the Environmental Protection Agency (EPA) are constantly reviewing many unregulated contaminants. This review process can lead to future development of a national primary drinking water regulation of any number of these contaminants.

Q

WATER TECHNICIAN

Position Purpose:

The purpose of this position is to perform skilled manual and technical work in connection with the Town's water distribution system construction and maintenance program. Provides support to all water department personnel; install and maintain water service to town residents. Reads water meters and maintains fire hydrants. Maintains water treatment process and water pumping stations. Performs periodic collection of water quality samples. Performs all other related work as required.

Supervision:

Supervision Scope: Perform a variety of skilled and semi-skilled tasks which require the exercise of judgement and initiative while performing duties within established guidelines.

Supervision Received: Works under the general direction of the Water Superintendent. The position is subject to review and evaluation according to the Town's personnel plan.

Supervision Given: None.

Job Environment:

Work is performed indoors and outdoors at which time the employee may be exposed to weather extremes of hot and cold temperatures and inclement weather. The employee is required to traverse uneven terrain. The employee is subject to working with chemicals associated with cleaning and the repair and maintenance of tools and equipment. The employee is subject to working with caustic chemicals associated with water treatment. Work environment is frequently very loud.

Operates light trucks, heavy equipment, hand/power/pneumatic tools, a computer, telephones, and standard office machines as needed.

Interacts frequently with other Town department employees, and the general public. On a less frequent basis has contact with vendors. Communication is generally in person and by phone and involves an information exchange dialogue.

Errors in judgement may impose undue and substantial expense recovering from errors, result in delays or loss of service, cause damage to buildings and/or equipment and injury to others.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Townsend, MA
Water Technician
FLSA: Non-Exempt
Page 1

- Performs basic routine repairs and maintenance on pumps and equipment.
- Installs repairs and maintains water mains. Installs, repairs and maintains water services. Installs, maintains, and repairs fire hydrants. Performs emergency repairs to distribution system.
- Installs, and repairs water meters. Reads water meters and records readings.
- Operates all heavy and light equipment and trucks and other equipment necessary for completion of projects; performs labor incidental to the work of operating assigned equipment or other laboring tasks. Repair street cuts as necessary.
- Perform routine inspections of all pumping facilities, reservoirs and standpipes noting any irregularities and reports any observations to the Water Superintendent.
- Assists in the periodic flushing of mains as directed by the Water Superintendent.
- Collects water samples from pre-determine points and transports same to appropriate testing facility for analysis when requested by the Superintendent.
- Removes snow and ice from Water Department facilities and pumping stations. Maintains grounds at all water department facilities.
- Perform repairs or replace chemical treatment equipment using protective equipment to avoid coming in contact with caustic chemical.
- Enters pumping and water quality data into computer.
- Provides on-call services, requiring availability during nights, weekends, and holidays.
- Must follow town and department safety policies and guidelines at all times.
- Must attend periodic seminars or classes to accrue required educational or training credits in order to acquire or retain proper licensing in the distribution and treatment of a public water system.
- Record daily work performed by manually entering in a log book or entering into a computer.
- Create and maintain accurate diagrams for all services and mains, revising as necessary when repairs or replacements are performed.
- Perform basic routine maintenance to vehicles and equipment
- Performs similar or related work as required.

Recommended Minimum Qualifications:**Education, Training and Experience:**

High school graduation; three years experience in municipal water supply operations and/or electrical and diesel pumping equipment; or any equivalent combination of education and experience.

Special Requirements:

Must possess or acquire within 2 years from the date of hire Massachusetts Drinking Water D2, and T1 Licenses in distribution and treatment.

Possession of a valid Class D drivers license.

Possession of a valid restricted 2B Hoisting license.

OSHA construction safety and health certificate required.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of the materials and methods used in the operation of a water distribution system and pumping station. Working knowledge of the occupational hazards and safety precautions of the trade. Requires working knowledge of state and federal regulations that affect water system operations.

Ability: Ability to carry out oral and written instructions. Ability to follow proper methods, procedures and safety precautions. Mechanical ability. Must possess the ability to work effectively with others and maintain good working relationships. Requires the ability to be familiar with the layout of streets and water distribution system within a reasonable amount of time. Requires the ability to communicate with the public with tact in a respectful, patient, and courteous manner in answering questions and or resolving issues.

Skill: Skill in operating above mentioned equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate physical effort is generally required which involves frequent lifting of up to 30 pounds and occasionally lifting up to 100 pounds. Employee is required to drive heavy equipment for long periods of time during all types of weather conditions. When performing the duties of this job the employee is frequently required to talk, hear, stand, walk, bend, stoop, crawl, kneel, reach, lift, climb, and/or balance. Works for extended periods of time as required by emergency situations.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Townsend, MA
Water Technician
FLSA: Non-Exempt
Page 3

WATER TECHNICIAN (TRAINEE OR ENTRY LEVEL)

GRADE:

Position Purpose:

The purpose of this position is to perform skilled manual and technical work in connection with the Town's water distribution system construction and maintenance. Provides assistance to all water department personnel. Assists with the installation, repair, and maintenance of water services, and water mains and their appurtenances. Reads water meters. Assists with the maintenance and repair of water treatment process and water pumping stations. Performs periodic collection of water quality samples. Performs all other related work as required.

Supervision:

Supervision Scope: Perform a variety of skilled and semi-skilled tasks which require the exercise of judgement and initiative while performing duties within established guidelines.

Supervision Received: Works under the general direction of the Water Superintendent. The position is subject to review and evaluation according to the Town's personnel plan.

Supervision Given: None.

Job Environment:

Work is performed indoors and outdoors at which time the employee may be exposed to weather extremes of hot and cold temperatures and inclement weather. The employee is required to traverse uneven terrain. The employee is subject to working with chemicals associated with cleaning and the repair and maintenance of tools and equipment. The employee is subject to working with caustic chemicals associated with water treatment. Work environment is frequently very loud.

Operates light trucks, heavy equipment, hand/power/pneumatic tools, a computer, telephones, and standard office machines as needed.

Interacts frequently with other Town department employees, and the general public. On a less frequent basis has contact with vendors. Communication is generally in person and by phone and involves an information exchange dialogue.

Errors in judgement may impose undue and substantial expense recovering from errors, result in delays or loss of service, cause damage to buildings and/or equipment and injury to others.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Performs basic routine repairs and maintenance on pumps and equipment.

Townsend, MA
Water Technician Trainee
FLSA: Non-Exempt
Page 1

Installs repairs and maintains water mains. Installs, repairs and maintains water services. Installs, maintains, and repairs fire hydrants. Performs emergency repairs to distribution system. **GRADE:**

Installs, and repairs water meters. Reads water meters and records readings.

Operates all heavy and light equipment and trucks and other equipment necessary for completion of projects; performs labor incidental to the work of operating assigned equipment or other laboring tasks. Repair street cuts as necessary.

Perform routine inspections of all pumping facilities, reservoirs and standpipes noting any irregularities and reports any observations to the Water Superintendent.

Assists in the periodic flushing of mains as directed by the Water Superintendent.

Collects water samples from pre-determine points and transports same to appropriate testing facility for analysis when requested by the Superintendent.

Operate a riding and push mower, trimmers, and brush cutters associated in the care and maintenance of Water Department properties.

Removes snow and ice from Water Department facilities and pumping stations. Maintains grounds at all water department facilities.

Perform repairs or replace chemical treatment equipment using protective equipment to avoid coming in contact with caustic chemical.

Enters pumping and water quality data into computer.

Provides on-call services on a rotating basis, requiring availability to respond to emergencies during nights, weekends, and holidays.

Must follow town and department safety policies and guidelines at all times.

Must attend periodic seminars or classes to accrue required educational or training credits in order to acquire or retain proper licensing in the distribution and treatment of a public water system.

Record daily work performed by manually entering in a log book or entering into a computer.

Create and maintain accurate diagrams for all services and mains, revising as necessary when repairs or replacements are performed.

Perform basic routine maintenance to vehicles and equipment

Performs similar or related work as required.

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



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CONTRACTOR LEGAL NAME: TOWN OF TOWNSEND		COMMONWEALTH DEPARTMENT NAME: Executive Office of Elder Affairs	
Legal Address: (W-9, W-4, T&C): 272 MAIN ST TOWNSEND MA 01469-1510		MMARS Department Code: ELD	
Contract Manager: Karin C. Moore		Business Mailing Address: 1 Ashburton Place Room 517, Boston, MA 02108	
E-Mail: coa@townsend.ma.us		Billing Address (if different):	
Phone: 978-597-1710 Fax:		Contract Manager: Stacey O'Connell	
Contractor Vendor Code: VC6000192009		E-Mail: Stacey.O'Connell@MassMail.state.ma.us	
Vendor Code Address ID (e.g. "AD001"): AD001		Phone: 1-617-222-7419 Fax: 1-617-727-9368	
Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): FY18COATownsend00000	
X NEW CONTRACT		FR/Procurement or Other ID Number: Grant Award	
PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <u>Statewide Contract</u> (OSD or an OSD-designated Department) <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <u>Department Procurement</u> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <u>Contract Employee</u> (Attach Employment Status Form, scope, budget) <u>X Legislative/Legal or Other</u> (Attach authorizing language/justification, scope and budget)		CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <u>Contract Employee</u> (Attach any updates to scope or budget) <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)	
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions _____ Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended) \$13,696.00			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days % PPD; Payment issued within 15 days % PPD; Payment issued within 20 days % PPD; Payment issued within 30 days % PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle statutory/legal or Ready Payments (G.L.c. 29, § 23A); only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: This contract is to locally distribute a formula grant award to the Councils on Aging of the municipalities of the Commonwealth. The award amount is determined by a census-based allocation of available grant funding. Funds may support Council on Aging activities as identified in the annually published COA Formula Grant Guide. The activity performance period for this award is 7/1/2016 – 6/30/2017. The municipality will complete a final fiscal report accounting for how these grant funds were applied. Ongoing eligibility for formula grant funding is contingent on satisfactory prior year performance.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: ____ 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and no obligations have been incurred prior to the <u>Effective Date</u> . ____ 2. may be incurred as of _____, 20____, a date LATER than the <u>Effective Date</u> below and no obligations have been incurred prior to the <u>Effective Date</u> . <input checked="" type="checkbox"/> 3. were incurred as of <u>July 1st, 2017</u> , a date PRIOR to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>June 30th, 2018</u> with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: _____ Date: <u>1-16-18</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>James M. Kreidler, Jr</u> Print Title: <u>Town Administrator</u>		<div style="border: 2px solid black; padding: 5px; display: inline-block;"> PLEASE Sign & Date </div> FOR THE COMMONWEALTH: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: _____ Print Title: _____	

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



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Legal Address: (W-9, W-4, T&C): 272 MAIN ST TOWNSEND MA 01469-1510		Business Mailing Address: 1 Ashburton Place Room 517, Boston, MA 02108	
Contract Manager: Karin C. Moore		Billing Address (if different):	
E-Mail: coa@townsend.ma.us		Contract Manager: Stacey O'Connell	
Phone: 978-597-1710 Fax:		E-Mail: Stacey.O'Connell@MassMail.state.ma.us	
Contractor Vendor Code: VC6000192009		Phone: 1-617-222-7419 Fax: 1-617-727-9368	
Vendor Code Address ID (e.g. "AD001"): AD001		MMARS Doc ID(s): FY18COATownsend00000	
Note: The Address ID must be set up for EFT payments.)		RFR/Procurement or Other ID Number: Grant Award	
X NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <u>Statewide Contract</u> (OSD or an OSD-designated Department) <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <u>Department Procurement</u> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <u>Contract Employee</u> (Attach Employment Status Form, scope, budget) <u>X Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)		CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount \$_____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <u>Contract Employee</u> (Attach any updates to scope or budget) <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)	
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <u>X</u> Commonwealth Terms and Conditions _____ Commonwealth Terms and Conditions For Human and Social Services.			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <u>X Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or <u>new</u> Total if Contract is being amended): \$13,696.00			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days % PPD; Payment issued within 15 days % PPD; Payment issued within 20 days % PPD; Payment issued within 30 days % PPD. If PPD percentages are left blank, identify reason: <u>X</u> agree to standard 45 day cycle statutory/legal or Ready Payments (G.L.c. 29, § 23A); only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: This contract is to locally distribute a formula grant award to the Councils on Aging of the municipalities of the Commonwealth. The award amount is determined by a census-based allocation of available grant funding. Funds may support Council on Aging activities as identified in the annually published COA Formula Grant Guide. The activity performance period for this award is 7/1/2016 – 6/30/2017. The municipality will complete a final fiscal report accounting for how these grant funds were applied. Ongoing eligibility for formula grant funding is contingent on satisfactory prior year performance.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . 2. may be incurred as of _____, 20____, a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <u>X</u> 3. were incurred as of <u>July 1st, 2017</u> , a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>June 30th, 2018</u> with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: _____ Date: <u>7-16-18</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>James M. Kreidler, Jr.</u> Print Title: <u>Town Administrator</u>		<div style="border: 1px solid black; padding: 5px; text-align: center;"> PLEASE Sign & Date </div> FOR THE COMMONWEALTH: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: _____ Print Title: _____	

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov/osc under [Guidance For Vendors - Forms](http://www.mass.gov/osc) or www.mass.gov/osc under [OSD Forms](http://www.mass.gov/osc).

CONTRACTOR LEGAL NAME: TOWN OF TOWNSEND		COMMONWEALTH DEPARTMENT NAME: Executive Office of Elder Affairs MMARS Department Code: ELD	
Legal Address: (W-9, W-4, T&C): 272 MAIN ST TOWNSEND MA 01469-1510		Business Mailing Address: 1 Ashburton Place Room 517, Boston, MA 02108	
Contract Manager: Karin C. Moore		Billing Address (if different):	
E-Mail: coa@townsend.ma.us		Contract Manager: Stacey O'Connell	
Phone: 978-597-1710	Fax:	E-Mail: Stacey.O'Connell@MassMail.state.ma.us	
Contractor Vendor Code: VC6000192009		Phone: 1-617-222-7419	Fax: 1-617-727-9368
Vendor Code Address ID (e.g. "AD001"): AD001		MMARS Doc ID(s): FY18COATownsend00000	
Note: The Address ID must be set up for EFT payments.)		RFR/Procurement or Other ID Number: Grant Award	
<input checked="" type="checkbox"/> NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <u>Statewide Contract</u> (OSD or an OSD-designated Department) <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <u>Department Procurement</u> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <u>Contract Employee</u> (Attach Employment Status Form, scope, budget) <input checked="" type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)		CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <u>Contract Employee</u> (Attach any updates to scope or budget) <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)	
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions _____ Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <u>Maximum Obligation Contract</u> . Enter Total Maximum Obligation for total duration of this Contract (or <u>new</u> Total if Contract is being amended). \$13,696.00			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days % PPD; Payment issued within 15 days % PPD; Payment issued within 20 days % PPD; Payment issued within 30 days % PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle statutory/legal or Ready Payments (G.L.c. 29, § 23A); only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See <u>Prompt Pay Discount Policy</u> .)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: This contract is to locally distribute a formula grant award to the Councils on Aging of the municipalities of the Commonwealth. The award amount is determined by a census-based allocation of available grant funding. Funds may support Council on Aging activities as identified in the annually published COA Formula Grant Guide. The activity performance period for this award is 7/1/2016 – 6/30/2017. The municipality will complete a final fiscal report accounting for how these grant funds were applied. Ongoing eligibility for formula grant funding is contingent on satisfactory prior year performance.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and no obligations have been incurred prior to the <u>Effective Date</u> . 2. may be incurred as of _____, 20____, a date LATER than the <u>Effective Date</u> below and no obligations have been incurred prior to the <u>Effective Date</u> . <input checked="" type="checkbox"/> 3. were incurred as of <u>July 1st, 2017</u> , a date PRIOR to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>June 30th, 2018</u> with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the " Effective Date " of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: _____ Date: <u>1-16-18</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>James M. Kreidler Jr</u> Print Title: <u>Town Administrator</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: _____ Print Title: _____	

Townsend Police Department

Chief's Report

December 1 – December 31, 2017

Activity Summary

Staffing

One officer is still on medical leave and expected to be on leave for at least the next several months.

Several qualified applicants submitted for the open patrol position and we are moving toward the background process.

Officer James Landi has submitted his resignation and has accepted a patrol officer position with Stowe MA Police Department. His last official day with TPD will be 1/21/18. We wish him well.

Administration

The department submitted its capital request and completed its budget for FY19. To prepare with communications related budget concerns, the police department collaborated with the fire department on the Communications budget. We are prepared to make presentations as requested.

During the budgeting process we discovered that the prior administration failed to properly update salaries based on the contract and wage scale. We have worked to correct this situation by amending the wage scales, built FY19 utilizing the correct scales, and are in the process of evaluating the budget impact for FY18.

A meeting was held with the Animal Control Officer (ACO) to review the required monthly reports and call in procedures. In the upcoming months we will work to have the ACO integrated into the Regional Dispatch Center to streamline the process and to better capture animal control calls for service information.

The tow bid only received one application. Harbor Auto Body applied, the Shepherd family has decided against towing. I spent time calling tow companies to determine interest in towing and the response was limited. Harbor Auto Body was unable to tow for a specified period of time. We were left with an emergency situation to get a backup company for a week in December. This was taken care of and as of this report Harbor Auto Body is the tow company being utilized.

This month we continued the re-organization to provide coverage for the front desk. The Administrative Assistant's office is now located on the first floor. While discussed at the December meeting, it is important for the community to know that having dispatch on site or off site does not change the level of service provided in an emergency situation. Even if dispatch was on site, they would not be in a position to go outside to help someone and an officer would still need to be dispatched to come to the station.

Grants

The department scheduled several patrols related to a Highway Safety reimbursement grant received. Submission of reimbursement will occur in January and a notice of grant acceptance will be provided to the board. The rest of our grant request is pending federal budget approval.

Provided a letter of support to continue with the COIN grant.

Events Attended and Meetings Conducted (highlights)

I move that the Board refer the most recent actions of Mr. Sheldon, related to the altering of an official public record of an agent of the Commonwealth, to our insurance counsel in the Federal civil rights case currently pending as an example of, what in my opinion are, his ongoing actions to intimidate witnesses in that case.

Don H. Cal Vice CHAIR
1-16-2018 B.O.S.

[Handwritten scribble]

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF TOWNSEND

This is to certify that:

Dimple Desai

SUBWAY

18 MAIN STREET-#102

IS HEREBY GRANTED A
COMMON VICTUALLER LICENSE

in said Town of Townsend and at that place only and expires December 31, 2018 unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140 and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

Date

1-16-18

THE TOWNSEND BOARD OF SELECTMEN

Sue Liggio
[Signature]
[Signature]

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF TOWNSEND

This is to certify that: Thomas Panagiotes, Jr.

THE ICE CREAM FACTORY 7 ELM STREET

IS HEREBY GRANTED A
COMMON VICTUALLER LICENSE

in said Town of Townsend and at that place only and expires December 31, 2018 unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140 and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

Date: 1-16-18

THE TOWNSEND BOARD OF SELECTMEN

Joe Lizio
[Signature]
[Signature]

315

TOWN OF TOWNSEND

BOARD OF SELECTMEN

PRIVATE WAY SNOW REMOVAL POLICY

Minimum standards for private ways to be eligible for emergency winter maintenance, consisting of snow plowing and sanding only, in accordance with Massachusetts General Law Chapter 40 Section 6c as adopted by the Town on April 26, 1999.

PURPOSE- The purpose of this policy is to outline the practice that the Town will follow to determine which private ways will receive snow and ice removal measures during the winter plowing season.

POLICY- Minimum standards have been established that consider surface conditions, height clearances and roadside obstacles that are identified as obstructions to safe, cost-effective snow and ice removal operations. These issues inhibit emergency response for rescue operations and can cause considerable damage to snow plow equipment. In some cases, damaged town vehicles/equipment may need to be removed from the snow removal effort, causing delays in that process that may in turn cause delays in snow removal operations in other parts of town.

APPLICABILITY- This policy is applicable to all named private ways in the Town of Townsend that have been designated by the Board of Selectmen. Unnamed ways or ways that are common driveways are not eligible for snow removal services.

IMPLEMENTATION PROCEDURE- This policy is in effect for private ways open to the public.

Private ways restricted or closed to the public by signage or gates shall not be eligible for snow removal services from the Town in accordance with Mass. G. L. C40, §6C.

Examples of signs posted on private ways closed to the public include "No Trespassing", "Private-Residents Only", or "Keep Out", etc. The only sign that is acceptable is a municipal street sign designating it as a private way.

All private ways established as the result of a special permit under the Planning Board's Subdivision Rules and Regulations or a Zoning Board of Appeals special permit or variance that places that responsibility with the homeowners, will not be eligible to receive snow removal services.

MINIMUM STANDARDS- The minimum width for the travel surface of any private way shall be no less than twelve (12') feet wide and open to the public.

EXCLUSIONS- Specifically excluded from plowing, are non-municipal multi-unit housing complexes, parking lots, shopping center plazas, areas or malls, and similar areas.

The private ways must contain two or more residences in existence with each residence fronting on the private way.

LIABILITY WAIVERS- All owners of property on said private way must sign an agreement releasing and waiving any liability against the town, its agents, officers, servants or employees, and agreeing to indemnify and hold harmless the town, its agents, servants, officers or employees, from any damages whatsoever. This agreement must be executed each year.

The Town of Townsend, its employees or sub-contractors shall not be held liable for any damage to private property improvements while performing snow removal operations.

Improvements such as, but not limited to, stone walls, fences, irrigation lines, cobblestones, mailboxes, lawns, shrubs or trees adjacent to the way and damaged as a result of snow removal operations will not be repaired or replaced by the Town or its agents.

GRIEVANCE- Persons or parties aggrieved by these policies or decisions made under these provisions may appeal the matter to the Townsend Board of Selectmen or their designee.



TOWN OF TOWNSEND

4.1

BOARD OF SELECTMEN/TOWN ADMINISTRATION DEPARTMENT SUPERVISOR PERFORMANCE EVALUATION

Department Supervisor's Name: _____ Title: _____

Person Performing Evaluation: _____

RATING SCALE

1 / 2 / 3 / 4 / 5

1 – Unsatisfactory 2 – Below Expectations 3 – Meets Expectations
4 – Exceeds Expectations 5 – Outstanding
N/A – Not Applicable

PERFORMANCE EVALUATION CRITERIA

1. Legislative Relations: 1 / 2 / 3 / 4 / 5

- Responsiveness to and communications with:
 - Board of Selectmen
 - School District (Superintendent/School Committee)
 - Town Officials
 - State Legislative Representatives
- Provides meeting information when requested
- Quality of response to various Board's needs and concerns
- Timeliness of reporting

Comments: _____

2. Public Relations/Communications: 1 / 2 / 3 / 4 / 5

- Relations with media
- Handling public information requests/complaints
- Relations with other public groups and organizations
- Public presentations
- Communication with Town departments relative to town operations including but not limited to state and federal regulations, local general bylaws and Town charter.

Comments: _____

7. Productivity and Reliability

1 / 2 / 3 / 4 / 5

- The extent to which the Supervisor is able to complete required tasks in a timely manner.
- The extent to which the Supervisor can be relied upon regarding task completion and follow up work.
- The level of quality of the work performed

Comments:

8. Job Knowledge and Initiative

1 / 2 / 3 / 4 / 5

- The extent to which the Department Supervisor possesses the practical/technical knowledge required to perform of his/her duties effectively.
- The extent to which the Department Supervisor carries out his/her duties and assumes additional duties when necessary without outside pressure

Comments:

9. Overall Rating:

1 / 2 / 3 / 4 / 5

General Comments:

BOARD OF SELECTMEN
DEPARTMENT REPRESENTATIVE/
TOWN ADMINISTRATOR

ACKNOWLEDGED BY:

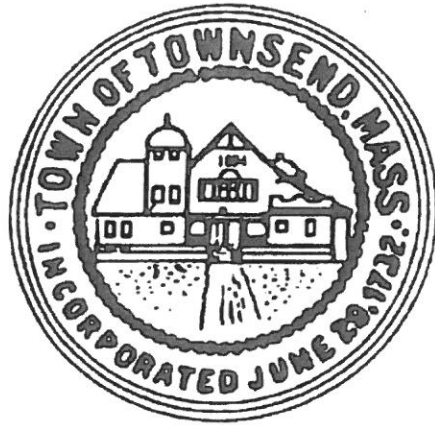
Member, Board of Selectmen/Town Administrator

Department Supervisor

Date: ____ / ____ / ____

Date: ____ / ____ / ____

4.1



TOWN OF TOWNSEND

Budget Process & Policy

Adopted by its Board of Selectmen

Carolyn Smart
Chairman, Carolyn Smart

Gordon Clark
Vice-Chair, Gordon Clark

Cindy King
Clerk, Cindy King

2/25/17
Date

2/28/17
Date

2/28/17
Date

prior to the meeting. The final budget adopted by the Annual Town Meeting shall be published on the Town's website within seven days following the meeting.

The new fiscal year begins on July 1st.

The procedure for amending the operating budget is as follows. Amendments may be made at a Special Town Meeting or the subsequent Annual Town Meeting. Also, appropriation transfers may be made at the subsequent Annual Town Meeting in accordance with Massachusetts General Law Chapter 44, Section 33B.

Capital Improvement Plan

The Town's capital improvement planning process begins in October when the Capital Planning Committee (CPC), established by Town by-law, prepares the inventory of current facilities, surveys the status of previously approved capital projects, and prepares to release capital request forms and instructions to department heads.

In November, the CPC releases capital request forms and instructions to department heads, who have until the end of that month to prepare and submit new requests and update previous requests.

In December, the CPC meets with department heads to discuss the requests. In January, the CPC evaluates the requests based on criteria established in the by-law:

1. "Risks to public safety or health
2. Deterioration of Town facilities
3. Coordination with other Capital requests
4. Requirement of state or federal law or regulation
5. Improvement in operating efficiency
6. Systematic replacement
7. Equitable provision of services and facilities
8. Protection and conservation of resource"

No later than 60 days prior to the Annual Town Meeting, the CPC shall submit the CIP to the Board of Selectmen as the recommended capital budget. The Board shall coordinate with the Town Administrator to finalize the capital budget and submit it to the Finance Committee for funding recommendation and consideration at the Annual Town Meeting.

The Town Administrator shall ensure that any impacts to the operating budget are taken into account.

Committee, and the Board of Selectmen to test various "what-if" scenarios and examine the fiscal impact on future budgets.

Policy: Each year the Town Administrator and Town Accountant shall jointly prepare and maintain a five-year Financial Forecast for General Fund and any Enterprise Fund(s) expenditures and revenues based on current service levels and current funding sources and including the five- year Capital Improvement Program.

The forecast shall be used as a budget tool to enable Town officials to review operating needs, identify fiscal challenges and opportunities, and develop long-term budgeting policies as part of an overall strategic plan. The forecast shall be incorporated into the budgetary guidelines released to all departments as part of the annual budgeting process.

A moderately conservative approach shall be used when forecasting revenues. Upon review of historical data, conservative assumptions should be made about dollar or percentage adjustments to the current year's revenues to arrive at projections for the first forecast year. The same analysis shall be made for successive years of the forecast. As new information is available or circumstances change, the forecast shall be revised.

All assumptions shall be made transparent in the submission and presentation of the financial forecast.

Section 3. Position Control and Vacancies

Background: The largest segment of a town's budget is its personnel costs. Failure to accurately monitor the approved personnel budget can lead to errors in budgeting, over or understaffing, incorrect grading, and other personnel costs.

Policy: The Town shall maintain a personnel system that accurately tracks authorized, filled, and unfilled positions as well as their funding source. Annual budgets shall be prepared that account for all the costs necessary to cover positions that the Town intends to have during that budget period.

Section 4. Content and Submission of Budget

Background: The content and submission of the budget is governed by:

- Town Charter, Article 4 "Town Administrator, " Section 4-2 "Powers and Duties" and
- Town Charter, Article 6 "Finance and Fiscal Procedures," Section 6-2 "Submission of Budget and Budget Message," Section 6-3 "Budget Message," and Section 6-4 "The Budget" and
- General By-Laws, Chapter 41 "Finance Committee," Section 41-4 "Submission of department budgets" and Section 41-6 "Budget amendments"

Policy: Article 4 of the Town Charter states that is the duty of the Town Administrator "to prepare the budgets which fall directly under the Board of Selectmen. To oversee the



Office of the
BOARD OF SELECTMEN
272 Main Street, Townsend, Massachusetts 01469

Cindy King, *Chairman*
James M. Kreidler, Jr.,
Town Administrator

Gordon Clark, *Vice-Chairman*

Sue Lisio, *Clerk*
(978) 597-1701

MEETING MINUTES
NOVEMBER 28, 2017 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

- 1.1 CK called the meeting to order at 6:00P.M.
Roll call vote taken showed 3 members present: Chairman Cindy King (CK), Vice-Chairman, Gordon Clark (GC) and Clerk, Sue Lisio (SL)
- 1.2 Pledge of Allegiance
- 1.3 CK announced that the meeting is being tape recorded. CK asked the audience if anyone would be taping as well.
- 1.4 CK added: 2.4.1 Approve amended capital plan.

II. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 2.1 Discuss/ Review/ Approve an engineering contract to replace the bridge at the Main Street Pumping Station as approved by the Water Commissioners.
The Board met with Nathan Matilla, Commissioner and Lance Lewand, Commissioner along with the Superintendent, Paul Rafuse. Mr. Matilla explained the need to replace the bridge due to safety issues with the intension to replace it with steel from an old train structure. Mr. Rafuse explained that a waiver to DCAM has been applied for and that it would be considered a temporary bridge although there is no plan to change from temporary to permanent. Further discussion included: rotten wood structure of current bridge, DCAM confirmation of extending existing waiver, the Superintendent forwarding email for confirmation of approval, applying for notice of intent with the Conservation Commission, the requirement to have the engineered plans in place prior to replacement.

SL moved to approve the engineering contract for the Main Street Bridge as submitted by Tighe & Bond dated November 22, 2017.

- 2.2 Discuss/ Review/ Approve request for winter operations to salt Jonathan Lane for public safety reasons.

- 4.3 SL moved to approve and sign the bills payable warrant out of session. GC seconded. Unanimous vote.

SL moved to recess to the Special Town Meeting in the Great Hall. GC seconded. Unanimous vote.

Respectfully submitted by,

Carolyn Smart
Executive Assistant

Voted to approve and the meeting minutes of November 28, 2017, by the Board of Selectmen this _____ day of _____, 2017.



Office of the
BOARD OF SELECTMEN
272 Main Street, Townsend, Massachusetts 01469

Cindy King, *Chairman*
James M. Kreidler, Jr.,
Town Administrator

Gordon Clark, *Vice-Chairman*

Sue Lisio, *Clerk*
(978) 597-1701

MEETING MINUTES - DECEMBER 15, 2017 3:30 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

- 1.1 CK called the meeting to order at 3:35P.M.
Roll call vote taken showed 3 members present: Chairman, Cindy King (CK), Vice-Chairman, Gordon Clark (GC) and Clerk, Sue Lisio (SL)
There were no Chairman's additions or deletions.

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

- 2.1 3:30P.M. Public Hearing, RE: FY18 Tax Levy
CK opened the public hearing at 3:35P.M. A sign-in sheet was circulated. CK read the legal notice into the record (see attached). Ms. Tidman, Chief Assessor explained why the Assessors are recommending the same percentage of taxes to be borne on both residential and commercial assessments.

SL moved to adopt a commercial/residential factor of 1.0 as recommended by the Board of Assessors. GC seconded. Unanimous vote.
CK closed the public hearing at 3:37P.M. GC seconded. Unanimous vote.

III. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 3.1 SL moved to approve and sign a one-day special license for Terri Roy, V.F.W Post #6538, 491 Main Street, West Townsend, MA on December 16, 2017 in conjunction with a Christmas Party with sales hours from 7:00P.M. to 11:00P.M. GC seconded. Unanimous vote.
- 3.2 SL moved to approve and sign a one-day special license for Terri Roy, V.F.W Post #6538, 491 Main Street, West Townsend, MA on December 23, 2017 in conjunction with a Christmas Party with sales hours from 7:00P.M. to 11:00P.M. GC seconded Unanimous vote.

VI. ADJOURNMENT:

SL moved to adjourn at 3:40P.M. GC Seconded. Unanimous vote.

Voted to approve and the meeting minutes of December 15, 2017, by the Board of Selectmen this
day of _____, 2017.



Office of the
BOARD OF SELECTMEN
272 Main Street, Townsend, Massachusetts 01469

Cindy King, *Chairman*
James M. Kreidler, Jr.,
Town Administrator

Gordon Clark, *Vice-Chairman*

Sue Lisio, *Clerk*
(978) 597-1701

MEETING MINUTES - DECEMBER 20, 2017 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

- 1.1 CK called the meeting to order at 6:00P.M.
Roll Call vote taken showed 3 members present: Chairman Cindy King (CK), Vice-Chairman, Gordon Clark (GC) and Clerk, Sue Lisio (SL)
- 1.2 Pledge of Allegiance
- 1.3 CK announced that the meeting is being tape recorded. CK asked if anyone in the audience planned on recording as well. CK confirmed that an audience member was tape recording.
- 1.4 Chairman's Additions or Deletions.
Delete #4.12 Townsend Meeting Hall Policy

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

- 2.1 6:05P.M. Brian Keating, M.R.P.C., RE: CDBG Application.
CK circulated a sign in sheet. Mr. Keating gave the audience a background of the role that M.R.P.C plays in area communities in terms of services offered. The CDBG grant application must be completed and submitted by March 11, 2018. The grant application will include housing rehab and social services, there's also supplementing the fuel assistance program for income eligible folks. Townsend can apply for up to \$800,000.00, the question was asked if Townsend would like to apply with the town of Lancaster, as more regional applications were funded in the last round of grant awards. Townsend missed the grant by one point last year and the goal is to make up for the loss of points for income which is scored at a 6. Mr. Kreidler asked Mr. Keating what score for income eligibility is Lancaster, to which the answer was 5. Additional discussion included: statistics for other grant applications that were funded, town staffing requirements, finance officers, process and hearings, income eligibility and using prior data and survey data. Mr. Kreidler recommended to the Board, to apply and complete the application process as a separate entity vs a regional application with the town of Lancaster. SL moved the Board approve entering into a CBDG application as a stand-alone community using MRPC as our administrator and that we set a

- 3.2 SL moved to appoint Christopher Grotton to the Townsend Fire-EMS Department as an on-call firefighter effective December 20, 2017 to June 30, 2018 with a twelve-month probationary period. GC seconded. Unanimous vote.
- 3.3 SL moved to appoint Jamison Mayhew to the Townsend Fire-EMS Department as a per-diem firefighter/paramedic effective December 20, 2017 to June 30, 2018 with a twelve-month probationary period. GC seconded. Unanimous vote.
- 3.4 SL moved to appoint Richard Bennett to the Townsend Fire-EMS Department as a per-diem firefighter/paramedic effective December 20, 2017 to June 30, 2018 with a twelve-month probationary period. GC seconded. Unanimous vote.
- 3.5 SL moved to appoint Brenton Bourne to the Townsend Fire-EMS Department as a per-diem firefighter/paramedic effective December 20, 2017 to June 30, 2018 with a twelve-month probationary period. GC seconded. Unanimous vote.
- 3.6 SL moved to appoint Chief Richard Bailey and Chief Mark Boynton to the Nashoba Valley Regional Dispatch Admin Board as alternate members. GC seconded. Unanimous vote.
- 3.7 SL moved to appoint Ben Simmons to the Fire-EMS Department as Lieutenant Paramedic effective December 20, 2017 to June 30, 2018 with a twelve-month probationary period. GC seconded. Unanimous vote.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

CK requested the Board take 4.3 out of order for purpose of conflict. CK asked GL to chair for the vote.

4.3 SL moved to approve the 2018 renewal for a Wine & Malt Package Store liquor license #00011-PK-1286 for Girish Patel, dba Old Brick Store at 440 Main Street, Townsend, MA. GC seconded. GC & SL (yes) CK recused herself.

- 4.1 SL moved to approve and sign the 2018 renewal for an All Alcoholic Restaurant liquor license #00020-RS-1286 for Albert S. Marino, Jr., Bailey's on the Green, LLC at 40 Scales Lane, Townsend, MA., contingent upon a valid certificate of inspection. GC seconded. Unanimous vote.
- 4.2 SL moved to approve and sign the renewal for an All Alcoholic Restaurant liquor license #00018-RS-1286 for Albert S. Marino, Jr., Bailey's Bar & Grille, LLC at 18 Main Street, Unit 109 Townsend, MA., contingent upon a valid certificate of inspection. GC seconded. Unanimous vote.

- 4.13 SL moved to approve the 2018 Holiday Schedule. GC seconded. Unanimous vote.

SL moved to recess for five (5) minutes.

CK called the meeting back to order.

V. WORK SESSION - VOTES MAY BE TAKEN:

- 5.1 Town Administrator updates and reports.

5.1.1 SL moved to affirm the hiring of Jeanne Urda as a fractional employee for the position of Library Tech with a one-year probationary period. GC seconded. Unanimous vote.

5.2.2 School Resource Officer Update

Mr. Kreidler asked the Board to review the school meeting minutes and read them into the record (see attached).

5.2.3 Review/ Approve Private Way Snow Removal Policy.

Mr. Kreidler informed the Board in accordance with the Board policies this would be approved at the next Selectmen's meeting however wanted the Board to able review and discuss.

5.2.4 Update Financial Summit Meeting.

Mr. Kreidler reviewed the attached spreadsheet with the Board. Discussion included: revenue projection, projected deficit over the next five years, debt schedule, excluded and non-excluded debt, fire station and pumper debt, potential debt exclusion ballot vote, built-in assumptions, overlay, revaluation year and tax assessment, collective bargaining agreements, and legal expenditures.

5.2.5 IT Grant Update

Mr. Kreidler explained the IT grant application is being working on in terms of gathering data. The grant application will be available on Jan 15th and will need to be completed by March. The scope of work is currently being worked on by our IT Director, Bassem Awad.

5.2.6 Public Towing Authority Update

Mr. Kreidler reviewed the bid evaluation sheet with the Board members. Mr. Kreidler informed the Board that one vendor was no longer interested in public authority towing noting there was only one submittal. He reviewed the qualifications as attached. Mr. Kreidler informed the Board he will be sending it out to rebid.

TOWN OF TOWNSEND

BOARD OF SELECTMEN

PRIVATE WAY SNOW REMOVAL POLICY

Minimum standards for private ways to be eligible for emergency winter maintenance, consisting of snow plowing and sanding only, in accordance with Massachusetts General Law Chapter 40 Section 6c as adopted by the Town on April 26, 1999.

PURPOSE- The purpose of this policy is to outline the practice that the Town will follow to determine which private ways will receive snow and ice removal measures during the winter plowing season.

POLICY- Minimum standards have been established that consider surface conditions, height clearances and roadside obstacles that are identified as obstructions to safe, cost-effective snow and ice removal operations. These issues inhibit emergency response for rescue operations and can cause considerable damage to snow plow equipment. In some cases, damaged town vehicles/equipment may need to be removed from the snow removal effort, causing delays in that process that may in turn cause delays in snow removal operations in other parts of town.

APPLICABILITY- This policy is applicable to all named private ways in the Town of Townsend that have been designated by the Board of Selectmen. Unnamed ways or ways that are common driveways are not eligible for snow removal services.

IMPLEMENTATION PROCEDURE- This policy is in effect for private ways open to the public.

Private ways restricted or closed to the public by signage or gates shall not be eligible for snow removal services from the Town in accordance with Mass. G. L. C40, §6C.

Examples of signs posted on private ways closed to the public include "No Trespassing", "Private-Residents Only", or "Keep Out", etc. The only sign that is acceptable is a municipal street sign designating it as a private way.

All private ways established as the result of a special permit under the Planning Board's Subdivision Rules and Regulations or a Zoning Board of Appeals special permit or variance that places that responsibility with the homeowners, will not be eligible to receive snow removal services.

MINIMUM STANDARDS- The minimum width for the travel surface of any private way shall be no less than twelve (12') feet wide and open to the public.

EXCLUSIONS- Specifically excluded from plowing, are non-municipal multi-unit housing complexes, parking lots, shopping center plazas, areas or malls, and similar areas.

The private ways must contain two or more residences in existence with each residence fronting on the private way.

LIABILITY WAIVERS- All owners of property on said private way must sign an agreement releasing and waiving any liability against the town, its agents, officers, servants or employees, and agreeing to indemnify and hold harmless the town, its agents, servants, officers or employees, from any damages whatsoever. This agreement must be executed each year.

The Town of Townsend, its employees or sub-contractors shall not be held liable for any damage to private property improvements while performing snow removal operations.

Improvements such as, but not limited to, stone walls, fences, irrigation lines, cobblestones, mailboxes, lawns, shrubs or trees adjacent to the way and damaged as a result of snow removal operations will not be repaired or replaced by the Town or its agents.

GRIEVANCE- Persons or parties aggrieved by these policies or decisions made under these provisions may appeal the matter to the Townsend Board of Selectmen or their designee.

