



**TOWNSEND WATER DEPARTMENT**  
540 Main Street West Townsend, Massachusetts 01474

Rec'd Townsend Town Clerk  
30 DEC '19 PM12:37

Michael MacEachern, Chairman  
(978) 597-221

Nathan Mattila, Vice-Chairman

Todd Melanson, Clerk  
Email: [water@townsend.ma.us](mailto:water@townsend.ma.us)

**WATER COMMISSIONERS MEETING AGENDA**

**January 6, 2020 – 6:00 P.M.**

**Water Department 540 Main Street, Meeting Room**

- I. PRELIMINARIES:**
- 1.1 Call the meeting to order and announce meeting address.
  - 1.2 Roll call.
  - 1.3 Announce that the meeting is being audio recorded.
  - 1.4 Chairman's additions or deletions.
  - 1.5 Approve meeting minutes of
  - 1.6 Review correspondence.
- II. MEETING BUSINESS VOTES MAY BE TAKEN:**
- 3.1 Discuss/Acknowledge Paul Rafuse retirement after 39 years of service.
  - 3.2 Discuss IT Services and review quote(s) from vendor(s).
  - 3.3 Discuss Advertising for the Superintendents position /review draft job description.
  - 3.4 Discuss scheduling a public rate increase hearing.
  - 3.5 Discuss Office Assistant's position.
  - 3.6 Discuss extending the Interim Superintendent's contract.
  - 3.7 Update Conflict of Interest Annual Summary.
  - 3.8 Discuss Account 60226, 17 New Fitchburg Road RE: Account Error.
- III. COMMISSIONERS UPDATES AND REPORT**
- 4.1 Discuss meeting with Town Counsel on December 18, 2019.
  - 4.2 Sign Municipal Vulnerability Preparedness Grant Program.
  - 4.3 Discuss possible containment site on Log Cabin Road, Ashby, MA.
- IV. INTERIM SUPERINTENDENTS UPDATES AND REPORTS VOTES MAY BE TAKEN**
- 5.1 Discuss Main Street Water Main Project.
  - 5.2 Approve STM Warrant Articles.
  - 5.3 Update on Meadow Road Main Project.
  - 5.4 Update on FY21 budget planning.
  - 5.5 Discuss FY21 Capital Program submission, meeting scheduled January 22, 2020 at 6:00 p.m., Town Hall
- V. FOREMANS UPDATES AND REPORTS:**
- 6.1 Report on stations/systems updates.
  - 6.2 Discuss low pressure issue at 514 Main Street.
- VI. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:**
- 7.1 Schedule next BOWC meeting.
  - 7.2 Review and sign Bills Payable Warrants.
  - 7.3 Review and sign Schedule of Bills Receivable report.
  - 7.4 Review Accounts Receivable Report.
  - 7.5 Review year to date expenditures.

**ADJOURNMENT:**