



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Rec'd Townsend Town Clerk
3 OCT '19 AM 8:51

Michael MacEachern, *Chairman*
Paul Rafuse
Water Superintendent

Nathan Mattila, *Vice-Chairman*

Todd Melanson, *Clerk*
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WATER COMMISSIONERS MEETING AGENDA

October 7, 2019 – 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 July 16, July 30, August 12, and August 19, 2019.
- 1.6 Review correspondence.

II. APPOINTMENTS:

- 2.1 6:30 P.M. Joan Savoy, 35 Adams Road RE: Discuss waterline to out building.

III. MEETING BUSINESS:

- 3.1 Discuss Winter Operations procedures, plowing and OT.
- 3.2 Discuss/review estimate from Bedford lock & Key to replace all locks at pump stations and gates.
- 3.3 Discuss/Review recommendation to secure additional funding at fall town meeting.
- 3.4 Discuss/approve proposal from Tighe & Bond RE: 28 Adams Road Drainage Review.
- 3.5 Discuss/vote/refund \$161.74, 534 Main Street, Nancy Clough RE: Nancy submitted a bill for reimbursement from Lorden to clean/ repair furnace: suspected cause was from discolored water.
- 3.6 Commissioners' Department goals.
- 3.7 FY21 Budget Planning.
- 3.8 Staff expenditures approval.
- 3.9 Dump Truck re-appropriation for town fall meeting.
- 3.10 Interim Superintendent's RE: flexibility to extend past 10/2019.

IV. COMMISSIONERS UPDATES AND REPORT:

4.1

V. INTERIM SUPERINTENDENTS/FOREMANS UPDATES AND REPORTS:

- 5.1 Interim Superintendents' additions or deletions.
- 5.2 Discuss Sanitary Survey.
- 5.3 Discuss Lead & Copper testing.
- 5.4 Inspection/Cleaning of the Highland Street and Fitchburg Road Tanks.
- 5.5 Review/Discuss Water Line Inspection Form and procedure.
- 5.6 Report on stations/systems updates.
- 5.7 Review quote for SCADA radio repeater system.

VI. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:

- 6.1 Schedule next BOWC meeting.
- 6.2 Review and sign Bills Payable Warrants
- 6.3 Review and sign Schedule of Bills Receivable report.

ADJOURNMENT: