



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Rec'd Townsend Town Clerk
3 FEB '20 PM3:38

Michael MacEachern, *Chairman*
(978) 597-2212

Nathan Mattila, *Vice-Chairman*

Todd Melanson, *Clerk*
Email: water@townsend.ma.us

WATER COMMISSIONERS MEETING AGENDA

February 5, 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. APPOINTMENTS

- 2.1

III. MEETING BUSINESS VOTES MAY BE TAKEN:

- 3.1 Discuss IT Services and review quote(s) from vendor(s).
- 3.2 Discuss Advertising for the Superintendents position /final draft job description.
- 3.3 Discuss scheduling a public rate increase hearing. RE: so information can be included with the April water bills.
- 3.4 Discuss Office Assistant's position.
- 3.5 Request for a one time waiver of late fees for account #61025, Hannaford in the amount of \$10.50.RE: Request made by their Billing Specialist, Eric Gentile
- 3.6 Homeowner is appealing the BOWC decision on November 25, 2019 not to reimburse them for \$153.00.
- 3.7 Accept resignation from Theresa Walsh.
- 3.8 Update on CIP meeting on 1/22/20.
- 3.9 Approve a 1" service to account # 61685, 18 Bridle Path Application #2020-01. RE: received check #88 \$2,000.00
- 3.10 Discuss Interim Superintendents contract.

IV. COMMISSIONERS UPDATES AND REPORT

- 4.1

V. INTERIM SUPERINTENDENTS UPDATES AND REPORTS VOTES MAY BE TAKEN

- 5.1 Discuss Main Street Water Main Project.
- 5.2 Update on Meadow Road Main Project.
- 5.3 Update on FY21 budget planning.

VI. FOREMANS UPDATES AND REPORTS:

- 6.1 Report on stations/systems updates.
- 6.2 Update on low pressure issue at 514 Main Street.
- 6.3 Update on 97 Ash.

VII. 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: