



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, Chairman
(978) 597-2212

Nathan Mattila, Vice-Chairman

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

WATER COMMISSIONERS MEETING AGENDA

March 9, 2020 - 6:00 P.M.

Water Department 540 Main Street, Meeting Room

Rec'd Townsend Town Clerk
4 MAR '20 PM2:11

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 6:00 P.M. Paul Rafuse RE: present service award.

III. MEETING BUSINESS VOTES MAY BE TAKEN:

- 3.1 Present award to Paul Rafuse for 39 years of service.
- 3.2 Discuss Office Assistant's position.
- 3.3 Discuss/Update/Abate Farmer Exchange RE: Abate past sprinkler cost if business submit documentation showing system has been discontinued or dismantled.
- 3.4 Abate \$13.30, Catherine Hayes, 22 Beech Street, #0811. RE Payment on 12/31/219 was overlooked LC should not have been applied for Jan and Feb.
- 3.5 Approve a 1" serve to Ken Chaplin, 8 Lois Lane, Acct# 61661. RE: Check received \$2,000.00 #830.
- 3.6 Review Job Descriptions.
- 3.7 Discuss sprinklers at Farmers Exchange.
- 3.8 Update on FY21 Budget and discuss rates and fees.
- 3.9 Discuss creating a formal cross charge policy.

IV. COMMISSIONERS UPDATES AND REPORT:

4.1

V. INTERIM SUPERINTENDENTS UPDATES AND REPORTS VOTES MAY BE TAKEN:

- 5.1 Main Street Pump Station Repairs
- 5.2 West Meadow Road DOT Bridge Replacement Project.

VI. FOREMANS UPDATES AND REPORTS:

- 6.1 Main Street Water Main Project
- 6.2 Meadow Road Water Main Project
- 6.3 Tighe & Bond Master Plan.

VII. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:

- 7.1 Schedule next BOWC meeting.
- 7.2 Public meeting for the rate increase has been scheduled for June 3, 2020
- 7.3 Review and sign Bills Payable Warrants.
- 7.4 Review and sign Schedule of Bills Receivable report.
- 7.5 Review Accounts Receivable Report.
- 7.6 Review year to date expenditures.

ADJOURNMENT: