



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Rec'd Townsend Town Clerk
12 MAY '20 PM 1:29

Nathan Mattila, *Chairman*
(978) 597-2212

Todd Melanson, *Vice-Chairman*

Michael MacEachern, *Clerk*
Email: water@townsend.ma.us

WATER COMMISSIONERS MEETING AGENDA

May 18, 2020 – 6:00 P.M.

Water Department 540 Main Street, Meeting Room

NOTE REGARDING ACCESS AND PARTICIPATION

Governor Baker declared a State of Emergency to respond to COVID-19 on March 10, 2020 and ordered a suspension of certain provisions of the Open Meeting Law M.G.L. c. 30A, s 20 on March 12, 2020. The Board of Selectmen closed the town offices, including boards and committee meetings consistent with the Governor's March 12th order, to public access to promote social distancing and reduce the spread of COVID-19. The Board of Water Commissioner's meetings will not be open to the public for physical attendance until further notice. The meeting will be available on Zoom. **Join Zoom Meeting**

<https://us02web.zoom.us/j/86204676082>

Meeting ID: 862 0467 6082. Please log in Monday May 18, 2020 at 6:00 P.M. to participate.

- I. **PRELIMINARIES:**
 - 1.1 Call the meeting to order and announce meeting address.
 - 1.2 Roll Call Members-Roll Call Citizens.
 - 1.5 Chairman's additions or deletions.
 - 1.6 Approve meeting minutes of May 4, 2020.
 - 1.7 Review correspondence.
- II. **APPOINTMENTS-VOTES MAY BE TAKEN**
 - 2.1
- III. **MEETING BUSINESS-VOTES MAY BE TAKEN:**
 - 3.1 Discuss meeting with TA/Union Rep to discuss weekend overtime/comp time expectations.
 - 3.2 Clarify issue of shopping during work hours.
 - 3.3 Discuss Cross Charges.
 - 3.4 Discuss the alternate ways to hold the public hearing on June 3, 2020.
 - 3.5 Discuss Lock Brook Run extension (top of West Meadow Road).
 - 3.6 Discuss/vote to approve candidate for Office assistant position.
- IV. **COMMISSIONERS UPDATES AND REPORTS-VOTES MAY BE TAKEN:**
 - 4.1
- V. **INTERIM SUPERINTENDENTS/FOREMANS UPDATES AND REPORTS-VOTES MAY BE TAKEN:**
 - 5.1 Update on Master Plan.
 - 5.2 Update on Main St. water main.
 - 5.3 Review Contract approval process.
 - 5.4 Discuss returning Water Technicians to their normal/increasing work schedules.
- 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:

The Townsend Water Department is inviting you to a scheduled Zoom meeting.

Topic: Board of Water Commissioners Meeting

Time: May 18, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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One tap mobile

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+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

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Find your local number: <https://us02web.zoom.us/j/86204676082>