



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

Rec'd Townsend Town Clerk  
15 JUL '21 AM 10:58

Todd Melanson, Chairman  
David Vigeant, Superintendent

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

Christopher Jones, Clerk  
Email [water@townsendwater.org](mailto:water@townsendwater.org)

**WATER COMMISSIONERS MEETING AGENDA**

**July 19, 2021 - 7:00 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.

<https://us02web.zoom.us/j/83978067085?pwd=b1lEamNXVktySS9qOGxRNUQ5Vkh0dz09>

Meeting ID: 839 7806 7085 Password: 441692 Log on Monday July 19, 2021, at 7:00 P.M. to participate.

**I. PRELIMINARIES:**

- 1.1 Call the meeting to order and announce meeting address.
- 1.2 Announce that the meeting is being recorded on Zoom.
- 1.3 Roll Call Members-Roll Call Citizens.
- 1.4 Chairman's additions or deletions.
- 1.5 Approve Meeting Minutes of June 14, 2021.
- 1.6 Review correspondence.

**II. APPOINTMENTS-VOTES MAY BE TAKEN**

2.1

**III. MEETING BUSINESS-VOTES MAY BE TAKEN:**

- 3.1 Update/Discuss Cross Charge Agreement.
- 3.2 Update/Discuss Open Meeting Law changes.
- 3.3 Review/Discuss FY22 Budget.
- 3.4 Vote to carry forward balances on special projects and close out accounts not in use.
- 3.5 Vote to encumber funds from FY21 for unpaid bills.
- 3.6 Vote to close out acct 063.400.5895.18.000 West End Water Main and transfer the balance totaling, \$24,737.86 to free cash.
- 3.7 Discuss/Vote to designate BOWC member as signatory for warrants, reports etc.
- 3.8 Discuss/Review Abatement to account 0070 for \$.96 RE: One-time late charge refund.
- 3.9 Discuss/Review Abatement to account 2730 for \$42.80 RE: One-time late charge refund.
- 3.10 Discuss/Review Updated Rules & Regs.
  - 3.10.1 Discuss/Review pro-rated unit charges.
  - 3.10.2 Discuss/Review Installment payments for connection fees.

**IV. COMMISSIONERS UPDATES AND REPORTS-VOTES MAY BE TAKEN:**

- 4.1 Discuss/Review 169 Main St and Greely Rd.

**V. LIASON UPDATES AND REPORTS-VOTES MAY BE TAKEN:**

5.1

**VI. SUPERINTENDENT'S UPDATES AND REPORTS-VOTES MAY BE TAKEN:**

- 6.1 Update/Discuss Cross St Well.
- 6.2 Update/Discuss Main Street Station.

- 6.3 Update/Discuss Highland Storage Tank.
- 6.4 Update/Discuss Summer Intern Program.
- 6.5 Update/Discuss PFAS.
- 6.6 Update/Discuss Harbor Trace.
- 6.7 Discuss Non-Emergency hydrant use by Fire Department.

VII. **OFFICE ADMINISTRATOR'S UPDATES AND REPORTS-VOTES MAY BE TAKEN:**

- 7.1 Schedule next BOWC meeting.
- 7.2 Review and sign June's end of month reports.

**ADJOURNMENT:**

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

Topic: Board of Water Commissioners Meeting

Time: Jul 19, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83978067085?pwd=b1lEamNXVktYSS9qOGxRNUQ5Vkh0dz09>

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One tap mobile

+16468769923,,83978067085#,,,,\*441692# US (New York)

+13017158592,,83978067085#,,,,\*441692# US (Washington DC)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

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Find your local number: <https://us02web.zoom.us/j/kiPL3tqyB>