



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

Rec'd Townsend Town Clerk  
28 JUN '19 PM 12:20

Michael MacEachern, Chairman  
Paul L. Rafuse,  
Water Superintendent

Nathan Mattila, Vice-Chairman

Todd Melanson, Clerk  
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**WATER COMMISSIONERS MEETING AGENDA**  
**July 2, 2019 - 7:00 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 Executive Session April 2. Regular Minutes, April 24, May 6, 2019.
- 1.6 Review correspondence.

**II. APPOINTMENTS:**

**III. MEETING BUSINESS:**

- 3.1 Approve 1" service, 50 Highland Street, R&S Helou Realty, Acct#60752. Recvd \$2,000.00 CK# 104.
- 3.2 Approve refund for Peter Malerbi, Acct# 60250, 38 New Fitchburg Road. RE: Customer tried to pay taxes and sent the funds to the Water Department in error.
- 3.3 Discuss/Approve Carry forward warrant articles to FY20 and close out inactive accounts.
- 3.4 Discuss assessing fine for contractors that fail to have inspection of service.
- 3.5 Discuss Adams Road.
- 3.6 Discuss strategy to mediate a meeting between the BOS and BOWC including DEP and Board of Licensure.
- 3.7 Discuss strategy in organizing employees.
- 3.8 Discuss IT Services
- 3.9 Discuss list for possible shut-offs for balances in excess of \$500 on past due accounts due after April 30<sup>th</sup>

**IV. COMMISSIONERS UPDATES AND REPORT:**

4.1

**V. WATER SUPERINTENDENT'S UPDATES AND REPORTS:**

5.1 Meter Pit letter.

**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.
- 6.4 Review Accounts Receivable report.

**ADJOURNMENT:**