



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Rec'd Townsend Town Clerk
29 JUL '20 PM12:41

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

Todd Melanson, *Vice-Chairman*

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

WATER COMMISSIONERS MEETING AGENDA

August 04, 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/84697354096?pwd=M2VtTmUva0lrdTJIR1BmZXVXZDVLQT09>

Meeting ID: 846 9735 4096 Password: 703502 Log in Tuesday, August 4, 2020 at 6:00 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 audio recorded.
- 1.3 Roll Call Members-Roll Call Citizens.
- 1.4 Chairman's additions or deletions.
- 1.5 Approve meeting minutes of March 9, 2020, June 25, 2020 and release the Executive session minutes of: March 4, 2008, June 10, 2008, April 2, 2019 and June 27, 2019.
- 1.6 Review correspondence.

II. APPOINTMENTS-VOTES MAY BE TAKEN

- 2.1 6:15 P.M. discussion with the BOS. RE: Update/Discussion on Superintendent Position, Cross Charges, White Mountain IT contract, Job Descriptions. Other items may be discussed.
- 2.2 7:15 MVRS update presentation with Anne-Marie Ronan.

III. MEETING BUSINESS-VOTES MAY BE TAKEN:

- 3.1 Update/Discuss Superintendents position.
- 3.2 Update/Discuss cross charge agreement.
- 3.3 Update/Discuss White Mountain IT contract.
- 3.4 Update/Discuss Job Descriptions.
- 3.5 Discuss Mistie's extra hours in Brenda's absence.
- 3.6 Discuss changes to building appearance.
- 3.7 Discuss the continuation of final readings in the home.
- 3.8 Review Rules & Regs Re: Service installation fees.

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

- 4.1 Discuss/Review/Revise Schedule of Rates and Fees.
- 4.2 Discuss Superintendents position.
- 4.3 Discuss/Review policy changes to Rules & Regs RE: full time inspector for large projects and requirements for flushing a service line before/during installation.

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

- 5.1 Update on Main St. pump station/ water main.
- 5.2 Update on Meadow Road.
- 5.3 Update on Lock Brook Run extension (top of West Meadow Road).

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

- 6.1 Schedule next BOWC meeting.
- 6.2 Review and sign Bills Payable Warrants.
- 6.3 Review and sign July's Schedule of Bills Receivable report.
- 6.4 Review Accounts Receivable Report.
- 6.5 Review year to date expenditures.

ADJOURNMENT:

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

Topic: Board of Water Commissioners Meeting

Time: Aug 4, 2020 06:00 PM Eastern Time (US and Canada)

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One tap mobile

+16468769923,,84697354096#,,,,,0#,,703502# US (New York)

+13017158592,,84697354096#,,,,,0#,,703502# US (Germantown)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

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Find your local number: <https://us02web.zoom.us/j/84697354096?pwd=M2VtTmUva0lrdTJlR1BmZXVXZDVLQT09>