



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Rec'd Townsend Town Clerk
4 MAR '21 PM12:34

Nathan Mattila, *Chairman*
David Vigeant, Superintendent

Todd Melanson, *Vice-Chairman*
(978) 597-2212

Michael MacEachern, *Clerk*
Email water@townsendwater.org

WATER COMMISSIONERS MEETING AGENDA

March 8, 2021 – 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/85791135724?pwd=VmZDUUR5M3g0SkdCU1o5MmNPZ0J1dz09>

Meeting ID: 857 9113 5724 Password: 404130 Log on Monday March 8, 2021 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 and recorded on Zoom.
- 1.3 Roll Call Members-Roll Call Citizens.
- 1.4 Chairman's additions or deletions.
- 1.5 Approve Meeting Minutes of January 5, 2021, January 11, 2021, February 8, 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 Discuss/Review Master Plan.
- 3.3 Update/Discuss COVID-19.
- 3.4 Review/Discuss Updated SOP's.
- 3.5 Update/Discuss PFAS testing.
- 3.6 Update/Discuss Job descriptions and Office Staff Job Titles.
- 3.7 Review/Discuss Holiday/On-Call stipend.
- 3.8 Review/Discuss Televising meetings.
- 3.9 Review/Discuss Summer Intern Program.

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

4.1

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

- 5.1 Update/Discuss on Cross St Well.
- 5.2 Update/Discuss Main Street Station.
- 5.3 Update/Discuss Highland Storage Tank.
- 5.4 Update/Discuss Meters and Hydrants.
- 5.5 Update/Discuss Billing Software-Vadar.

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

- 6.1 Discuss a shared file location for correspondence.

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

VII. EXECUTIVE SESSION-VOTES MAY BE TAKEN:

- 6.1 Executive session pursuant to GL c. 30A, s. 21(a)(2) To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. Re: AFSCME-Supervisors Union.
- 6.2 Executive session pursuant to GL c. 30A, s. 21(a)(10) to discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided. Re: Meter Upgrade Program.

ADJOURNMENT:

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

Topic: Board of Water Commissioners Meeting

Time: Mar 8, 2021 06:00 PM Eastern Time (US and Canada)

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One tap mobile

+16468769923,,85791135724#,,,,*404130# US (New York)

+13017158592,,85791135724#,,,,*404130# 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)

+1 253 215 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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Passcode: 404130

Find your local number: <https://us02web.zoom.us/j/kdSQIH9LRd>