



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, Chairman
(978) 597-2212

Nathan Mattila, Vice-Chairman

Todd Melanson, Clerk
Email: water@townsend.ma.us

WATER COMMISSIONERS MEETING AGENDA

February 19, 2020 - 6:00 P.M.

Water Department 540 Main Street, Meeting Room

Rec'd Townsend Town Clerk
13 FEB '20 AM 9:45

- 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
 - 1.6 Review correspondence.
- II. **APPOINTMENTS**
 - 2.1
- III. **MEETING BUSINESS VOTES MAY BE TAKEN:**
 - 3.1 Discuss IT Services and review quote(s) from vendor(s).
 - 3.2 Discuss Office Assistant's position.
 - 3.3 Discuss Interim Superintendents contract.
 - 3.4 Update on FY21 budget planning.
- IV. **COMMISSIONERS UPDATES AND REPORT**
 - 4.1
- V. **INTERIM SUPERINTENDENTS UPDATES AND REPORTS VOTES MAY BE TAKEN**
 - 5.1
- VI. **FOREMANS UPDATES AND REPORTS:**
 - 6.1
- VII. **OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:**
 - 7.1 Schedule next BOWC meeting.

ADJOURNMENT: