



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Rec'd Townsend Town Clerk
9 SEP '20 AM 11:34

Nathan Mattila, Chairman
(978) 597-2212

Todd Melanson, Vice-Chairman

Michael MacEachern, Clerk
Email: water@townsendwater.org

WATER COMMISSIONERS MEETING AGENDA

September 14, 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/84527919845?pwd=UURPZWY2ODFFcGIBTjhZcXFhK1JpZz09>

Meeting ID: 845 2791 9845 Password: 207699 Log in Tuesday, September 14, 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 16, 2020, June 1 2020, June 22, 2020, July 13 2020, July 28 2020, August 4 2020, and August 18 2020.
 - 1.6 Review correspondence. Mandatory Referral Notices.
- II. **APPOINTMENTS-VOTES MAY BE TAKEN**
 - 2.1 6:15 Update on White Mountain IT with Pete Paldino
- III. **MEETING BUSINESS-VOTES MAY BE TAKEN:**
 - 3.1 Update/Discuss Superintendent position.
 - 3.2 Update/Discuss Cross Charge Agreement.
 - 3.3 Discuss/Review MV-RS upgrade.
 - 3.4 Discuss/Review/Revise updates to the Schedule of Rates and Fees.
 - 3.5 Discuss/Review Refund to account 3400B for \$329.26 RE: Final bill was paid twice.
 - 3.6 Discuss/Review Refund to account 61574A for \$67.50 RE: Quarterly bill paid in addition to the final bill, resulting in a credit.
 - 3.7 Discuss/Review Refund to account 60238A for \$235.76 RE: Final bill was paid twice.
 - 3.8 Discuss/Review Adjustment to account 0831 for 93.50 RE: Payment was returned by UniPay.
 - 3.9 Discuss/Review Adjustment to accounts 60476, 60477 & 60478 RE: Prorated unit charges for vacant apartments.
 - 3.10 Discuss/Review Purchase of new copier.
 - 3.11 Update/Discuss Shepco warranty letter regarding 520 Main St.
 - 3.12 Update/Discuss driveway at 536 Main St.
 - 3.13 Update/Discuss Bedford Lock & Key Estimate RE: Rekeying building
 - 3.14 Update/Discuss Estimates for quotes on nuts for line gate repairs.
 - 3.15 Update/Discuss well cleaning.
- IV. **COMMISSIONERS UPDATES AND REPORTS-VOTES MAY BE TAKEN:**
 - 4.1
- V. **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).
- 5.4 Discuss/Review Water Main replacement at the West Meadow Road Bridge Project.
- 5.5 Discuss/Review Road Plates
- 5.6 Discuss/Review Leak Detection Proposal
- 5.7 Update/Discuss Sanitation Survey

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 August'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: Sep 14, 2020 06:00 PM Eastern Time (US and Canada)

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Meeting ID: 845 2791 9845

Passcode: 207699

One tap mobile

+13126266799,,84527919845#,,,,,0#,,207699# US (Chicago)

+16468769923,,84527919845#,,,,,0#,,207699# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

+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/84527919845?pwd=UURPZWY2ODFFcGIBTjhZcXFhK1JpZz09>