



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, Chairman
Paul Rafuse
Water Superintendent

Nathan Mattila, Vice-Chairman

Todd Melanson, Clerk
(978) 597-2212

Email: water@townsend.ma.us

WATER COMMISSIONERS MEETING AGENDA
September 9, 2019, 2019 – 6:00 P.M.
Water Department 540 Main Street, Meeting Room

Rec'd Townsend Town Clerk
4 SEP '19 PM 1:41

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 Review correspondence.

II. APPOINTMENTS:

- 2.1

III. MEETING BUSINESS:

- 3.1 Approve 1" service for 11 Lois Lane, Ken Chaplin, and Acct #61669 RE: Received CK# 707, \$2000.00.
- 3.2 Quote for new truck. Discuss procedure for repurposing original ATM Article from Dump Truck to Utility Truck.
- 3.3 Discuss chlorination of the water system.
- 3.4 Discuss water rates and fees.
- 3.5 Discuss assessing fines for contractors who fail to get inspections from the Water Department.
- 3.6 Review information sent by Unitil RE: 45 Day Yearly Operational Plan.
- 3.7 Review quote for SCADA radio repeater system.
- 3.8 Discuss assessing fines for customers that do not repair their backflow in a timeframe determined by the BOWC.

IV. COMMISSIONERS UPDATES AND REPORT:

- 4.1

V. FOREMANS UPDATES AND REPORTS:

- 5.1 Discuss Sanitary Survey.
- 5.2 Discuss Lead & Copper testing.
- 5.3 Inspection/Cleaning of the Highland Street and Fitchburg Road Tanks.
- 5.4 Review/Discuss Water Line Inspection Form and procedure.
- 5.5 Report on station/systems updates.

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.
- 6.5 Review year to date expenditures.

ADJOURNMENT: