



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Rec'd Townsend Town Clerk
9 JUL '20 PM12:03

Nathan Mattila, Chairman
(978) 597-2212

Todd Melanson, Vice-Chairman

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

WATER COMMISSIONERS MEETING AGENDA

July 13, 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/89565509322?pwd=Uk5ZOHlQMkNsMWxFWIBlOHZOWG5sZz09>

Meeting ID: 895 6550 9322 Password: 848157 Log in Monday, July 13, 2020 at 6:00 P.M. to participate.

I. PRELIMINARIES:

- 1.1 Call the meeting to order and announce meeting address.
- 1.2 Roll Call Members-Roll Call Citizens.
- 1.5 Chairman's additions or deletions.
- 1.6 Approve meeting minutes of April 6, 2020
- 1.7 Review correspondence.

II. APPOINTMENTS-VOTES MAY BE TAKEN

- 2.1

III. MEETING BUSINESS-VOTES MAY BE TAKEN:

- 3.1 Review/discuss/update Standard Operating Procedures from Ryan Lapierre.
- 3.2 Update on cross charge agreement.
- 3.3 Update on contract approval process.
- 3.4 Review/Approve Shepco and BOWC letter to customers regarding landscaping
- 3.5 Approve 1" service, 1 Lois Lane, Ken Chaplin, Acct#61664. Recvd \$2,000.00 CK# 906.
- 3.6 Approve 1" service, 10 Lois Lane, Ken Chaplin, Acct#61662. Recvd \$2,000.00 CK# 906.
- 3.7 Carry forward Balances on FY20 Warrant Articles
- 3.8 Review FY20 Encumbrance Report.
- 3.9 Discuss Home Depot Credit Card.
- 3.10 Review/Discuss 1/12th budget.
- 3.11 Discuss warranty on driveway repair at 520 Main Street.
- 3.12 Discuss extending Interim Superintendent's contract.
- 3.13 Discuss MHQ requirements for purchasing on Mass State Bid List.

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

- 4.1 Discuss recent rate meeting.
- 4.2 Discuss M36 Audit and Annual Audit.

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

- 5.1 Discuss status of New Water Superintendent.
- 5.2 Update on Main St. pump station/ water main.
- 5.3 Update on Meadow Road
- 5.4 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 Discuss 62 Accounts with outstanding balances over \$500.00.
- 6.3 Discuss the remaining 5 touchpad accounts.
- 6.4 Review and sign Bills Payable Warrants.
- 6.5 Review and sign June's Schedule of Bills Receivable report.
- 6.6 Review Accounts Receivable Report.
- 6.7 Review year to date expenditures.

ADJOURNMENT:

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

Topic: Board of Water Commissioners Meeting

Time: Jul 13, 2020 06:00 PM Eastern Time (US and Canada)

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One tap mobile

+13017158592,,89565509322#,,,0#,,848157# US (Germantown)

+13126266799,,89565509322#,,,0#,,848157# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

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Find your local number: <https://us02web.zoom.us/j/keFtzEV3a9>