



**TOWNSEND WATER DEPARTMENT**  
540 Main Street West Townsend, Massachusetts 01474

Rec'd Townsend Town Clerk  
10 JAN '19 PM 1:13

Lance Lewand, Chairman

Michael MacEachern, Vice-Chairman

Nathan Mattila, Clerk

Paul L. Rafuse,

(978) 597-2212

Water Superintendent

Email: [water@townsend.ma.us](mailto:water@townsend.ma.us)

**WATER COMMISSIONERS MEETING AGENDA**

**January 15, 2019 – 5:00 P.M.**

Water Department 540 Main Street, Meeting Room

**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 Discuss/Approve FY 20 budget
- 3.2 Update Water Foreman position.
- 3.3 Discuss/Vote/Approve to create a policy RE: Responsibility for cost to repair leaks on services with meter pits.
- 3.4 Update on Main Street Pump Station Bridge.

**IV. COMMISSIONERS UPDATES AND REPORT:**

- 4.1

**V. WATER SUPERINTENDENT'S UPDATES AND REPORTS:**

- 5.1 Update on Meadow Road water main replacement
- 5.2 Update on water main replacement project on Main St. West Townsend
- 5.3 Discussing clearing fire hydrants.
- 5.4 Update on phone system.
- 5.5 Discuss/Approve Capital Improvement Plan.

**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. (SF)
- 6.4 Review Accounts Receivable report.
- 6.5 Remind Board members to complete the Conflict of Interest online training program.

**ADJOURNMENT:**