



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

Rec'd Townsend Town Clerk  
22 JUL '20 PM 1:38

Nathan Mattila, *Chairman*  
(978) 597-2212

Todd Melanson, *Vice-Chairman*

Michael MacEachern, *Clerk*  
Email: [water@townsend.ma.us](mailto:water@townsend.ma.us)

**WATER COMMISSIONERS MEETING AGENDA**

**July 28, 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/81519134665?pwd=VnVjRmtyNFJtTGZlZE1uU2hFQ3g5QT09>

**Meeting ID: 815 1913 4665 Password: 926024 Log in Tuesday, July 28, 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.
  - 1.3 Chairman's additions or deletions.
  - 1.4 Review correspondence.
- II. **APPOINTMENTS-VOTES MAY BE TAKEN**
  - 2.1
- III. **MEETING BUSINESS-VOTES MAY BE TAKEN:**
  - 3.1 Update on cross charge agreement.
  - 3.2 Discuss/approve late charge adjustment totaling \$1.73 acct#60649, 51 Brookline Street. NEW
  - 3.3 Discuss/approve refund totaling \$124.50 acct#60147A, 10 West Meadow Estates. RE: paid final bill twice
  - 3.4 Discuss/approve MVRS upgrade.
- IV. **COMMISSIONERS UPDATES AND REPORTS-VOTES MAY BE TAKEN:**
  - 4.1 Discuss/Review/Revise Schedule of Rates and Fees
  - 4.2 Discuss Superintendents position.
  - 4.3 Define duties of Water Forman/Interim Superintendent.
- V. **INTERIM SUPERINTENDENTS/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).
- VI. **OFFICE ADMINISTRATOR'S UPDATES AND REPORTS-VOTES MAY BE TAKEN:**
  - 6.1 Schedule next BOWC meeting.
  - 6.2 Discuss securing office.
  - 6.3 Review and sign Bills Payable Warrants.

**ADJOURNMENT:**

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

Topic: Board of Water Commissioners Meeting

Time: Jul 28, 2020 06:00 PM Eastern Time (US and Canada)

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Meeting ID: 815 1913 4665

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One tap mobile

+16468769923,,81519134665#,,,,,0#,,926024# US (New York)

+13017158592,,81519134665#,,,,,0#,,926024# US (Germantown)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+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/kbyoRcPTF>