



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
August 12, 2019 - 6:00 P.M.
Water Department 540 Main Street, Meeting Room

Rec'd Townsend Town Clerk
8 AUG '19 PM12:44

I. PRELIMINARIES:

- 1.1 Adjourn the meeting of August 5, 2019.
- 1.2 Call the meeting to order and announce meeting address.
- 1.3 Roll call.
- 1.4 Announce that the meeting is being audio recorded.
- 1.5 Chairman's additions or deletions.
- 1.6 Approve meeting minutes of May 14, 2019, June 5, 2019, June 27, 2019 executive session, and July 2, 2019.
- 1.7 Review correspondence.

II. APPOINTMENTS:

- 2.1 6:30 P.M. Kym Craven RE: to discuss Master plan.

III. MEETING BUSINESS:

- 3.1 Discuss/vote to hire an interim Water Superintendent.
- 3.2 Discuss/Approve replacing service truck.
- 3.3 Discuss Sanitary Survey.
- 3.4 Discussing chlorination of the water system.
- 3.5 Discuss water rates and fees.

IV. COMMISSIONERS UPDATES AND REPORT:

- 4.1 Discuss procedure for contacting Superintendent while on leave.
- 4.2 Discuss protocol concerning contact with the town/BOS.

V. SUPERINTENDENTS UPDATES AND REPORTS:

- 5.1

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: