



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Rec'd Townsend Town Clerk
6 NOV '19 AM 10:32

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

November 12 2019, 2019 - 6:00 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 Approve meeting minutes of September 9, 2019, October 7, 2019 and October 21, 2019.
 - 1.6 Review correspondence.
- II. **APPOINTMENTS VOTES MAY BE TAKEN**
 - 2.1 6:00 P.M. Dave Fox, Raftelis RE: Water Rate Study
 - 2.2 6:15 P.M. Tom Mahanna, Tighe & Bond RE: Master Plan.
 - 2.3 6:30 P.M. Superintendent Paul Rafuse RE: Discuss return to work date.
- III. **MEETING BUSINESS VOTES MAY BE TAKEN**
 - 3.1 Discuss/Sign Application to MAWARN. Votes may be taken
 - 3.2 Discuss increase of water rates.
 - 3.3 Discuss/vote to refund Acct# 60915A, Anthony Detore, 230 Main Street, \$116.50. RE: Final water bill was paid twice.
 - 3.4 Discuss/Vote to abate acct# 60039, Bapugi, 440 Main Street, \$37.50 RE: units decreased from 3 to 2.
 - 3.5 Discuss reconsideration of White Mountain IT services.
 - 3.6 Discuss formal Intermunicipal Agreement with Town for FY21 Budget
 - 3.7 Discuss HLS Cyber Security Audit
- IV. **COMMISSIONERS UPDATES AND REPORT**
 - 4.1
- V. **INTERIM SUPERINTENDENTS UPDATES AND REPORTS VOTES MAY BE TAKEN**
 - 5.1 Discuss Main Street Water Main Project.
 - 5.2 Update on FY21 budget planning.
 - 5.3 Update on Meadow Road Main Project.
 - 5.4 Discuss Level 2 Assessment Review
- VI. **FOREMANS UPDATES AND REPORTS:**
 - 6.1 Report on stations/systems updates.
- VII. **OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:**
 - 7.1 Schedule next BOWC meeting.
 - 7.2 Review and sign Bills Payable Warrants
 - 7.3 Review and sign Schedule of Bills Receivable report.
 - 7.4 Review Accounts Receivable Report.
 - 7.5 Review year to date expenditures.

ADJOURNMENT: