



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Rec'd Townsend Town Clerk
5 DEC '19 PM 12:26

Michael MacEachern, Chairman
Paul Rafuse
Water Superintendent

Nathan Mattila, Vice-Chairman

Todd Melanson, Clerk
(978) 597-2212
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WATER COMMISSIONERS MEETING AGENDA
December 9 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 Review correspondence.
- II. **APPOINTMENTS VOTES MAY BE TAKEN:**
 - 2.1
- III. **MEETING BUSINESS VOTES MAY BE TAKEN:**
 - 3.1 Discuss Interim IT Cloud Services.
 - 3.2 Discuss Advertising for the Superintendents position /review draft job description.
 - 3.3 Discuss meeting with Town Counsel on December 18, 2019 at 5:45 p.m.
- 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 STM Warrant Articles.
 - 5.3 Update on Meadow Road Main Project.
 - 5.4 Update on FY21 budget planning.
 - 5.5 Discuss need for new furnace at the Water Department office.
- 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 Certified Free Cash report.
 - 7.3 Review and sign Bills Payable Warrants.
 - 7.4 Review and sign Schedule of Bills Receivable report.
 - 7.5 Review Accounts Receivable Report.
 - 7.6 Review year to date expenditures.

ADJOURNMENT: