



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Nathan Mattila, Chairman
Paul L. Rafuse,
Water Superintendent

Lance Lewand, Vice-Chairman

Michael MacEachern, Clerk
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WATER COMMISSIONERS MEETING AGENDA

April 9, 2018 – 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 Approve Minutes of January 10, 2018 and February 12, 2018 (SF)
- 1.6 Review correspondence.

II. APPOINTMENTS:

- 2.1 5:15 P.M. Dave Werlin, 169 Main Street. RE: Discuss relocating water main that runs through his cellar.

III. MEETING BUSINESS:

- 3.1 Replacement of our billing program/vendor.
- 3.2 Adjust/approve account # 61059, 2 Pepperell Road, \$3.33 Late charges-Applied to inactive account in error.
- 3.3 Adjust/approve account # 0451B, 13 Beech Street, \$3.40 Late charges-Applied to inactive account in error.
- 3.4 Adjust/approve account # 61529, 11 Edward Road, \$2.44 Late charges-Applied, timing error from lockbox.
- 3.5 Abate acct#3780, 82 Maplewood, \$380.00, RE: Billed in gallons but Badger meter reads in cubic ft.
- 3.6 Abate acct#60707, 7 Old Meetinghouse, \$25.76 RE: New owner charged in error.
- 3.7 Discuss Water Rates.

IV. COMMISSIONERS UPDATES AND REPORT:

- 4.1

V. WATER SUPERINTENDENT'S UPDATES AND REPORTS:

- 5.1 Update on Main Street Bridge.

VI. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:

- 6.1 Review and Sign Bills Payable Warrants.
- 6.2 Review and sign Schedule of Bills Receivable report. (SF)
- 6.4 Review Accounts Receivable report.

Schedule next BOWC meeting:

ADJOURNMENT: