



TOWNSEND WATER DEPARTMENT

540 Main Street West Townsend, Massachusetts 01474

Lance Lewand, *Chairman*

Michael MacEachern, *Vice-Chairman*

Nathan Mattila, *Clerk*

Paul L. Rafuse,
Water Superintendent

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WATER COMMISSIONERS MEETING AGENDA

August 6, 2018 – 4:30 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 July 10, 2018 (SF)
- 1.6 Review correspondence. None

II. APPOINTMENTS:

- 2.1

III. MEETING BUSINESS:

- 3.1 Continue discussion on water rates.
- 3.2 Review/approve changes to the job description and title for the Office Assistant position consistent with the recommendations of the Board of Selectmen at their July 31, 2018 meeting.
- 3.3 Vote/Approve refund account# 3780b. Lisboa Realty, 82 Maplewood Drive, \$314.50. RE: Refund credit balance on account.
- 3.1 Vote/Approve adjustments accounts#4380 Richard Tonks 10 Redwood Street, \$3.28 Late Charge. RE: Lockbox keyed in wrong acct# payment went to acct 4380
- 3.2 Vote/Approve refund account #61497, 10 Meadow Road, \$55.50 RE: Customer called and paid her bill twice in error.
- 3.3 Vote/Approve adjustment account#60731, 114 Highland Street, \$1.62 late charges RE: customer water usage charge did not show on April bill. Customer paid U/C only.

IV. COMMISSIONERS UPDATES AND REPORT:

- 4.1

V. WATER SUPERINTENDENT'S UPDATES AND REPORTS:

- 5.1 Hard drive crash of the office primary computer
- 5.2 Update on Trench Box.
- 5.3 Discuss hiring additional staff.
- 5.4 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)
- 6.3 Review Accounts Receivable report.

Schedule next BOWC meeting:

ADJOURNMENT: