



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Lance Lewand, Chairman
Paul L. Rafuse,
Water Superintendent

Michael MacEachern, Vice-Chairman

Nathan Mattila, Clerk
(978) 597-2212
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WATER COMMISSIONERS MEETING AGENDA

December 11, 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 October 9, 2018 and October 22, 2018 (SF)
- 1.6 Review correspondence.

II. APPOINTMENTS:

- 2.1 5:30 P.M. Adam Woolcott, 65 Warren Road RE Discuss water installation.

III. MEETING BUSINESS:

- 3.1 Discuss/Approve FY 20 budget
- 3.2 Discuss/Approve Capital Improvement Plan.
- 3.3 Authorization of the board to provide the Superintendent with a vehicle and compensate the Superintendent for taking on call duty. (Votes may be taken).
- 3.4 Discuss/Vote on recommendation for the Water Foreman position.
- 3.5 Vote/Approve refund account# 60233A. Joe Gagnon, 45 New Fitchburg Road, \$46.50. Overpayment of final bill
- 3.6 Vote/Approve 1" service Acct# 61675, 65 Warren Road, Adam Woolcott. \$2000.00 appl fee not paid

IV. COMMISSIONERS UPDATES AND REPORT:

4.1

V. WATER SUPERINTENDENT'S UPDATES AND REPORTS:

- 5.1 Update on Main Street Pump Station Bridge.
 - 5.1.1 Approve/Sign contract & contract extension agreement with Gary Shepherd
- 5.2 Update on Coliform Bacteria detection and status
- 5.3 Update on Meadow Road water main replacement
- 5.4 Update on water main replacement project on Main St. West Townsend
- 5.5 Discussing clearing fire hydrants.
- 5.6 Update on phone system

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. (SF)
- 6.4 Review Accounts Receivable report.

ADJOURNMENT: