



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
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WATER COMMISSIONERS MEETING AGENDA

February 19, 2019 – 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 meeting minutes of November 12, 2018, December 11, 2018 and January 15, 2019.
- 1.6 Review correspondence.

II. APPOINTMENTS:

- 2.1 5:30 Adam Woolcott & Jason Colavito, 65 Warren Road RE: New service line.

III. MEETING BUSINESS:

- 3.1 Vote/ Approve Water Foreman position.
- 3.2 Discuss recent inquiry from BOS and TA.
- 3.3 Discuss policy regarding Water Department employees on the BOWC.
- 3.4 Discuss/Vote/ Approve policy created by Superintendent RE: Responsibility for cost to repair leaks on services with meter pits.
- 3.5 Discuss procedures if the water department wins its case in court.
- 3.6 Discuss Bylaws.
- 3.7 Approve 1" service 6 Lois Lane EKC Development. Acct#61668. RE: \$2,000.00 received.
- 3.8 Approve Refund to acct#61126B, 199 Main Street. \$37.50 RE: Overpayment of final water bill.

IV. COMMISSIONERS UPDATES AND REPORT:

4.1

V. WATER SUPERINTENDENT'S UPDATES AND REPORTS:

- 5.1 Update on Meadow Road water main replacement
- 5.2 Update on water main replacement project on Main St. West Townsend
- 5.3 Discussing clearing fire hydrants.
- 5.4 Update on phone system.
- 5.5 Discuss/ Approve Capital Improvement Plan.
- 5.6 Update on Main Street Pump Station Bridge.

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.
- 6.4 Review Accounts Receivable report.
- 6.5 Remind Board members to complete the Conflict of Interest online training program.

ADJOURNMENT: