



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Rec'd Townsend Town Clerk
6 JUL '18 PM 3:07

Lance Lewand, Chairman
Paul L. Rafuse,
Water Superintendent

Michael MacEachern, Vice-Chairman

Nathan Mattila, Clerk
(978) 597-2212
Email: water@townsend.ma.us

WATER COMMISSIONERS MEETING AGENDA
July 10, 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 June 12, 2018 (SF)
- 1.6 Review correspondence.

II. APPOINTMENTS:

- 2.1

III. MEETING BUSINESS:

- 3.1 Continue discussion on water rates.
- 3.2 Discuss hiring additional staff.
- 3.3 Vote/Discuss carrying forward warrant articles from FY18-FY19.
- 3.4 Vote/Approve refund account# 60011A. Bruce Berard, 526 Main St., \$101.50. RE: Both closing attorneys paid final bill which resulted in a credit.
- 3.5 Vote/Approve adjustments accounts#60837, 60838, 60839, 60840 and 60841, 40-56 Fitchburg Road, \$712.50. RE: unit charge adjustment documents submitted late.
- 3.6 Discuss Unit Charge adjustments and submitting timelines.
- 3.7 Discuss purchasing a trench box and splitting cost with Highway Dept. for a not to exceed amount

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 Main Street Bridge.
- 5.3 Water Main Replacement Project on Main St. in West Townsend.

VI. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:

- 6.1 Will be out of work in August for medical procedure.
- 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.

Schedule next BOWC meeting:

ADJOURNMENT: