



**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**

June 12, 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 May 14, 2018.(SF)
- 1.6 Review correspondence.

**II. APPOINTMENTS:**

- 2.1

**III. MEETING BUSINESS:**

- 3.1 Discuss water rates from surrounding water suppliers.
- 3.2 Discuss filling Office Assistant Position and hiring additional Water Tech.
- 3.3 Discuss pending litigation against Town.
- 3.4 Approve refund account#61236B, 51 Spaulding Street, \$80.00 RE: Overpaid final water bill.
- 3.5 Approve refund account#61335A, 8 Emery Road, \$40.54 RE: Overpaid final water bill.
- 3.6 Approve refund acct#61188B, 49 Fitchburg Road, \$59.38 RE: Overpaid final water bill.
- 3.7 Approve abatement acct#6000, Red Hawk Fire Security, \$3.00 service charge. RE: Late Charge added in error.
- 3.8 Approve adjustment account#2590, Paul Servedo, 10 Balsam, \$1.65. RE: Late charge posted to inactive account in error.

**IV. COMMISSIONERS UPDATES AND REPORT:**

- 4.1

**V. WATER SUPERINTENDENT'S UPDATES AND REPORTS:**

- 5.1 Update on Main Street Bridge.
- 5.2 Status of 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:**