



**TOWNSEND WATER DEPARTMENT**  
540 Main Street West Townsend, Massachusetts 01474

Nathan Mattila, Chairman  
Paul L. Rafuse,  
Water Superintendent

Lance Lewand, Vice-Chairman

Michael MacEachern, Clerk  
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**WATER COMMISSIONERS MEETING AGENDA**

May 14, 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 March 14, 2018 and April 9, 2018 (SF)
- 1.6 Review correspondence.

**II. APPOINTMENTS:**

- 2.1 5:15 P.M. Neil Gorman, David Ross Associates RE: to discuss the proposed condominium project on Meadow Road.

**III. MEETING BUSINESS:**

- 3.1 Reorganize the Board.
- 3.2 Replacement of our billing program/vendor.
- 3.3 Discuss Water Rates.
- 3.4 Adjust/approve account # 60927, 222 Main Street, \$43.05 RE: Charges added in error due to a real estate transfer.
- 3.5 Adjust/approve account #61699, Highway Dept., &1.50 Late. Charged in error, timing issue.
- 3.6 Adjust/approve account# 60791, TFD, \$ 4.50 late. Charged in error, timing issue.

**IV. COMMISSIONERS UPDATES AND REPORT:**

4.1

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

- 5.1 Update on Main Street Bridge.
- 5.2 Update on 169 Main Street.
- 5.3 Status of Water Main Replacement Project on Main St. in West Townsend

**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)
- 6.4 Review Accounts Receivable report.

**Schedule next BOWC meeting:**

**ADJOURNMENT:**