



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

November 13, 2018 – 5:30 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 July 31, 2018, September 11, 2018(SF)
- 1.6 Review correspondence.

II. APPOINTMENTS:

- 2.1

III. MEETING BUSINESS:

- 3.1 Discuss/Approve quote for new phone system.
- 3.2 Vote/Approve refund account# 0771. Emily Bruns, 30Beech Street, \$4.12. RE: Posting Error.
- 3.3 Vote/Approve 1" service Acct# 61038, 45 Warren Road, Joe Lopilato. Recvd \$2,000.00
- 3.4 Vote/Approve 1" service Acct#61660, 12 Lois Lane. Ken Chaplin. Recvd \$2,000.00
- 3.5 Vote/Approve 1" service Acct#61659, 6 Lois Lane. Ken Chaplin. Recvd \$2,000.00.
- 3.6 Vote/Approve refund Acct#60757A, 74 Highland Street, \$200.00 RE: Overpayment of final water bill.
- 3.7 Discuss/Approve Transfer of funds to supplement expense budget.
- 3.8 Discuss transferring funds to supplement expense budget items.
- 3.9 Discussing clearing fire hydrants.
- 3.10 Discuss short staffing in Treasures office and its effects on TWD.
- 3.11 Discuss/Approve Advertisement for Water Operations Foreman position.

IV. COMMISSIONERS UPDATES AND REPORT:

- 4.1

V. WATER SUPERINTENDENT'S UPDATES AND REPORTS:

- 5.1 Update on Main Street Pump Station Bridge.
- 5.2 Update on Meadow Road water main replacement.

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: