



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
(978) 597-2212
Email: water@townsend.ma.us

WATER COMMISSIONERS MEETING MINUTES

April 2, 2019 – 5:00 P.M.

Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 LL called the meeting to order at 5:05 P.M., 540 Main Street.
- 1.2 Roll call showed member present: Chairman, Lance Lewand (LL), Vice Chair, Michael MacEachern (MM) and Clerk, Nathan Mattila (NM).
- 1.3 LL announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions. None
- 1.5 Approve meeting minutes of January 28, 2019 and March 12, 2019. **NM moved to approve the meeting minutes of January 28, 2019 and March 12, 2019. MM seconded. Unanimous vote. (NM approved reading the minutes of January 28, 2019 only as he was absent at that meeting.)**
- 1.6 Review correspondence. LL was approached by a resident questioning a homeowner on Adams Road digging a trench on his property. The resident had some concerns because the water is being diverted towards the Cross Street Well. Paul will contact the conservation agent to investigate the issue.

II. APPOINTMENTS:

- 2.1 None

III. MEETING BUSINESS:

- 3.1 Discuss labor and material costs for services with Meter Pits. Paul presented the BOWC a breakdown of the cost to repair the leak at 8 Proctor Road. The BOWC would like to send letters to residents with Meter Pits requesting that they relocate their water meters to their basement to avoid future costly repairs, as the water department will no longer absorb that cost.
- 3.2 Discuss Warren Road service line. After a lengthy discussion the BOWC asked Paul to prepare a standard service bill for the customer and negotiate the cost of labor and police detail with the onsite contractor. **Paul will also present the Board some new rules and regulations regarding meter pits for the board to review and accept at the next meeting. MM made a motion to bill 65 Warren Road \$2,750.00 for the application and tapping fee and to negotiate payment for Brett King's services. NM seconded. Unanimous vote.**
- 3.3 Discuss accrual payout. The BOWC were understandably upset that the Town Administrator, Town Accountant and/or Treasurer would withdraw funds from our Water Enterprise account without authorization from the BOWC. They also feel it was erroneous to circumvent the warrant process since the Town Accountant could not provide a signed warrant authorizing the payout. LL will send a letter to the BOS asking them for a meeting with the BOWC to discuss this issue.
- 3.4 Discuss backing up all computers to the cloud. Paul has discussed this issue with Bassem recently and although he does have future plans to back up all computers Paul would like to address the problem now. The Board agrees and would like Paul to get some information for them to review at the next meeting.
- 3.5 Discuss Town Meeting Articles. Paul presented the BOWC with the article we wish to amend at the annual town meeting.

MM requested that the BOWC complete the regularly scheduled meeting before entering into executive session. The Board agreed.

IV. EXECUTIVE SESSION:

4.1 Executive session pursuant to GL c. 30A, s. 21(a) (3) to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position and the Chair also declares, RR: lawsuit.

V. COMMISSIONERS UPDATES AND REPORT:

5.1

VI. WATER SUPERINTENDENT'S UPDATES AND REPORTS:

6.1 Update on Meadow Road water main replacement. The contract was approve from town counsel and we are hoping to secure a winning bid on April 18, 2019.

6.2 Update on water main replacement project on Main St. West Townsend. The contract was approve from town counsel and we are hoping to secure a winning bid on April 25, 2019.

6.3 Update on Main Street Pump Station Bridge. Paul reported that the bridge has been completed except for some minor cosmetic work and fencing.

VII. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:

7.1 Schedule next BOWC meeting. The BOWC schedule the next BOWC meeting on Monday, May 13, 2019.

7.2 The Board reviewed and signed Bills Payable Warrants.

7.3 The Board reviewed and signed Schedule of Bills Receivable report.

7.4 The Board reviewed Accounts Receivable report.

ADJOURNMENT:

4.1 LL moved to enter into executive session pursuant to GL c. 30A, s. 21(a) (3) to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position and the Chair also declares. RE: Lawsuit and we will reconvene into open session.

Roll call vote: MM Aye, NM Aye and LL Aye.

Entered executive session.

NM made a motion for the BOWC to reconvene and adjourn at 6:36 P.M. MM seconded. Unanimous vote.

Respectfully submitted,



Brenda Boudreau, Office Administrator

3.3

Town of Townsend Warrant Detail - Posted

Warrant: W19-33BP

Post Date: 2/14/2019

Ledger Account Number		Account Name					
Block / Batch	Invoice	Invoice Date	Voucher	Check	Check Date	Check Status	Amount
Exp	061-04-000-5110-0000-000	WATER - WAGES-OPER STAFF					3,176.16
Payee: P161434-1		PAYROLL WARRANT					3,176.16
B1 / B1	Water	02/13/2019	1	No Check		Open	3,176.16
Total for Warrant W19-33BP:							3,176.16

Town of Townsend
Warrant Approval - Posted

Warrant: W19-338P

Post Date: 2/14/2019

Pay to each of the entities listed previously in this Warrant the sums set against their respective names amounting in total to \$3,176.16 and charge the same to the account(s) indicated.

Approved:

Sue Liso -Chairman

Cindy King-Vice Chairman

Wayne Miller-Clerk

Lauri Plourde - Town Accountant

1. The first part of the report is a general introduction to the subject of the study. It discusses the importance of the study and the objectives of the research.

Page 10

Methodology

Results and Discussion

Conclusion

References

Part I ADMINISTRATION OF THE GOVERNMENT**Title VII** CITIES, TOWNS AND DISTRICTS**Chapter 41** OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS**Section 56** WARRANTS FOR PAYMENT OF BILLS

[Text of section effective until November 7, 2016. For text effective November 7, 2016, see below.]

Section 56. The selectmen and all boards, committees, heads of departments and officers authorized to expend money shall approve and transmit to the town accountant as often as once each month all bills, drafts, orders and pay rolls chargeable to the respective appropriations of which they have the expenditure. Such approval shall be given only after an examination to determine that the charges are correct and that the goods, materials or services charged for were ordered and that such goods and materials were delivered and that the services were actually rendered to or for the town as the case may be; provided, however, that such approval may be given to any bill received from a state agency for the town's share of the costs of a federal urban planning assistance program, established under the provisions of section 701 of Public Law 83-560, as amended, before any goods, materials or services ordered or to be ordered under such a program have been delivered or actually rendered, as the case may be. The town accountant shall examine all such bills,

drafts, orders and pay rolls, and, if found correct and approved as herein provided, shall draw a warrant upon the treasury for the payment of the same, and the treasurer shall pay no money from the treasury except upon such warrant approved by the selectmen. If there is a failure to elect or a vacancy occurs in the office of selectman, the remaining selectman or selectmen, together with the town clerk, may approve such warrant. The town accountant may disallow and refuse to approve for payment, in whole or in part, any claim as fraudulent, unlawful or excessive, and in such case he shall file with the town treasurer a written statement of the reasons for such refusal. The treasurer shall not pay any claim or bill so disallowed by the town accountant. So far as apt this section shall apply to cities.

Chapter 41: Section 56. Warrants for payment of bills

[Text of section as amended by 2016, 218, Sec. 58 effective November 7, 2016. For text effective until November 7, 2016, see above.]

Section 56. The selectmen and all boards, committees, heads of departments and officers authorized to expend money shall approve and transmit to the town accountant as often as once each month all bills, drafts, orders and pay rolls chargeable to the respective appropriations of which they have the expenditure. For purposes of this section, the board of selectmen and any other board, committee or head of department consisting of more than 1 member authorized to expend money, may designate any 1 of its members to approve all bills, drafts, orders and payrolls; provided, however, that the member shall make available to the board, committee or other department head, at the first meeting following such action, a record of such actions. This provision shall not limit the responsibility of each member of the board in the event of a

3.2

noncompliance with this section. Such approval shall be given only after an examination to determine that the charges are correct and that the goods, materials or services charged for were ordered and that such goods and materials were delivered and that the services were actually rendered to or for the town as the case may be; provided, however, that such approval may be given to any bill received from a state agency for the town's share of the costs of a federal urban planning assistance program, established under the provisions of section 701 of Public Law 83-560, as amended, before any goods, materials or services ordered or to be ordered under such a program have been delivered or actually rendered, as the case may be. The town accountant shall examine all such bills, drafts, orders and pay rolls, and, if found correct and approved as herein provided, shall draw a warrant upon the treasury for the payment of the same, and the treasurer shall pay no money from the treasury except upon such warrant approved by the selectmen. If there is a failure to elect or a vacancy occurs in the office of selectman, the remaining selectman or selectmen, together with the town clerk, may approve such warrant. The town accountant may disallow and refuse to approve for payment, in whole or in part, any claim as fraudulent, unlawful or excessive, and in such case he shall file with the town treasurer a written statement of the reasons for such refusal. The treasurer shall not pay any claim or bill so disallowed by the town accountant. So far as apt this section shall apply to cities.

To see if the Town will vote to amend Article 3 Section 3-8, Water Commissioners of the Town Charter to correspond with previous Town Meeting votes on September 16, 1933, May 9, 2017, and on May 1, 2018 to read:

Section 3-8, Water Commissioners

(a) Composition and Term of Office

A Board of Water Commissioners consisting of three members elected for a three year term each, arranged so that the term of one member expires each year.

(b) Powers and Duties

- (1) Defined by special agreement voted on September 16, 1933, pursuant to Chapter 381 of the Acts of 1920.
- (2) Defined by the powers and authority set forth in M.G.L. c. 41 Section 69B, accepted by the Town by vote at the Town Meeting on May 9, 2017.
- (3) In addition to the powers annunciated in Chapter 381 of the Acts of 1920, and those conferred upon the Water Commissioners by M.G.L. c. 41 Section 69B, and notwithstanding language within other provisions of the Town Charter to the contrary, the Water Commissioners shall be the sole governing body having full charge and control of the operation and management of the Water Department, including the authority to hire a Water Superintendent and all necessary staff to properly operate the Water Department, negotiate and enter into collective bargaining agreements with Water Department personnel as necessary and appropriate, employ attorneys, agents and servants, hire outside consultants and contractors to facilitate the operation of the Water Department, and enter into, execute and approve contracts for the purchase of supplies, materials and all other matters necessary, including construction contracts, to operate the Water Department.

Or take any other action in relation thereto.

TOWN OF TOWNSEND
WATER DEPARTMENT

NO. 19-9

03/312019

SCHEDULE OF BILLS RECEIVABLE

To the Accountant: Lauri Plourde


The following bills, amounting in the aggregate to

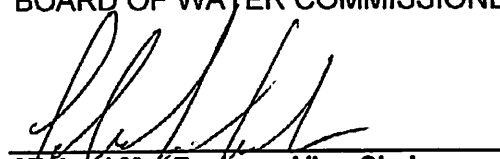
THREE HUNDRED NINETY EIGHT DOLLARS AND 00/100

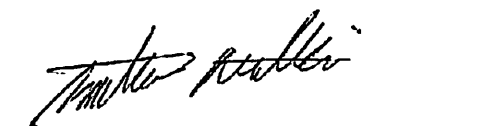
are herewith committed for collection.

<u>DATE</u>	<u>USER CHARGES</u>	<u>SERVICE CHARGES</u>	<u>CONN CHARGES</u>	<u>BACK FLOW</u>	<u>TOTAL</u>
03/31/19	398.00	100.00	-	-	498.00

BOARD OF WATER COMMISSIONERS


Lance Lewand, Chairman


Michael MacEachern, Vice-Chairman


Nathan Mattila, Clerk

7.4

FISCAL YEAR 19 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
March 31, 2019

UNCOLLECTED FROM JUNE 30, 2018

\$ 92,570.11

CHARGED 07/01/18 03/31/19

	3/31/2019	Previous Balance	Total
USER CHARGES	398.00	772,269.29	772,667.29
SERVICE CHARGES	100.00	22,279.84	22,379.84
CONNECTION CHARGES	0.00	10,000.00	10,000.00
LATE CHARGES	2,032.88	12,809.83	14,842.71
BACKFLOW		4,100.00	4,100.00
SUBTOTAL	2,530.88		
TOTAL CHARGES			

823,989.84
916,559.95

RECEIVED 07/01/17 03/31/19

	3/31/2019		
USER CHARGES	15,106.70	755,092.37	770,199.07
SERVICE CHARGES	356.33	22,262.95	22,619.28
CONNECTION CHARGES		10,000.00	10,000.00
LATE CHARGES	926.65	12,932.22	13,858.87
BACKFLOW	58.97	4,098.37	4,157.34
SUBTOTAL	16,448.65		
TOTAL RECEIPTS			

820,834.56

SENT TO LIEN
 LIENS COLLECTED
 ABATEMENTS
 ADJUSTMENTS
 AJD TO MASTER
 UNCOLLECTED

15,941.66

-966.22

609.76

80,140.19

\$ **916,559.95**

OUTSTANDING:

USER CHARGES	\$ 71,662.14
SERVICE CHARGES	1,962.96
CONNECTION CHARGES	0.00
LATE CHARGES	6,012.77
BACKFLOW	502.32
TOTAL OUTSTANDING	\$ 80,140.19

Master Activity Report Summary

Townsend Water Department

03/01/2019 through 03/31/2019 INCLUDES ALL ACCOUNTS FROM 0001 TO 70000

Code		Count	Used	Start Balance	Count	Charges	Count	Payments	Count	Ajustments	End Balance
Water											
W01	Water (Residential)	4	4,800	38,197.76	4	144.00	61	4,528.77	2	-210.10	33,602.89
W02	Water (Municipal)			-620.30	0	0.00	0	0.00	0	0.00	-620.30
W03	Water (Commercial)			809.14	0	0.00	4	526.68	0	0.00	282.46
W06	Water (Restaurant)			330.40	0	0.00	0	0.00	0	0.00	330.40
W07	Water (Retail)			38.20	0	0.00	0	0.00	0	0.00	38.20
W09	Water (Condo)			693.83	0	0.00	1	552.88	0	0.00	140.95
W12	Water (Church)			12.70	0	0.00	0	0.00	0	0.00	12.70
W13	Water (Day Care)			4.96	0	0.00	0	0.00	0	0.00	4.96
WATR	Water-Res. (Witches Bro)	1	26,000	16,717.16	1	104.00	21	1,382.27	0	0.00	15,438.89
WR	Unit Charge		0	30,397.09	4	150.00	106	8,116.10	0	0.00	22,430.99
Group Totals		<u>5</u>	<u>30,800</u>	<u>86,580.94</u>	<u>9</u>	<u>✓ 398.00</u>	<u>193</u>	<u>✓ 15,106.70</u>	<u>2</u>	<u>-210.10</u>	<u>✓ 71,662.14</u>
Late Charges											
LAT	Late Charge		0	4,932.86	426	2,032.88	102	926.65	1	-26.32	6,012.77
Group Totals				<u>4,932.86</u>	<u>426</u>	<u>✓ 2,032.88</u>	<u>102</u>	<u>✓ 926.65</u>	<u>1</u>	<u>-26.32</u>	<u>✓ 6,012.77</u>
Backflow											
BKFL1	BACKFLOW DEVICE		0	561.29	0	0.00	2	58.97	0	0.00	502.32
Group Totals				<u>561.29</u>	<u>0</u>	<u>0.00</u>	<u>2</u>	<u>✓ 58.97</u>	<u>0</u>	<u>0.00</u>	<u>✓ 502.32</u>
Services											
SERV	SERVICE CHARGES		0	1,112.62	4	100.00	3	181.80	0	0.00	1,030.82
SPKL1	SPRINKLER		0	1,096.03	0	0.00	1	174.53	0	0.00	921.50
SPKL3	SPRINKLER		0	10.64	0	0.00	0	0.00	0	0.00	10.64
Group Totals				<u>2,219.29</u>	<u>4</u>	<u>✓ 100.00</u>	<u>4</u>	<u>✓ 356.33</u>	<u>0</u>	<u>0.00</u>	<u>✓ 1,962.96</u>
Report Totals (Refundable Deposit Amounts Not Included)				<u>\$94,294.38</u>	<u>439</u>	<u>✓ \$2,530.88</u>	<u>301</u>	<u>✓ \$16,448.65</u>	<u>3</u>	<u>✓ -\$236.42</u>	<u>✓ \$80,140.19</u>

Master Activity Report Summary

Townsend Water Department

07/01/2018 through 03/31/2019 INCLUDES ALL ACCOUNTS FROM 0001 TO 70000

Code		Count	Used	Start Balance	Count	Charges	Count	Payments	Count	Ajustments	End Balance
Water											
W01	Water (Residential)	1,453	8,400,143	36,709.38	1451	251,968.29	1369	248,575.61	46	-6,499.17	33,602.89
W02	Water (Municipal)	15	71,700	-1,346.80	15	2,151.00	13	1,424.50	0	0.00	-620.30
W03	Water (Commercial)	31	297,600	165.96	31	8,928.00	31	8,811.50	0	0.00	282.46
W04	Water (Agricultural)	3	191,200	177.14	3	5,736.00	3	5,913.14	0	0.00	0.00
W05	Water (Recreational)	1	19,500	-50.00	1	585.00	1	535.00	0	0.00	0.00
W06	Water (Restaurant)	12	697,500	-31.23	12	20,925.00	12	20,563.37	0	0.00	330.40
W07	Water (Retail)	16	120,200	-149.47	16	3,606.00	16	3,418.33	0	0.00	38.20
W08	Water (Schools)	8	411,700	-356.00	8	12,351.00	8	11,995.00	0	0.00	0.00
W09	Water (Condo)	16	826,800	762.50	16	24,804.00	16	25,425.55	0	0.00	140.95
W10	Water (Service Station)	2	22,400	0.00	2	672.00	2	672.00	0	0.00	0.00
W11	Water (Industrial)	8	1,103,900	-392.98	8	33,117.00	8	32,724.02	0	0.00	0.00
W12	Water (Church)	4	9,200	-36.80	4	276.00	4	226.50	0	0.00	12.70
W13	Water (Day Care)	2	26,100	0.00	2	783.00	2	778.04	0	0.00	4.96
WATR	Water-Res. (Witches Bro	514	29,978,800	13,756.56	514	119,940.00	493	117,334.03	14	-923.64	15,438.89
WR	Unit Charge		0	33,155.20	2096	286,825.00	1997	291,802.48	30	-5,746.73	22,430.99
Group Totals		2,085	42,176,743	82,363.46	4,179	772,667.29	3,975	770,199.07	90	-13,169.54	71,662.14
Miscellaneous											
CONN	CONNECTION CHARGE		0	0.00	5	10,000.00	5	10,000.00	0	0.00	0.00
Group Totals				0.00	5	10,000.00	5	10,000.00	0	0.00	0.00
Late Charges											
DEMAN	DEMAND CHARGE		0	53.00	0	0.00	9	44.57	6	-8.43	0.00
LAT	Late Charge		0	7,248.49	908	14,842.71	800	13,814.30	26	-2,264.13	6,012.77
Group Totals				7,301.49	908	14,842.71	809	13,858.87	32	-2,272.56	6,012.77
Backflow											
BKF16	BACFLOW DEVICE			0.00	1	800.00	1	800.00	0	0.00	0.00
BKFL1	BACKFLOW DEVICE		0	559.66	19	950.00	20	1,007.34	0	0.00	502.32
BKFL2	BACKFLOW DEVICE		0	0.00	8	800.00	8	800.00	0	0.00	0.00
BKFL3	BACKFLOW DEVICE		0	0.00	3	450.00	3	450.00	0	0.00	0.00
BKFL4	BACKFLOW DEVICE		0	0.00	1	200.00	1	200.00	0	0.00	0.00
BKFL5	BACKFLOW DEVICE		0	0.00	1	250.00	1	250.00	0	0.00	0.00
BKFL6	BACKFLOW DEVICE		0	0.00	1	300.00	1	300.00	0	0.00	0.00
BKFL7	BACKFLOW DEVICE		0	0.00	1	350.00	1	350.00	0	0.00	0.00
Group Totals				559.66	35	4,100.00	36	4,157.34	0	0.00	502.32

Master Activity Report Summary**Townsend Water Department**

07/01/2018 through 03/31/2019 INCLUDES ALL ACCOUNTS FROM 0001 TO 70000

Code	Count	Used	Start Balance	Count	Charges	Count	Payments	Count	Ajustments	End Balance
Services										
SERV SERVICE CHARGES		0	1,814.69	74	6,629.84	75	7,270.61	2	-143.10	1,030.82
SPKL1 SPRINKLER		0	530.81	16	5,040.00	15	4,649.31	0	0.00	921.50
SPKL2 SPRINKLER		0	0.00	6	2,520.00	6	2,520.00	0	0.00	0.00
SPKL3 SPRINKLER		0	0.00	1	630.00	1	619.36	0	0.00	10.64
SPKL4 SPRINKLER			0.00	3	3,780.00	3	3,780.00	0	0.00	0.00
SPKL6 SPRINKLER			0.00	1	3,780.00	1	3,780.00	0	0.00	0.00
Group Totals			<u>2,345.50</u>	<u>101</u>	<u>22,379.84</u>	<u>101</u>	<u>22,619.28</u>	<u>2</u>	<u>-143.10</u>	<u>1,962.96</u>
Report Totals	(Refundable Deposit Amounts Not Included)		<u>\$92,570.11</u>	<u>5228</u>	<u>\$823,989.84</u>	<u>4926</u>	<u>\$820,834.56</u>	<u>124</u>	<u>-\$15,585.20</u>	<u>\$80,140.19</u>