



**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*  
(978) 597-2212  
Email: [water@townsend.ma.us](mailto:water@townsend.ma.us)

**WATER COMMISSIONERS MEETING MINUTES**

April 9, 2018 – 5:00 P.M.

Water Department 540 Main Street, Meeting Room

**I. PRELIMINARIES:**

- 1.1 NM called the meeting to order at 5:00 P.M. at 540 Main Street.
- 1.2 Roll call showed Members Present: **Nathan Mattila (NM), Chairman and Michael MacEachern (MM), Clerk. Lance Lewand was absent.** Guests Present: **Dave Werlin and Beverly Napior, 169 Main Street. Roger Rapoza Jr., 6 Stearns Ave. Paul Rafuse and Brenda Boudreau.**
- 1.3 NM announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions. None
- 1.5 Approve Minutes of January 10, 2018 and February 12, 2018. MM moved to approve the meeting minutes of January 10, 2018 and February 12, 2018. NM seconded. Unanimous vote.
- 1.6 Review correspondence. None

**II. APPOINTMENTS:**

- 2.1 5:15 P.M. Dave Werlin, 169 Main Street. RE: Discuss relocating water main that runs through his cellar. Mr Werlin asked if the water Department could relocate the water main that runs through his basement. NM asked Paul to inspect the situation. Paul would like to get a legal opinion and hire an engineer to determine the cost involved.

**III. MEETING BUSINESS:**

- 3.1 Replacement of our billing program/vendor. Tabled until there was a full board. Paul will insert amount needed in the warrant for town meeting.
- 3.2 Adjust/approve account # 61059, 2 Pepperell Road, \$3.33 Late charges-Applied to inactive account in error. **MM moved to adjust Acct# 61059, 2 Pepperell Rd, \$3.33 Late Charge. NM seconded. Unanimous vote.**
- 3.3 Adjust/approve account # 0451B, 13 Beech Street, \$3.40 Late charges-Applied to inactive account in error. **MM made a motion to adjust acct#0451B, 13 Beech St., \$3.40 Late Charges. NM Seconded. Unanimous vote.**
- 3.4 Adjust/approve account # 61529, 11 Edward Road, \$2.44 late charges-Applied, timing error from lockbox. **MM made a motion to approve the adjustment for acct# 61529, 11 Edward Road, \$2.44 late charge. NM seconded. Unanimous vote.**
- 3.5 Abate acct#3780, 82 Maplewood, \$380.00, RE: Billed in gallons but Badger meter reads in cubic ft. **MM made a motion to abate acct# 3780, 82 Maplewood Rd. \$380.00. NM seconded. Unanimous vote.**
- 3.6 **Abate acct#60707, 7 Old Meetinghouse, \$25.76 RE: New owner charged in error. MM motioned to abate acct#60707, 7 Old Meetinghouse Road, \$25.76. NM seconded. Unanimous vote.**
- 3.7 Discuss Water Rates. The Board would like to see a spreadsheet with projected revenues. Paul will have one available for the next meeting.

**IV. COMMISSIONERS UPDATES AND REPORT:**

- 4.1 None.

V. WATER SUPERINTENDENT'S UPDATES AND REPORTS:

- 5.1 Update on Main Street Bridge. Paul reported that the signed contract was sent to Paragon and he is waiting for the schedule of delivery to submit an emergency permitting (30 days) for the bridge through the conversation commission.

VI. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:

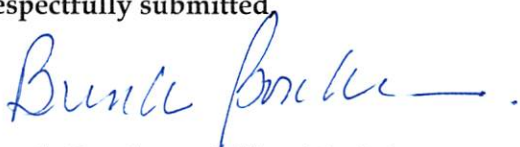
- 6.1 The Board reviewed and signed Bills Payable Warrants.  
6.2 The Board reviewed and signed Schedule of Bills Receivable report.  
6.3 The Board reviewed Accounts Receivable report.

**Schedule next Board of Water Commissioner's meeting:** The next schedule meeting was set for Monday, May 14, 2018.

ADJOURNMENT:

NM moved to adjourn the meeting at 5:57 P.M. MM seconded. Unanimous vote.

Respectfully submitted



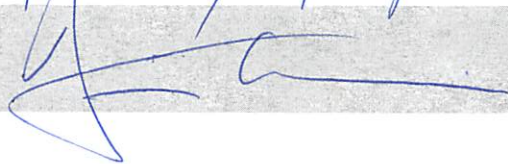
Brenda Boudreau, Office Administrator

Napier

WATER DEPARTMENT MEETING

DATE April 9, 2018

DAVID WEPLIN 169 MAIN ST DAVE@GREATNORTHEAST.COM

| NAME  | ADDRESS                     | PH/EMAIL     |
|---|-----------------------------|--------------|
| Roger Rapoza Sr.  | 6 Stearns Ave. Townsend, MA | 978 877 0785 |
| Beverly Napier  | 169 Main                    | 978-597-6420 |
|  | 169 MAIN                    | 617-371-5215 |

4/9/18 3.2



**TOWN OF TOWNSEND  
BOARD OF WATER COMMISSIONERS  
APPLICATION TO ABATE OR ADJUST CHARGES**

Name: Walter Newman Account # 66159

Address: 2 Pepperrell Road

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Billing date \_\_\_\_\_

AMOUNT: 333 ABATEMENT ☐ ADJUSTMENT ☒ (check one)

REQUESTED BY: CUSTOMER ☐ OFFICE ☒ OTHER ☐ - if other please explain below:

Reasons: (please attached supporting documentation if applicable)

3.33 late charges applied to inactive acct  
in error

APPROVED ☒ DENIED ☐ (check one)

DATE: 4-9-18

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]

late  
# 4231

[Signature]

4/9/18 3.3



TOWN OF TOWNSEND  
BOARD OF WATER COMMISSIONERS  
APPLICATION TO ABATE OR ADJUST CHARGES

Name: Mark Reed Account # 0451 B

Address: 13 Beech

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Billing date \_\_\_\_\_

AMOUNT: \$3.40 ABATEMENT [ ] ADJUSTMENT [ ] (check one)

REQUESTED BY: CUSTOMER [ ] OFFICE [ ] OTHER [ ] - if other please explain below:

Reasons: (please attached supporting documentation if applicable)

Late charged was applied on inactive acct

APPROVED [ ☒ ] DENIED [ ] (check one)

DATE: 4-9-18

3.40 late

TOWNSEND BOARD OF WATER COMMISSIONERS

#4231

[Signature]

[Signature]

~~6636.35~~  
6623.55

4/9/18 3.4



TOWN OF TOWNSEND  
BOARD OF WATER COMMISSIONERS  
APPLICATION TO ABATE OR ADJUST CHARGES

Name: Peter Linstrom Account # 61529

Address: 11 Edward Rd

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Billing date \_\_\_\_\_

AMOUNT: 2.44 ABATEMENT ☐ ADJUSTMENT ☐ (check one)

REQUESTED BY: CUSTOMER ☐ OFFICE ☐ OTHER ☐ - if other please explain below:

Reasons: (please attached supporting documentation if applicable)

Timing issue w/ Century bank.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED ☒ DENIED ☐ (check one)

DATE: 4-9-18

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]  
-----

244 Late.  
4231.

[Signature]  
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TOWN OF TOWNSEND  
BOARD OF WATER COMMISSIONERS  
APPLICATION TO ABATE OR ADJUST CHARGES

4/10/18  
Posted 3/23/18. 35

Name: Lisboa Realty Account # 3780

Address: 82 Maplewood

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Billing date \_\_\_\_\_

AMOUNT: \$ 380.00 ABATEMENT ☒ ADJUSTMENT ☐ (check one)

REQUESTED BY: CUSTOMER ☐ OFFICE ☒ OTHER ☐ - if other please explain below:

Reasons: (please attached supporting documentation if applicable)

Badger meter installed (multiplier was still set @ 1000 - \$/B 100

Had to adjust prior to bills mailed & late fees - Paul Roper

APPROVED ☒ DENIED ☐ (check one)

DATE: 4-9-18

380.00 as cr

TOWNSEND BOARD OF WATER COMMISSIONERS

#4210

[Signature]

\_\_\_\_\_

[Signature]

87.245.78 ✓

4/10/18 3.4



TOWN OF TOWNSEND  
BOARD OF WATER COMMISSIONERS  
APPLICATION TO ABATE OR ADJUST CHARGES

Name: De Martinc Account # 46707

Address: 7 Old Meetinghouse St.

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Billing date 1/2018

AMOUNT: 25.74 ABATEMENT ☐ ADJUSTMENT ☐ (check one)

REQUESTED BY: CUSTOMER ☐ OFFICE ☐ OTHER ☐ - if other please explain below:

Reasons: (please attached supporting documentation if applicable)

New owner/renter was charged in error.

APPROVED ☒ DENIED ☐ (check one)

DATE: 4-9-18

TOWNSEND BOARD OF WATER COMMISSIONERS

*[Signature]*

25.00 user  
#4210  
676 late  
#4231

*[Signature]*

284.746.51  
4432.72



6.4

**FISCAL YEAR 18 SUMMARY**  
**TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE**  
**March 31, 2018**

UNCOLLECTED FROM JUNE 30, 2017

\$ 110,573.09

| <b><u>CHARGED</u></b> | <b><u>07/01/17</u></b> | <b><u>03/31/18</u></b> | <b><u>3/31/2018</u></b> | <b><u>Previous Balance</u></b> | <b><u>Total</u></b> |
|-----------------------|------------------------|------------------------|-------------------------|--------------------------------|---------------------|
| USER CHARGES          |                        |                        | 321.00                  | 780,639.00                     | 780,960.00          |
| SERVICE CHARGES       |                        |                        | 345.00                  | 21,230.80                      | 21,575.80           |
| CONNECTION CHARGES    |                        |                        | 0.00                    | 4,000.00                       | 4,000.00            |
| LATE CHARGES          |                        |                        | 1,456.69                | 14,284.73                      | 15,741.42           |
| BACKFLOW              |                        |                        | 0.00                    | 4,050.00                       | 4,050.00            |
| SUBTOTAL              |                        |                        | <b>2,122.69</b>         |                                |                     |
| TOTAL CHARGES         |                        |                        |                         |                                | <b>826,327.22</b>   |
|                       |                        |                        |                         |                                | <b>936,900.31</b>   |

| <b><u>RECEIVED</u></b> | <b><u>07/01/17</u></b> | <b><u>03/31/18</u></b> | <b><u>3/31/2018</u></b> |            |                   |
|------------------------|------------------------|------------------------|-------------------------|------------|-------------------|
| USER CHARGES           |                        |                        | 22,683.41               | 743,151.87 | 765,835.28        |
| SERVICE CHARGES        |                        |                        | 283.56                  | 20,809.22  | 21,092.78         |
| CONNECTION CHARGES     |                        |                        | 0.00                    | 4,000.00   | 4,000.00          |
| LATE CHARGES           |                        |                        | 641.78                  | 12,872.89  | 13,514.67         |
| BACKFLOW               |                        |                        | 0.00                    | 4,150.00   | 4,150.00          |
| SUBTOTAL               |                        |                        | <b>23,608.75</b>        |            |                   |
| TOTAL RECEIPTS         |                        |                        |                         |            | <b>808,592.73</b> |

|                 |                      |
|-----------------|----------------------|
| SENT TO LIEN    | 41,377.25            |
| LIENS COLLECTED |                      |
| ABATEMENTS      | -1,761.15            |
| ADJUSTMENTS     | -421.86              |
| AJD TO MASTER   |                      |
| UNCOLLECTED     | <b>89,113.34</b>     |
|                 | <b>\$ 936,900.31</b> |

|                            |                     |
|----------------------------|---------------------|
| <b><u>OUTSTANDING:</u></b> |                     |
| USER CHARGES               | \$ 81,946.42        |
| SERVICE CHARGES            | 1,271.51            |
| CONNECTION CHARGES         | 0.00                |
| LATE CHARGES               | 5,495.41            |
| BACKFLOW                   | 400.00              |
| TOTAL OUTSTANDING          | <b>\$ 89,113.34</b> |

## Master Activity Report Summary

## Townsend Water Department

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

| Code                 |                         | Count    | Used         | Start Balance       | Count      | Charges           | Count      | Payments           | Count    | Ajustments       | End Balance        |
|----------------------|-------------------------|----------|--------------|---------------------|------------|-------------------|------------|--------------------|----------|------------------|--------------------|
| <b>Water</b>         |                         |          |              |                     |            |                   |            |                    |          |                  |                    |
| W01                  | Water (Residential)     | 3        | 4,200        | 46,347.87           | 3          | 126.00            | 75         | 7,779.43           | 1        | 61.50            | 38,755.94          |
| W02                  | Water (Municipal)       |          |              | -829.04             | 0          | 0.00              | 0          | 0.00               | 0        | 0.00             | -829.04            |
| W03                  | Water (Commercial)      |          |              | 517.01              | 0          | 0.00              | 1          | 66.13              | 0        | 0.00             | 450.88             |
| W04                  | Water (Agricultural)    |          |              | 1,134.00            | 0          | 0.00              | 0          | 0.00               | 0        | 0.00             | 1,134.00           |
| W05                  | Water (Recreational)    |          |              | -50.00              | 0          | 0.00              | 0          | 0.00               | 0        | 0.00             | -50.00             |
| W06                  | Water (Restaurant)      |          |              | 380.78              | 0          | 0.00              | 0          | 0.00               | 0        | 0.00             | 380.78             |
| W07                  | Water (Retail)          |          |              | 13.69               | 0          | 0.00              | 1          | 3.00               | 0        | 0.00             | 10.69              |
| W08                  | Water (Schools)         |          |              | 921.00              | 0          | 0.00              | 0          | 0.00               | 0        | 0.00             | 921.00             |
| W11                  | Water (Industrial)      |          |              | 12.00               | 0          | 0.00              | 0          | 0.00               | 0        | 0.00             | 12.00              |
| WATR                 | Water-Res. (Witches Brc | 1        | 5,000        | 22,360.62           | 1          | 20.00             | 98         | 7,913.52           | 1        | -380.00          | 14,087.10          |
| WR                   | Unit Charge             |          | 0            | 33,819.40           | 5          | 175.00            | 150        | 6,921.33           | 0        | 0.00             | 27,073.07          |
| <b>Group Totals</b>  |                         | <u>4</u> | <u>9,200</u> | <u>104,627.33</u>   | <u>9</u>   | <u>321.00</u>     | <u>325</u> | <u>22,683.41</u>   | <u>2</u> | <u>-318.50</u>   | <u>81,946.42</u>   |
| <b>Late Charges</b>  |                         |          |              |                     |            |                   |            |                    |          |                  |                    |
| DEMAN                | DEMAND CHARGE           |          | 0            | 59.00               | 0          | 0.00              | 0          | 0.00               | 1        | 0.92             | 59.92              |
| LAT                  | Late Charge             |          | 0            | 4,620.58            | 441        | 1,456.69          | 117        | 641.78             | 0        | 0.00             | 5,435.49           |
| <b>Group Totals</b>  |                         |          |              | <u>4,679.58</u>     | <u>441</u> | <u>1,456.69</u>   | <u>117</u> | <u>641.78</u>      | <u>1</u> | <u>0.92</u>      | <u>5,495.41</u>    |
| <b>Backflow</b>      |                         |          |              |                     |            |                   |            |                    |          |                  |                    |
| BKFL1                | BACKFLOW DEVICE         |          | 0            | 400.00              | 0          | 0.00              | 0          | 0.00               | 0        | 0.00             | 400.00             |
| <b>Group Totals</b>  |                         |          |              | <u>400.00</u>       | <u>0</u>   | <u>0.00</u>       | <u>0</u>   | <u>0.00</u>        | <u>0</u> | <u>0.00</u>      | <u>400.00</u>      |
| <b>Services</b>      |                         |          |              |                     |            |                   |            |                    |          |                  |                    |
| SERV                 | SERVICE CHARGES         |          | 0            | 890.81              | 6          | 345.00            | 4          | 283.56             | 0        | 0.00             | 952.25             |
| SPKL1                | SPRINKLER               |          | 0            | 319.26              | 0          | 0.00              | 0          | 0.00               | 0        | 0.00             | 319.26             |
| <b>Group Totals</b>  |                         |          |              | <u>1,210.07</u>     | <u>6</u>   | <u>345.00</u>     | <u>4</u>   | <u>283.56</u>      | <u>0</u> | <u>0.00</u>      | <u>1,271.51</u>    |
| <b>Report Totals</b> |                         |          |              | <u>\$110,916.98</u> | <u>456</u> | <u>\$2,122.69</u> | <u>446</u> | <u>\$23,608.75</u> | <u>3</u> | <u>-\$317.58</u> | <u>\$89,113.34</u> |