



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

December 11, 2018 – 5:00 P.M.

Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 LL called the meeting to order at 5:10 p.m., 540 Main Street, Meeting Room.
- 1.2 Roll call showed 3 members present. Chairman, Lance Lewand (LL). Vice-Chair, Michael MacEachern 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 Minutes of October 9, 2018 and October 22, 2018. **NM moved to approve the meeting minutes of October 9, 2018 & October 22, 2018. MM seconded. Unanimous vote.**
- 1.6 Review correspondence. None

II. APPOINTMENTS:

- 2.1 5:30 P.M. Adam Woolacott, 65 Warren Road RE Discuss water installation. Adam did not show for his scheduled appointment. The Board would like Paul to contact the highway to see if they could help with the digging and we would reimburse them for their service until we have and experienced excavator.

III. MEETING BUSINESS:

- 3.1 Discuss/ Approve FY 20 budget. The Board had a brief overview and will take the budget home to review so that it can be discussed at the next meeting.
- 3.2 Discuss/ Approve Capital Improvement Plan. Paul requested a two week extension from the Capital Planning Committee due to his increased workload. The BOWC reviewed the proposed Capital improvement plan that Paul plans to submit.
- 3.3 Authorization of the board to provide the Superintendent with a vehicle and compensate the Superintendent for taking on call duty. (Votes may be taken). **NM moved to allow the Water Superintendent use of the Water Department vehicle as needed and to be compensated for on call duties. MM seconded. Unanimous vote.**
- 3.4 Discuss/Vote on recommendation for the Water Foreman position. After a lengthy discussion the Board directed Paul to repost the position to see if we get additional applicants to review.
- 3.5 Vote/ Approve refund account# 60233A. Joe Gagnon, 45 New Fitchburg Road, \$46.50. Overpayment of final bill. **NM moved to approve a refund to account #60233A, Joe Gagnon, 45 New Fitchburg Road, \$46.50 due to an overpayment of final water bill. MM seconded. Unanimous vote.**
- 3.6 Vote/ Approve 1" service Acct# 61675, 65 Warren Road, Adam Woolacott. \$2000.00 application fee not paid. Tabled.

IV. COMMISSIONERS UPDATES AND REPORT:

4.1

V. WATER SUPERINTENDENT'S UPDATES AND REPORTS:

- 5.1 Update on Main Street Pump Station Bridge. Paul explained the issues with the project and presented the Board with an extension agreement with Gary Shepherd/Shepco Inc., which was reviewed by town counsel.

- 5.1.1 Approve/Sign contract & contract extension agreement with Gary Shepherd/Shepco, Inc. The BOWC signed the contract and contract extension with Shepco Inc.
- 5.2 Update on Coliform Bacteria detection and status. Paul reported that the police station was still showing trace amounts of Bacteria after chlorination. Paul then chlorinated the tank and isolated the 16" line that goes to the police station. Extra flushing was performed and samples were taken the day after Thanksgiving those results were positive. That Monday Paul called Circuit Rider from Mass Rural Water Association to help set up the chlorination and increase the dosage. After a while there was a residual of (.2) at the Police Department but Paul feels it will be clean in a day or two.
- 5.3 Update on Meadow Road water main replacement. Tabled.
- 5.4 Update on water main replacement project on Main St. West Townsend. Tabled.
- 5.5 Discussing clearing fire hydrants. Paul will ask other Departments for help due to inexperienced staff.
- 5.6 Update on phone system. Tabled

VI. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:

- 6.1 The Board scheduled next BOWC meeting on January 15, 2019.
- 6.2 The Board reviewed and signed Bills Payable Warrants.
- 6.3 The Board reviewed and signed Schedule of Bills Receivable report.
- 6.4 The Board reviewed Accounts Receivable report.

ADJOURNMENT:

NM moved to review reports and sign warrants out of session, MM seconded. Unanimous vote.

LL adjourned the BOWC meeting at 7 P.M.

Respectfully submitted,



Brenda Boudreau,

Office Administrator

3:35 PM
12/11/18
Accrual Basis

Townsend Water Department
Budget vs. Actual
June 30 through December 31, 2018

3.1

	Jun 30 - De...	Budget	\$ Over Bud...
Ordinary Income/Expense			
Income			
5000 cost of goods	1,119.61	910.17	209.44
Service	0.00	0.00	0.00
service Charges	1,500.00	0.00	1,500.00
0002 · sevive	0.00	0.00	0.00
49900 · Uncategorized Income	0.00	0.00	0.00
Total Income	2,619.61	910.17	1,709.44
Cost of Goods Sold			
50000 · Cost of Goods Sold	888.65	0.00	888.65
500000 · Cost of Goods	0.00	0.00	0.00
Total COGS	888.65	0.00	888.65
Gross Profit	1,730.96	910.17	820.79
Expense			
061-000-2540	0.00	3,377.07	-3,377.07
total	0.00	0.00	0.00
061-04- · -5782-000	0.00	0.00	0.00
061.000 · General Operations 000			
061.001 · Personal Services 1			
1850 · Prepaid	0.00	0.00	0.00
5100 · Salaries & Wages-Water Super	36,075.49	84,502.00	-48,426.51 →
5110 · Salary & Wages-Oper Staff	46,500.87	159,402.00	-112,901.13 ✂
5112 · Salary & Wages-Support Staff	23,136.72	61,912.00	-38,775.28
5120 · Wages - Temp. Help	0.00	0.00	0.00
5125 · Salary/WageIncreaseComp/ClassPI	0.00	0.00	0.00
5130 · Additional Gross	2,152.15	13,200.00	-11,047.85
5132 · Other-Longevity	0.00	0.00	0.00

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Accrual Basis

Townsend Water Department
Budget vs. Actual
June 30 through December 31, 2018

	Jun 30 - De...	Budget	\$ Over Bud...
5134 · Additional Gross-Reg&SpecOncall	3,725.00	14,400.00	-10,675.00
5190 · Other Stipened-Longevity	1,500.00	4,100.00	-2,600.00
5191 · Other - Stipend BOWC	0.00	3.00	-3.00
5192 · Other-Certification/Stipend	0.00	1,000.00	-1,000.00
5193 · Retirement Benefit	0.00	2,000.00	-2,000.00
5195 · Other-Clothing Allowance	600.00	600.00	0.00
5197 · Vehicle Allowance -Super	2,538.47	6,000.00	-3,461.53
5198 · Snow Storm Stipend	0.00	4,000.00	-4,000.00
061.001 · Personal Services 1 - Other	0.00	0.00	0.00
Total 061.001 · Personal Services 1	116,228.70	351,119.00	-234,890.30
061.002 · Purchased Services 2			
5201 · Prior Year Unpaid Bills	0.00	0.00	0.00
5210 · Energy	30,275.61	70,000.00	-39,724.39
5240 · Repair & Maint Building	7.25	5,000.00	-4,992.75
5245 · Repair & Maint Equipment	8,753.27	20,000.00	-11,246.73
5245100 · Repair & Maintain Equip SCADA	0.00	10,000.00	-10,000.00
5270 · Rentals	315.00	1,000.00	-685.00
061.002 · Purchased Services 2 - Other	0.00	0.00	0.00
Total 061.002 · Purchased Services 2	39,351.13	106,000.00	-66,648.87
061.003 · Purchased Services 3			
Proff Services	0.00	0.00	0.00
5300-02 · Proff Legal Expense	0.00	6,000.00	-6,000.00
5300 · Professional Services	10,206.10	29,999.70	-19,793.60
5300100 · Proff Service Backflow	0.00	6,000.00	-6,000.00
5340 · Communication	7,898.43	17,600.00	-9,701.57
5380 · Other Services	0.00	2,600.00	-2,600.00
061.003 · Purchased Services 3 - Other	0.00	0.00	0.00
Total 061.003 · Purchased Services 3	18,104.53	62,199.70	-44,095.17

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Accrual Basis

Townsend Water Department
Budget vs. Actual
June 30 through December 31, 2018

	<u>Jun 30 - De...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
061.004 · Purchased Supplies 4			
5420 · Office Supplies	760.58	5,000.00	-4,239.42
5430 · Building Supplies	4,629.00	1,500.00	3,129.00
5435 · Equipment Maint Supplies	0.00	1,500.00	-1,500.00
5460 · Groundskeeping Supplies	0.00	500.00	-500.00
5480 · Vehicular Supplies	3,720.22	8,000.00	-4,279.78
061.004 · Purchased Supplies 4 - Other	0.00	0.00	0.00
Total 061.004 · Purchased Supplies 4	9,109.80	16,500.00	-7,390.20
061.005 · Purchased Supplies 5			
5530 · Public Works Supplies	21,412.58	35,000.00	-13,587.42
5531 · Chemicals	12,049.73	23,000.00	-10,950.27
5580 · Other Supplies	195.74	1,000.00	-804.26
5585 · Clothing Allowance	980.15	5,000.00	-4,019.85
061.005 · Purchased Supplies 5 - Other	0.00	0.00	0.00
Total 061.005 · Purchased Supplies 5	34,638.20	64,000.00	-29,361.80
061.006 · title not on file 6	0.00	0.00	0.00
061.007 · Other Charges & Exp 7			
5710 · Travel/mileage-in state	41.34	1,100.00	-1,058.66
5720 · Out of State Travel	0.00	100.00	-100.00
5730 · Dues and Memberships	1,862.00	2,000.00	-138.00
5780 · Other Charges	0.00	500.00	-500.00
5782 · Other Charges-Bank	0.00	0.00	0.00
5785 · Water Assessment D.E.P.	0.00	2,000.00	-2,000.00
5850 · New Equipment	2,284.00	10,000.00	-7,716.00
061.007 · Other Charges & Exp 7 - Other	0.00	0.00	0.00
Total 061.007 · Other Charges & Exp 7	4,187.34	15,700.00	-11,512.66

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Townsend Water Department
Budget vs. Actual
June 30 through December 31, 2018

	<u>Jun 30 - De...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
061.008 · Articles 8			
5006-3 · West End-Main St Water Main	0.00	0.00	0.00
5006 2 · Fitchburg Road Water Tank Rehab	0.00	344,590.80	-344,590.80
5870 · Replacement Equipment	0.00	0.00	0.00
5890 · Hydrants	0.00	0.00	0.00
061.008 · Articles 8 - Other	0.00	0.00	0.00
Total 061.008 · Articles 8	0.00	344,590.80	-344,590.80
061.400 · Special Projects 400			
5005 · Master Plan Revision	0.00	0.00	0.00
5006 · So. St Bridge Project	0.00	0.00	0.00
5009 · Main St Station Upgrade	0.00	0.00	0.00
5011 · Storage Tank Maintenance	0.00	0.00	0.00
5012 · System Enhancement	44,080.00	293,852.45	-249,772.45
5013 · Water Main Extensions	0.00	0.00	0.00
5014 · Well Development & Exploration	0.00	0.00	0.00
5015.00 · East Side Imp (DWSRF) Init Des	0.00	0.00	0.00
5015.01 · East Side Imp (DWSRF) Con Serv	0.00	0.00	0.00
5015.02 · East Side Imp (DWSRF) Construct	0.00	0.00	0.00
5015.03 · East Side Imp (DWSRF_ Transfer	0.00	0.00	0.00
5015.04 · East Side Imp (Well Exploration	0.00	0.00	0.00
5015.15 · East Side Imp (Cardillo	0.00	0.00	0.00
5015015 · East Side Imp (Reclass Funds) C	0.00	0.00	0.00
5016 · Harbor Trace Well Construction	0.00	0.00	0.00
5805 · Meadow Rd Main Replacement	23,940.00	110,000.00	-86,060.00
5895 · Main Line Gate/Valve Replacemen	0.00	60,000.00	-60,000.00
5902-18 · Main St Cleaning	0.00	50,000.00	-50,000.00
5925 · Water-Inte on Loans Main -West	0.00	0.00	0.00
061.400 · Special Projects 400 - Other	0.00	0.00	0.00
Total 061.400 · Special Projects 400	68,020.00	513,852.45	-445,832.45

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Townsend Water Department
Budget vs. Actual
June 30 through December 31, 2018

	<u>Jun 30 - De...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
061.500 · Special Articles 500			
5000 · Water Oper Emergency Res Fund	0.00	20,000.00	-20,000.00
5005-18 · Update Master Plan	0.00	50,000.00	-50,000.00
5010 · Land Vinton Pond	0.00	0.00	0.00
5020 · Storage Tank Maintenance	0.00	13,883.40	-13,883.40
5025 · Legal Fees & Eng. Costs Witches	0.00	0.00	0.00
5035 · Water-CIP New Serv Truck	0.00	0.00	0.00
5040 · Water-CIP-Cross St Well Maint	0.00	0.00	0.00
5092-15 · Water-CIP-VFD&Elec SVS Pump	0.00	12,426.44	-12,426.44
5600 · Prior Year Encumbrance	548.69	0.00	548.69
5804-16 · Upgrade Witches Brook	0.00	0.00	0.00
5804 · Witches Brook Repairs	0.00	0.00	0.00
5805-15 · Water Meter Replacements	0.00	0.00	0.00
5806-20 · New Vehicle-CP-ATM 5/2015	0.00	0.00	0.00
5809-17 · Highland Street Storage Tank	0.00	0.00	0.00
5850-20 · Equipment Replacement Fund 2	0.00	0.00	0.00
5902-15 · Water-CIP-Tank Mixing System	0.00	0.00	0.00
590218 · STM ART Utility Billing	0.00	18,000.00	-18,000.00
061.500 · Special Articles 500 - Other	0.00	0.00	0.00
Total 061.500 · Special Articles 500	548.69	114,309.84	-113,761.15
061.000 · General Operations 000 - Other	0.00	0.00	0.00
Total 061.000 · General Operations 000	290,188.39	1,588,271.79	-1,298,083.40
061.009 · Debt Service 9			
5900 · Debt Service-MWPATEast Side Imp	0.00	0.00	0.00
5901 · DebtService-MWPATEastSide Ph II	0.00	0.00	0.00
5902 · DebtService-Witch'sBrookBorrowi	0.00	0.00	0.00
5910 · Long Term Debt-East Side Phase1	36,473.00	35,043.00	1,430.00
5911 · Long Term Debt-East Side Ph 2	51,958.01	51,001.00	957.01
5920 · Long term Interest-Phase1	3,132.71	7,331.00	-4,198.29
5921 · Long Term Int East Side Ph2	5,072.45	13,915.00	-8,842.55
5925-01 · Int Temp Loans/Bond Iss Fee	550.00	22,500.00	-21,950.00

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Townsend Water Department
Budget vs. Actual
June 30 through December 31, 2018

	<u>Jun 30 - De...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
5975 · Intermunicipal Agreement	0.00	0.00	0.00
5990 · Emergency Reserve Fund	0.00	0.00	0.00
061.009 · Debt Service 9 - Other	0.00	0.00	0.00
Total 061.009 · Debt Service 9	97,186.17	129,790.00	-32,603.83
062.000 · General Operations 00			
062.400 · Special Construction Projects 4			
5015000 · (Trans) Initial Design	0.00	0.00	0.00
5015001 · (DWSRF 04-16) Approved Construc	0.00	0.00	0.00
5015002 · (DWSRF) Const Ph II-Winston Bld	0.00	0.00	0.00
5015003 · (Trans) Other	0.00	0.00	0.00
5015004 · (Trans) Well Exploration	0.00	0.00	0.00
5015005 · (DWSRF) Constr Ph II	0.00	0.00	0.00
5015020 · (DWSRF) Const Ph II - DH Cont C	0.00	0.00	0.00
5015030 · (Trans) Phase II Construction	0.00	0.00	0.00
5015031 · (Trans) Phase II Utilil	0.00	0.00	0.00
5900000 · Purchase Witch's Brook Water Co	0.00	0.00	0.00
062.400 · Special Construction Projects 4 - Ot...	0.00	0.00	0.00
Total 062.400 · Special Construction Projects 4	0.00	0.00	0.00
2025.00 · Retainer payable DEP DWSRF 1894	0.00	0.00	0.00
062.000 · General Operations 00 - Other	0.00	0.00	0.00
Total 062.000 · General Operations 00	0.00	0.00	0.00
063.400 · Projects			
5805-18 · West End-Water Main	33,936.00	0.00	33,936.00
063.400 · Projects - Other	0.00	0.00	0.00
Total 063.400 · Projects	33,936.00	0.00	33,936.00

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Accrual Basis

Townsend Water Department
Budget vs. Actual
June 30 through December 31, 2018

	<u>Jun 30 - De...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
064 · 400.000 Special Projects			
53000 · Professional Engineering Servic	0.00	0.00	0.00
5580.00 · Other Construction Supplies	0.00	0.00	0.00
5850000 · Capital upgrade to Solar Power	0.00	0.00	0.00
064 · 400.000 Special Projects - Other	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total 064 · 400.000 Special Projects	0.00	0.00	0.00
4210 · General Operations 0004210.000	0.00	0.00	0.00
6560 · Payroll Expenses	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Expense	421,310.56	1,721,438.86	-1,300,128.30
Net Ordinary Income	-419,579.60	-1,720,528.69	1,300,949.09
Net Income	<u>-419,579.60</u>	<u>-1,720,528.69</u>	<u>1,300,949.09</u>

3.2

TOWN OF TOWNSEND
SUMMARY SHEET FOR THE CAPITAL IMPROVEMENT PLAN OF FISCAL YEAR 2017- 2021
DEPARTMENT NAME:

FY Req'd	Dept. Priority	Project/Equipment Title	FY20	FY21	FY22	FY23	FY24	Total
24	4	Construct and develop replacement well at our Cross Street well with treatment facility.					3,000,000	\$ 3,000,000
23	3	Main St. Pump Station-Replacement Well Development, Wellfield decommissioned, and Pump Station Modifications.				2,000,000		\$ 2,000,000
21	2	Emery Rd. to South Harbor Rd. Water Main Loop		2,500,000				\$ 2,500,000
20	5	Purchase 4WD 1 Ton Dump Truck	50,000					\$ 50,000
21	1	Replace approximately 3,000 feet of 6 inch cast iron water main on New Fitchburg Rd.		1,000,000				\$ 1,000,000
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
		Total All Projects & Equipment	\$ 50,000	\$ 3,500,000	\$ -	\$ 2,000,000	\$ 3,000,000	\$ 8,550,000

Department Head Signature _____

Date Submitted _____

9

Notes (reserved):

For Capital Planning Committee's Use Only:	Estimated Annual Debt Service (Initial Fiscal Year):
Recommended Number of Years (if any):	Maximum Number of Years Allowed:
Statutory Reference:	Date Estimated Provided:

**TOWN OF TOWNSEND CAPITAL PLANNING COMMITTEE
FORM A - CAPITAL PROJECT REQUEST**

1. Department Water	2. Date: 12/11/2018
3. Contact Person & Title: Paul Rafuse, Superintendent	4. Phone: Extension: 978-597-2212
5. Project Title: Construct and Develop replacement well with water treatment facility at our Cross Street well to address Water Quality Issues.	6. Contact Email Address: prafuse@townsend.ma.us
7. Purpose of Project Request Form (check): () Add a New Project to the CIP (<input checked="" type="checkbox"/>) Modify a Project Already in the CIP () Resubmit Previous Project Request If Prior Unfunded Request, What FY 1st Submitted? _____	8. Fiscal Year Requested in CIP: 24
	9. Department Priority: 4
	10. Estimated Useful Life in Years: indefinite
11. Description/Justification (attach any relevant background information): Unfortunately we have had to take this well offline for water quality reasons. Historically since constructed in 1980 water supplied from this well has been very good. Recently high levels of Iron and Manganese have been detected. These are naturally occurring minerals in water and are not a health risk. However, it does create an aesthetic problem resulting in discolored (rusty) appearance to the water as well as a "musty" odor. Although despite our efforts to reduce or eliminate the levels of iron and manganese through additional testing, cleaning and inspecting the well and, conventional treatment levels did come down but, aesthetically the water did not improve. Additional specialized testing was performed and provided their opinion that the main source of the problem was confined to the well and not from the ground formation around the well. In consultation with our engineers the most advantageous, cost effective solution is to locate and develop a replacement well within a 250 ft. area of the existing well. Upon doing so it was discovered that the cause or origin of the Iron & Manganese was within the ground formation confirming that in order to maintain this source construction of a treatment facility was needed. On a positive note, test well installation and development discovered a much higher yielding source.	
12. Need for Consultant Advisory Services? (check): (<input checked="" type="checkbox"/>) Yes () No	
13. Month & Year Project Will Begin If Funded? <u>unknown</u> Month & Year Project Will End If Funded <u>unknown</u>	

14. Estimated Capital Costs:	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Planning & Design						
Land Acquisition						
Site Development						
Construction					3,000,000	3,000,000
Other (specify):						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000	\$ 3,000,000

15. Estimated Net Effects on Operation Costs (+/-):		16. Estimated Net Effects On Municipal Revenue (+/-):	
	One-Time \$ Annual \$		
Personnel		17. Recommended Financing Source (if known):	
Utilities			
Supplies			
Other (specify):			
TOTAL	\$ - \$ -	18. Signature:	

Notes (reserved):

For Capital Committee Use Only: Recommended Number of Years (if any): Statutory Reference:	Estimated Annual Debt Service (Initial Fiscal Year): Maximum Number of Years Allowed: Date Estimated Provided:
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**TOWN OF TOWNSEND CAPITAL PLANNING COMMITTEE
FORM A - CAPITAL PROJECT REQUEST**

1. Department Water	2. Date: 12/11/2018
3. Contact Person & Title: Paul Rafuse, Superintendent	4. Phone: Extension: 978-597-2212
5. Project Title: Main St. Pump Station replacement well development, Wellfield decommissioned, and pump station modifications.	6. Contact Email Address: prafuse@townsend.ma.us
7. Purpose of Project Request Form (check): <input type="checkbox"/> Add a New Project to the CIP <input type="checkbox"/> Modify a Project Already in the CIP <input checked="" type="checkbox"/> Resubmit Previous Project Request If Prior Unfunded Request, What FY 1st Submitted? _____	8. Fiscal Year Requested in CIP: 23
	9. Department Priority: 3
	10. Estimated Useful Life in Years: indefinite
11. Description/Justification (attach any relevant background information): A replacement well has already been located tested and permitted by the state MassDEP to replace the existing wellfield. Although a consistently good source the wellfield that consists of 52, 2½" wells has become costly to maintain and is very close to a brook. Each well would need to be filled with cement. The replacement well would need to be developed and connected to the existing pump station with a new supply main. Modifications to the existing pump station would consist of removal of existing pumps, priming system components, and control panel. Other modifications may include updating instrumentation and controls. This project would be beneficial to the system by providing us with a more updated, reliable source and eliminate the possibility to impact or be impacted by surface water (brook that surrounds the property).	
12. Need for Consultant Advisory Services? (check): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
13. Month & Year Project Will Begin If Funded? <u>unknown</u> Month & Year Project Will End If Funded <u>unknown</u>	

14. Estimated Capital Costs:	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Planning & Design						
Land Acquisition						
Site Development						
Construction				1,200,000		1,200,000
Other (specify):						
TOTAL	\$ -	\$ -	\$ -	\$ 1,200,000	\$ -	\$ 1,200,000

15. Estimated Net Effects on Operation Costs (+/-): <table style="width: 100%;"> <tr> <th></th> <th style="text-align: center;">One-Time \$</th> <th style="text-align: center;">Annual \$</th> </tr> <tr> <td>Personnel</td> <td></td> <td></td> </tr> <tr> <td>Utilities</td> <td></td> <td></td> </tr> <tr> <td>Supplies</td> <td></td> <td></td> </tr> <tr> <td>Other (specify):</td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> </table>		One-Time \$	Annual \$	Personnel			Utilities			Supplies			Other (specify):			TOTAL	\$ -	\$ -	16. Estimated Net Effects On Municipal Revenue (+/-): 17. Recommended Financing Source (if known): 18. Signature:
	One-Time \$	Annual \$																	
Personnel																			
Utilities																			
Supplies																			
Other (specify):																			
TOTAL	\$ -	\$ -																	

Notes (reserved):

For Capital Committee Use Only: Recommended Number of Years (if any): Statutory Reference:	Estimated Annual Debt Service (Initial Fiscal Year): Maximum Number of Years Allowed: Date Estimated Provided:
--	--

**TOWN OF TOWNSEND CAPITAL PLANNING COMMITTEE
FORM A - CAPITAL PROJECT REQUEST**

1. Department Water	2. Date: 12/11/2018
3. Contact Person & Title: Paul Rafuse, Superintendent	4. Phone: Extension: 978-597-2212
5. Project Title: Emery Road to South Harbor Road Water Main Loop	6. Contact Email Address: prafuse@townsend.ma.us
7. Purpose of Project Request Form (check): <input type="checkbox"/> Add a New Project to the CIP <input type="checkbox"/> Modify a Project Already in the CIP <input checked="" type="checkbox"/> Resubmit Previous Project Request If Prior Unfunded Request, What FY 1st Submitted? _____	8. Fiscal Year Requested in CIP: 20
	9. Department Priority: 1
	10. Estimated Useful Life in Years: indefinite
11. Description/Justification (attach any relevant background information): This project is beneficial to the distribution system because it would improve water quality by creating a loop and eliminating two dead ends in the system. Also, it would provide another main supply line parallel with Main St. on the South side in the event a section of Main had to be shut down on Main St. between the center and Harbor lights. Although the Harbor area is supplied from a loop on Wallace Hill Rd. this would provide an addition source of supply for the Harbor area and customers on the South side of the Squannacook River.	
12. Need for Consultant Advisory Services? (check): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
13. Month & Year Project Will Begin If Funded? <u>unknown</u> Month & Year Project Will End If Funded <u>unknown</u>	

14. Estimated Capital Costs:						
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Planning & Design						
Land Acquisition						
Site Development						
Construction		1,500,000				1,500,000
Other (specify):						
TOTAL	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000

15. Estimated Net Effects on Operation Costs (+/-): <table style="width: 100%;"> <tr> <th></th> <th>One-Time \$</th> <th>Annual \$</th> </tr> <tr> <td>Personnel</td> <td></td> <td></td> </tr> <tr> <td>Utilities</td> <td></td> <td></td> </tr> <tr> <td>Supplies</td> <td></td> <td></td> </tr> <tr> <td>Other (specify):</td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td>\$ -</td> <td>\$ -</td> </tr> </table>		One-Time \$	Annual \$	Personnel			Utilities			Supplies			Other (specify):			TOTAL	\$ -	\$ -	16. Estimated Net Effects On Municipal Revenue (+/-): 17. Recommended Financing Source (if known): 18. Signature:
	One-Time \$	Annual \$																	
Personnel																			
Utilities																			
Supplies																			
Other (specify):																			
TOTAL	\$ -	\$ -																	

Notes (reserved):

For Capital Committee Use Only: Recommended Number of Years (if any): Statutory Reference:	Estimated Annual Debt Service (Initial Fiscal Year): Maximum Number of Years Allowed: Date Estimated Provided:
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**TOWN OF TOWNSEND CAPITAL PLANNING COMMITTEE
FORM A - CAPITAL PROJECT REQUEST**

1. Department Water	2. Date: 12/11/2018
3. Contact Person & Title: Paul Rafuse, Superintendent	4. Phone: Extension: 978-597-2212
5. Project Title: Water Main Replacement Project	6. Contact Email Address: prafuse@townsend.ma.us
7. Purpose of Project Request Form (check): <input checked="" type="checkbox"/> Add a New Project to the CIP <input type="checkbox"/> Modify a Project Already in the CIP <input type="checkbox"/> Resubmit Previous Project Request If Prior Unfunded Request, What FY 1st Submitted? _____	8. Fiscal Year Requested in CIP: 21
	9. Department Priority: 1
	10. Estimated Useful Life in Years: indefinite
11. Description/Justification (attach any relevant background information): This project consists of replacing approximately 3,000 feet of 6 inch unlined cast iron water main installed in 1934. The project involves replacing approximately 3,000 ft. of 6 inch water main on New Fitchburg Rd. beginning at Main St. (Rt. 119). The age and and construction (unlined cast iron) of this main has resulted in periodic on-going rusty colored water complaints from customers despite flushing and main cleaning efforts.	
12. Need for Consultant Advisory Services? (check): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
13. Month & Year Project Will Begin If Funded? <u>unknown</u> Month & Year Project Will End If Funded <u>unknown</u>	

14. Estimated Capital Costs:						
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Planning & Design						
Land Acquisition						
Site Development						
Construction		1,000,000				1,000,000
Other (specify):						
TOTAL	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,000,000

15. Estimated Net Effects on Operation Costs (+/-): <table style="width: 100%;"> <tr> <th></th> <th>One-Time \$</th> <th>Annual \$</th> </tr> <tr> <td>Personnel</td> <td></td> <td></td> </tr> <tr> <td>Utilities</td> <td></td> <td></td> </tr> <tr> <td>Supplies</td> <td></td> <td></td> </tr> <tr> <td>Other (specify):</td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td>\$ -</td> <td>\$ -</td> </tr> </table>		One-Time \$	Annual \$	Personnel			Utilities			Supplies			Other (specify):			TOTAL	\$ -	\$ -	16. Estimated Net Effects On Municipal Revenue (+/-): 17. Recommended Financing Source (if known): 18. Signature:
	One-Time \$	Annual \$																	
Personnel																			
Utilities																			
Supplies																			
Other (specify):																			
TOTAL	\$ -	\$ -																	

Notes (reserved):

For Capital Committee Use Only: Recommended Number of Years (if any): Statutory Reference:	Estimated Annual Debt Service (Initial Fiscal Year): Maximum Number of Years Allowed: Date Estimated Provided:
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35



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

Name: Joe Gagnon Account # 60233 A.

Address: 45 New Fitchburg Rd

Phone # _____ Email Address _____

Billing date 10/31/18 *Refund*

AMOUNT: 46.50 ABATEMENT ☒ ADJUSTMENT ☐ (check one)

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

Reasons: (please attached supporting documentation if applicable)

Customer in nursing home relative paid October bill
which was also included in the final water bill.

APPROVED ☒ DENIED ☐ (check one)

DATE: 12/11/18

TOWNSEND BOARD OF WATER COMMISSIONERS

[Handwritten signatures of board members]

46.50 usd.
4210

80386.13



Office of the
Townsend Water Department

P.O. Box 17
Townsend, MA 01469-0017
Tel: 978-597-2212
Fax: 978-597-5611

Application No. 2019-5
Account No. ~~61714~~ 61675
Date Issued 11/29/18

APPLICATION FOR WATER SERVICE

Name of Property Owner: Adam Woolacott
Service Address: 65 Warren Rd
Townsend MA 01469
Tel No.: 978-761-2264 Cell No. _____

Billing Address (If different from service address): _____

Units (Check all that apply):

☒ Single Family (If Professional Bldg.) No. of Businesses _____
☐ Multi Family (Apartment Building) No. Apartments _____
☐ Hotel/Motel No. Rooms: _____

Type of Use (Check One):

☒ Residential _____ Industrial _____
☐ Commercial/Business _____ Municipal _____
☐ Agricultural _____

Is a sprinkler system required for fire protection? _____ Yes ☒ No

If yes a proposed design plan of the system must be submitted including required flows, required pipe size, and size and backflow prevention device.

Is a flow test/s required? _____ Yes ☒ No

If yes the owner will be billed separately at the current rate per flow test.

Is there an existing or proposed automatic lawn irrigation system? _____ Yes ☒ No

Has a sketch or plot plan been provided showing the location of the septic system, automatic lawn irrigation system and any known or proposed additions to the existing building? _____ Yes ☒ No

I, the Owner understand this form is to be completed and all Fees, charges, and required documentation must be received before water service will be turned on. I also understand that I have from April 1st to November 1st of the same calendar year of the application date to complete the installation or this application shall be null and void and the Connection/System Development charge forfeited.

[Signature]
Signature of Owner/Applicant

11-26-2018
Date

BOARD OF WATER COMMISSIONERS

Chairman

Vice Chairman

Clerk

Date Signed by Board of Water Commissioners

TOWNSEND WATER DEPARTMENT
TOWN OF TOWNSEND, MASSACHUSETTS
AGREEMENT

THIS AGREEMENT made this 1 day of October, 2018 by and between the TOWN of Townsend Water Department
 540 Main Street
 West Townsend, Massachusetts 01474
 a municipal corporation duly organized under the laws of Massachusetts, hereinafter referred to as the "TOWN",

and

Name of Company/Business Shepco
 Address 55 Main Street
Townsend, MA 01469

doing business as an (individual) or (partnership) or (corporation), hereinafter referred to as the "CONTRACTOR".

WITNESSETH:

Whereas, the TOWN invited the submission of proposals for the **MAIN STREET ACCESS PUMP STATION BRIDGE REPLACEMENT**, hereinafter "the Project";
 and

WHEREAS, the CONTRACTOR submitted a Proposal to perform the work required to complete the Project, and the TOWN has decided to award the contract therefor to the CONTRACTOR.

NOW, THEREFORE, the TOWN and the CONTRACTOR agree as follows:

1. Contract Documents. The Contract Documents consist of this Agreement, the Paragon Bridge Works contract, the White Paper Installation "Plan A", "the Project" Plans and, the CONTRACTOR's Proposal, the "Scope of Work by Contractor". The Contract Documents constitute the entire Agreement between the parties concerning the work, and all are as fully a part of this Agreement as if attached hereto.
2. The Work. The Work consists of See attached "Scope of Work By Contractor".

3. **Term of Contract.** This Agreement shall be in effect from October 1, 2018 and shall expire on December 1 2018, unless mutually agreed to in writing between the Owner and Contractor..
4. **Compensation.** The TOWN shall pay, as full compensation for the work performed in carrying out this Agreement. Total Bid Price \$ 44,000.00.
5. **Payment of Compensation.** The TOWN shall make payments within thirty (30) days after its receipt of Invoice.
6. **Liability of the TOWN.** The TOWN's liability hereunder shall be to make all payments when they shall become due, and the TOWN shall be under no further obligation or liability. Nothing in this Agreement shall be construed to render the TOWN or any elected or appointed official or employee of the TOWN, or their successors in office, personally liable for any obligation under this Agreement.
7. **Independent CONTRACTOR.** The CONTRACTOR acknowledges and agrees that it is acting as an independent CONTRACTOR for all work and services rendered pursuant to this Agreement, and shall not be considered an employee or agent of the TOWN for any purpose.
8. **Indemnification.** The CONTRACTOR shall indemnify, defend, and hold the TOWN harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs and expenses, including attorney's fees, arising out of the CONTRACTOR's breach of this Agreement or the negligence or misconduct of the CONTRACTOR, or the CONTRACTOR's agents or employees.
9. **Insurance.** A. The CONTRACTOR shall obtain and maintain during the term of this Agreement the insurance coverage in companies licensed to do business in the Commonwealth of Massachusetts, and acceptable to the TOWN.

B. All policies shall identify the TOWN as an additional insured (except Workers' Compensation) and shall provide that the TOWN shall receive written notification at least 30 days prior to the effective date of any amendment or cancellation. Certificates evidencing all such coverages shall be provided to the TOWN upon the execution of this Agreement. Each such certificate shall specifically refer to this Agreement and shall state that such insurance is as required by this Agreement. Failure to provide or to continue in force such insurance shall be deemed a material breach of this Agreement and shall be grounds for immediate termination.
10. **Assignment.** The CONTRACTOR shall not assign, sublet or otherwise transfer this Agreement, in whole or in part, without the prior written consent of the TOWN, and

shall not assign any of the moneys payable under this Agreement, except by and with the written consent of the TOWN.

11. Termination. A. Termination for Cause. If at any time during the term of this Agreement the TOWN determines that the CONTRACTOR has breached the terms of this Agreement by negligently or incompetently performing the work, or any part thereof, or by failing to perform the work in a timely fashion, or by failing to perform the work to the satisfaction of the TOWN, or by not complying with the direction of the TOWN or its agents, or by otherwise failing to perform this Agreement in accordance with all of its terms and provisions, the TOWN shall notify the CONTRACTOR in writing stating therein the nature of the alleged breach and directing the CONTRACTOR to cure such breach within ten (10) days. The CONTRACTOR specifically agrees that it shall indemnify and hold the TOWN harmless from any loss, damage, cost, charge, expense or claim arising out of or resulting from such breach regardless of its knowledge or authorization of the actions resulting in the breach. If the CONTRACTOR fails to cure said breach within ten (10) days, the TOWN may, at its election at any time after the expiration of said ten (10) days, terminate this Agreement by giving written notice thereof to the CONTRACTOR specifying the effective date of the termination. Upon receipt of said notice, the CONTRACTOR shall cease to incur additional expenses in connection with this Agreement. Upon the date specified in said notice, this Agreement shall terminate. Such termination shall not prejudice or waive any rights or action which the TOWN may have against the CONTRACTOR up to the date of such termination, and the CONTRACTOR shall be liable to the TOWN for any amount which it may be required to pay in excess of the compensation provided herein in order to complete the work specified herein in a timely manner. Upon such termination, the CONTRACTOR shall be entitled to compensation for all satisfactory work completed prior to the termination date, as determined by the TOWN.

B. Termination for Convenience. The TOWN may terminate this Agreement at any time for convenience by providing the CONTRACTOR written notice specifying therein the termination date which shall not be sooner than ten days from the issuance of said notice. Upon receipt of said notice, the CONTRACTOR shall cease to incur additional expenses in connection with this Agreement. Upon such termination, the CONTRACTOR shall be entitled to compensation for all satisfactory work completed prior to the termination date, as determined by the TOWN, such payment not to exceed the fair value of the services provided hereunder.

12. Inspection and Reports. The TOWN shall have the right at any time to inspect the work of the CONTRACTOR, including the right to enter upon any property owned or occupied by CONTRACTOR, whether situated within or beyond the limits of the TOWN. Whenever requested, CONTRACTOR shall immediately furnish to the TOWN full and complete written reports of his operation under this Contract in such detail and with such information as the TOWN may request.


13. **Successor and Assigns.** This Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. Neither the TOWN nor the CONTRACTOR shall assign or transfer any interest in the Agreement without the written consent of the other.
14. **Compliance with Laws.** The CONTRACTOR shall comply with all Federal, State and local laws, rules, regulations and orders applicable to the work provided pursuant to this Agreement, such provisions being incorporated herein by reference, and shall be responsible for obtaining all necessary licenses, permits, and approvals required for the performance of such work.
15. **Notice.** Any and all notices, or other communications required or permitted under this Agreement, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by other reputable delivery service, to the parties at the addresses set forth on Page 1 or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when deposited with the U.S. Postal Service or, if sent by private overnight or other delivery service, when deposited with such delivery service.
16. **Severability.** If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.
17. **Governing Law.** This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the CONTRACTOR submits to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.
18. **Entire Agreement.** This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

I certify that an appropriation is available in the amount of this Contract.

Town Accountant

Board Of Water Commissioners



Chairman, Larry Lewand



Vice Chairman, Michael MacEachern



Clerk, Nathan Matila

CONTRACTOR:



(Signature)

Gary Shephard president
(Name and Title)

Board of Selectmen

Sue Lisio, Chairman

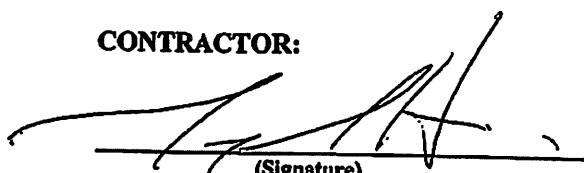
Cindy King, Vice Chairman

Wayne Miller, Clerk

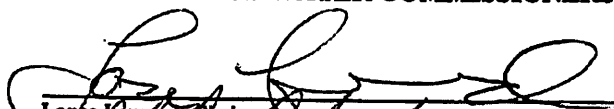


CONTRACT EXTENSION AGREEMENT**CONTRACT: MAIN STREET ACCESS PUMP STATION BRIDGE REPLACEMENT**

In accordance with the terms of the contract dated October 1, 2018, Section 3. Term of Contract: The undersigned parties representing the TOWN and the CONTRACTOR agree to extend the expiration date of the contract 60 days until January 30, 2019.

CONTRACTOR:


(Signature)
Gary Shepherd, president
(Name and Title)

BOARD OF WATER COMMISSIONERS


Lance Lewand, Chairman

Mike MacEachern, Vice Chairman

Nathan Mattila, Clerk

TOWN OF TOWNSEND
WATER DEPARTMENT

NO. 19-6
12/31/2018

SCHEDULE OF BILLS RECEIVABLE

To the Accountant: Lauri Plourde

The following bills, amounting in the aggregate to

FOUR THOUSAND ONE HUNDRED FIFTY-ONE DOLLARS AND 78/100

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>
12/31/18	(647.50)	205.00	-	-	(442.50)

BOARD OF WATER COMMISSIONERS

Lance Lewand, Chairman

Michael MacEachern, Vice-Chairman

Nathan Mattila, Clerk

FISCAL YEAR 19 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
November 30, 2018

UNCOLLECTED FROM JUNE 30, 2018

\$ 92,570.11

<u>CHARGED</u> 07/01/18 11/30/18	11/30/2018	Previous Balance	Total	
USER CHARGES	1,504.00	533,772.90	535,276.90	
SERVICE CHARGES	647.78	15,557.53	16,205.31	
CONNECTION CHARGES	2,000.00	6,000.00	8,000.00	
LATE CHARGES	1,931.45	6,654.07	8,585.52	
BACKFLOW		4,100.00	4,100.00	
SUBTOTAL	6,083.23			
TOTAL CHARGES				572,167.73
				<u>664,737.84</u>

<u>RECEIVED</u> 07/01/17 11/30/18	11/30/2018			
USER CHARGES	67,700.58	454,477.43	522,178.01	
SERVICE CHARGES	1,760.37	14,519.35	16,279.72	
CONNECTION CHARGES	2,000.00	6,000.00	8,000.00	
LATE CHARGES	3,780.91	5,878.80	9,659.71	
BACKFLOW	150.00	3,948.37	4,098.37	
SUBTOTAL	75,391.86			
TOTAL RECEIPTS				560,215.81

SENT TO LIEN		
LIENS COLLECTED		611.72
ABATEMENTS		-919.72
ADJUSTMENTS		
AJD TO MASTER		
UNCOLLECTED		104,830.03
		<u>\$ 664,737.84</u>

<u>OUTSTANDING:</u>		
USER CHARGES	\$	95,615.11
SERVICE CHARGES		2,425.06
CONNECTION CHARGES		0.00
LATE CHARGES		6,228.57
BACKFLOW		561.29
TOTAL OUTSTANDING	\$	104,830.03