



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Handwritten signatures and initials in blue ink.

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

January 28, 2019 – 5:00 P.M.

Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 LL called the meeting to order at 5:09 P.M. at 540 Main Street.
- 1.2 Roll call showed members present Chairman, Lance Lewand (LL) and Vice-Chair, Michael MacEachern (MM). Clerk, Nathan Mattila was absent.
- 1.3 LL announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions. None.
- 1.5 Review correspondence. None.

II. APPOINTMENTS:

- 2.1

III. MEETING BUSINESS:

- 3.1 Discuss/Approve FY 20 budget. After a brief discussion MM moved to approve and sign the FY 20 Budget as submitted out of session. LL seconded. Unanimous vote.

IV. COMMISSIONERS UPDATES AND REPORT:

- 4.1 None.

V. WATER SUPERINTENDENT'S UPDATES AND REPORTS:

- 5.1 None.

VI. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:

- 6.1 None.

ADJOURNMENT:

LL adjourned the BOWC meeting at 5:40 P.M.

Respectfully submitted,

Handwritten signature of Brenda Boudreau in blue ink.

Brenda Boudreau, Office Administrator

Budget Worksheet

Department Name	Department Number	Fiscal Year
Water	061	2019

Budget Description	FY2019 Approp.	FY 2020 Proposed	% Change	Town Administrator Recommend
Personal Services	\$351,119.00	\$378,990.00	7.94%	
Expenses	\$430,190.00	\$420,337.00	-2.29%	Inc. in Prof. & Legal serv. and interest for short term fdg.
Total Dept. Operating Budget	\$781,309.00	\$799,327.00	2.31%	

Acct. #	Budget Detail	FY2019 Approp.	FY 2020 Proposed	% Change	Town Administrator Recommend
061-04-000-5100-0000-000	Salaries & Wages - Department Head	\$84,502.00	\$89,129.00	5.48%	Subject to change per union negotiations
061-04-000-5110-0000-000	Salaries & Wages - Operational Staff	\$159,402.00	\$175,227.00	9.93%	Subject to change per union negotiations. Added Foreman Position
061-04-000-5112-0000-000	Salaries & Wages - Office Staff	\$61,912.00	\$63,821.00	3.08%	Subject to change per union negotiations
061-04-000-5120-0000-000	Salaries & Wages - Temp. Help	\$0.00	\$0.00	0.00%	
061-04-000-5130-0000-000	Additional Gross-Overtime	\$13,200.00	\$14,240.00	7.88%	
061-04-000-5134-0000-000	Additional Gross - Reg. & Spec. On - Call	\$14,400.00	\$19,770.00	37.29%	
061-04-000-5190-0000-000	Additional Gross - Longevity	\$4,100.00	\$2,700.00	-34.15%	
061-04-000-5191-0000-000	Commissioners Stipends	\$3.00	\$3.00	0.00%	
061-04-000-5192-0000-000	Other-Stipends-Licenses & Certifications	\$1,000.00	\$1,500.00	50.00%	
061-04-000-5193-0000-000	Other - Retirement Benefits	\$2,000.00	\$2,000.00	0.00%	
061-04-000-5195-0000-000	Other - Supt. Clothing Allowance	\$600.00	\$600.00		
061-04-000-5197-0000-000	Other - Supt. Vehicle Allowance	\$6,000.00	\$6,000.00		
061-04-000-5198-0000-000	Snow Storm Stipend	\$4,000.00	\$4,000.00		
	TOTAL PERSONAL SERVICES	\$351,119.00	\$378,990.00	7.94%	

Note: There are a few changes;

1. It should be noted that the Intermunicipal Agreement expense is and has been omitted from reflecting it on the budget per Town Accountant several years ago. The amount will remain the same as last year at \$233,325.00.

Total budget: \$799,327.00
 Plus Intermunicipal Agmnt. \$233,325.00
 Total: \$1,032,652.00

Board Of Water Commissioners

Approved

Chairman, Lance Levand