



1.6

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 AGENDA

July 10, 2018 – 5:00 P.M.

Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 MM called the meeting to order at 5:10 P.M., 540 Main Street.
- 1.2 Roll call showed **Members Present: Lance Lewand (LL), Chairman. Michael MacEachern (MM), Vice-Chair and Nathan Mattila (NM), Clerk. Guests Present: Paul Rafuse and Brenda Boudreau**
- 1.3 MM announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions. LL reminded the Board that he wanted to follow the Roberts Rules more closely at the BOWC meetings, especially cross-talk.
- 1.5 Approve Minutes of June 12, 2018. **NM moved to accept the meeting minutes of June 12, 2018. MM seconded. Unanimous vote.**
- 1.6 Review correspondence. The Board reviewed and email from Karen Clement inviting the Board the annual National Night Out event held at the high school on August 7, 2018, from 6-8 PM. Lance agreed to attend.

II. APPOINTMENTS:

- 2.1

III. MEETING BUSINESS:

- 3.1 Continue discussion on water rates. Tabled until they can review the rate study from ten years ago.
- 3.2 Discuss hiring additional staff. The Board agreed that they would like to pursue additional staffing needs with the BOS. Lance will contact all members of the BOS to request being added to the next agenda.
- 3.3 Vote/Discuss carrying forward warrant articles from FY18-FY19. **NM moved to carry forward the warrant articles as presented to the BOWC at the July 10, 2018 BOWC meeting. MM seconded. Unanimous vote.**
- 3.4 Vote/Approve refund account# 60011A. Bruce Berard, 526 Main St., \$101.50. RE: Both closing attorneys paid final bill which resulted in a credit. **MM moved to refund account #60011A, Bruce Berard, 526 Main Street, \$101.50 RE: Both closing attorney paid final water bill. NM seconded. Unanimous vote.**
- 3.5 Vote/Approve adjustments accounts#60837, 60838, 60839, 60840 and 60841, 40-56 Fitchburg Road, \$712.50. RE: unit charge adjustment documents submitted late. **The Board agreed to a one time late submission. MM motioned to abate acct # 60837, 60838, 60839, 60840 and 60841, 40-56 Fitchburg Road, \$712.50. NM seconded. Unanimous vote.**
- 3.6 Discuss Unit Charge adjustments and submitting timelines. The Board would like to send an email stating that all documentation must be received before the seventh day of each month or the quarterly unit charge adjustments will not be honored. There have been too many late submissions and many times there have been billing periods were nothing has been submitted.
- 3.7 Discuss purchasing a trench box and splitting cost with Highway Dept. **NM made a motion to move forward with the purchase of a lightweight trench box and to share the cost with the Highway Department, the Water Departments share is not to exceed the cost of \$5,000.00. MM seconded. Unanimous vote.**

IV. COMMISSIONERS UPDATES AND REPORT:

4.1

V. WATER SUPERINTENDENT'S UPDATES AND REPORTS:

- 5.1 Hard drive crash of the office primary computer. Brenda reported that the hard drive was sent out for recovery and we should know more in the next couple of weeks.
- 5.2 Update on Main Street Bridge. Paul is still waiting on the delivery schedule. He will follow up with the company later this week.
- 5.3 Water Main Replacement Project on Main St. in West Townsend. Paul reported that funding has become available through Century Bank at 2.45%.

VI. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:

- 6.1 Will be out of work in August for medical procedure. Brenda reported that she will be out of work for two weeks but hopes she will be able to work a couple of hours daily.
- 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.

Schedule next BOWC meeting:

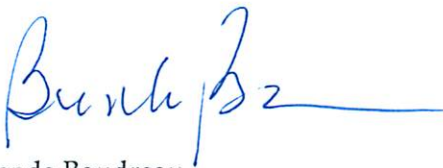
The Board scheduled the next BOWC meeting for Monday, August 6, 2018.

ADJOURNMENT:

MM made a motion to review and sign warrants and reports out of session. NM seconded. Unanimous vote.

NM moved to adjourn the BOWC meeting. MM seconded. LL adjourned the BOWC meeting at 6:07 P.M.

Respectfully submitted,



Brenda Boudreau,

Office Administrator

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Brenda Boudreau

From: clem6six@verizon.net
Sent: Tuesday, July 10, 2018 3:21 PM
To: clem6six@verizon.net; water@townsend.ma.us
Subject: Re: National Night Out/Truck-a-Palooza

Would have been good, if I included the following info!

It is on August 7, 2018 at the high school (19 Main St.) from 6-8 P.M.

Twisted

-----Original Message-----

From: clem6six <clem6six@verizon.net>
To: water <water@townsend.ma.us>
Sent: Tue, Jul 10, 2018 1:39 pm
Subject: National Night Out/Truck-a-Palooza

Hi,

Chief Bailey ran an organizational meeting for his planned "National Night Out" tonight. It is a night to promote police-community partnerships. This is his second year running this and he would like to include all town departments, boards and committees, to show the attendees what Townsend has to offer. He has opened it up to all non profit groups and local vendors/crafters too. He hopes to have a "Farmer's Market" area set up, as well.

Acts are being planned for the stage and there will be free activities for children.

I volunteered to contact the Water Dept., Highway Dept. and Cemetery and Parks to see if you will join us at this event by, maybe sharing an informational table with all three departments. Or, of course you can set up your own informational table. Tables will be set up inside the high school.

Please let me know if you plan to attend.

Karen Clement

~Save the date-Truck-a-Palooza is September 22, 2018 from 10-2. Rain date is September 29, 2018.~

Water Rates of Surrounding Communities

System	Commercial Rate	Residential Rate	Unit/Service Chg.	Min. Chg.	Quarterly	Semi-Annual	Monthly	Gallons	Cubic-Feet
North Chelmsford Water District	0-15,000 gals. = Min.	0-15,000 gals. = Min.							
	\$5.00/Thous.	\$5.00/Thous.							
	15,001-30,000	15,000 gals. +							
	\$5.50/Thous.								
Lancaster Water Division	30,001-45,000								
	\$6.00/Thous.								
West Boylston Water District	>45,000								
	Step 1. up to 1,000 ft. ³	(Min. Chg.)							
	Step 2. 1,100-3,500 ft. ³	\$5.08/100 ft. ³							
	Step 3. 3,500-10,000 ft. ³	\$6.77/100 ft. ³							
Shirley Water District	Step 4. 10,000-30,000 ft. ³	\$9.30/100 ft. ³							
	1-6,250 gals.	\$3.00/1,000 gals.	\$28.50						
	6,251-12,500 gals.	\$4.00/1,000 gals.							
	12,501-25,000 gals.	\$5.00/1,000 gals.							
North Reading Water Dept.	Over 25,000 gals.	\$6.00/1,000 gals.							
	0-10,000 ft. ³	\$5.10/100 ft. ³							
	10,001-20,000 ft. ³	\$5.80/100 ft. ³							
	> 20,000 ft. ³	\$6.60/100 ft. ³							
Admin. Fee \$5.00/bill	1,000-10,000 gals.	\$9.07/1,000 gals.							
	10,000-22,500 gals.	\$13.31/1,000 gals.							
	> 22,500 gals.	\$18.14/1,000 gals.							
	601 - 3,000 ft. ³	\$3.60/100ft. ³	\$60.00 = 600ft. ³ of water or 4,488 gals.						
Lunenburg Water District	3,001ft. ³ and greater	\$4.20/100ft. ³							
	Residential								
	1 - 2,500 ft. ³	\$4.19/100ft. ³							
	2,500ft. ³ - 10,000ft. ³	\$5.60/100ft. ³							
Westford Water Dept.	10,000ft. ³ and greater	\$7.64/100ft. ³							
	Non-Residential								
	1 - 2,500ft. ³	\$6.03/100ft. ³							
	2,500ft. ³ - 10,000ft. ³	\$5.60/100ft. ³							
Littleton Water Dept.	10,000ft. ³ and greater	\$6.85/100ft. ³							
	0 - 5,000 gals.	\$5.65/1,000 gals.							
	5,001 - 10,000 gals.	\$7.07/1,000 gals.							
	10,001 - 15,000 gals.	\$7.35/1,000 gals.							
Ayer Water Division	15,000 gals. and greater	\$7.63/1,000 gals.							
	Residential and All								
	0 - 3,000ft. ³	\$2.52/100ft. ³							
	3,001 - 6,000ft. ³	\$3.12/100ft. ³							
Townsend Water Department	6,001ft. ³ and greater	\$3.69/100ft. ³							
	Original System								
	1ft. ³ and greater	\$3.00/100ft. ³							
	Timberlee Park								
Groton Water Department	1 gal. and greater	\$4.00/1k gals.							
	1 - 1,500ft. ³	\$3.78/100ft. ³							
	1,600 - 3,000ft. ³	\$4.34/100ft. ³							
	3,100 - 4,500ft. ³	\$4.98/100ft. ³							
Irrigation Rates: 1 - 1,500ft. ³ = \$4.34/100ft. ³ , 1,600 - 3,000ft. ³ = \$4.98/100ft. ³ , 3,000 - 4,500ft. ³ = \$5.72/100ft. ³ , 4,500ft. ³ and greater = \$6.57/100ft. ³	4,500ft. ³ and greater	\$5.72/100ft. ³							

Water Rates of Surrounding Communities

System	Commercial Rate	Residential Rate	Unit/Service Chg.	Min. Chg.	Quarterly	Semi-Annual	Monthly	Gallons	Cubic-Feet					
Action Water District	0 - 300ft. ³	\$0.00	SC/unit \$15.00	\$0.00	✓				✓					
	301 - 2,000ft. ³	\$0.34/ft. ³ W \$0.42/ft. ³ S	Bond Debt Fee/Unit \$45.00											
	2,001 - 4,000ft. ³	\$0.45/ft. ³ W \$0.53/ft. ³ S												
	4,001 - 6,000ft. ³	\$0.56/ft. ³ W \$0.64/ft. ³ S												
	6,000ft. ³ and greater	\$0.67/ft. ³ W \$0.75/ft. ³ S												
Chelmsford Water District	Municipal Rate \$0.42/ft. ³ W&S		Bond Debt Fee/Ctr. ¾" \$33.00 1" \$62.00 1½" \$82.00 2" \$104.00 3" \$150.00 4" \$200.00 6" \$300.00 Mult. Units/Dwelling \$33.00/unit		✓			✓						
	0 - 20,000 gals.	\$5.57/1,000 gals.												
	20,001 - 50,000 gals.	\$6.67/1000 gals.												
	50,001 - 75,000 gals.	\$9.24/1000 gals.												
	75,001 gals. and greater	\$9.97/1000 gals.												
Pepperell Water Division	0 - 1,250ft. ³	\$0.02858/ft. ³	Base Chg./unit \$21.85		✓			✓						
	1,251 - 1,500ft. ³	\$0.03607/ft. ³												
	1,501 - 3,000ft. ³	\$0.04204/ft. ³												
	3,001 - 4,500ft. ³	\$0.05854/ft. ³												
	4,500ft. ³ and greater	\$0.08255/ft. ³												
Sudbury Water District	0 - 10,000 gals.	\$4.00/1k gals.	Base Chg. \$20.00		✓			✓						
	10,001 - 20,000 gals.	\$5.00/1k gals.												
	20,001 - 30,000 gals.	\$7.00/1k gals.												
	30,001 - 40,000 gals.	\$8.00/1k gals.												
	40,001 - 50,000 gals.	\$10.00/1k gals.												
	50,001 - 60,000 gals.	\$12.00/1k gals.												
	60,001 gals. and greater	\$15.00/1k gals.												
	0 - 12,000 gals.	\$7.29/1k gals.								Tri-Annual Billing			✓	
	13,000 - 24,000 gals.	\$10.31/1k gals.												
	25,000 - 46,000 gals.	\$13.71/1k gals.												
47,000 gals. and greater	\$17.13/1k gals.													
Tewksbury Wtr & Swr. Div.	Also has a secondary water rate. Same as above except for last step is \$32.57/1k gals.													
	May 1st - October 31st													
	0 - 1,200ft. ³	\$0.0516/ft. ³												
	1,200 - 2,400ft. ³	\$0.1084/ft. ³												
	2,400ft. ³ and greater	\$0.1367/ft. ³												
Concord Wtr. Swr. Div.	November 1st - April 30th													
	0 - 2,500ft. ³	\$0.0516/ft. ³												
	2,500ft. ³ and greater	\$0.0655/ft. ³												
	Municipal Rate													
	\$0.0509/ft. ³													

Definitions: 1 ft³ = 7.48 gals.
 100 ft³ = 748 gals.
 Unit - A term used to calculate bills e.g., per "unit charge". A "Unit" can be used to describe each living dwelling or the measurement of water to determine the amount used e.g., "1 unit = 100 ft³ or both.

Summary of Water Rates of Surrounding Communities

A Total Of 16 Water Suppliers Surveyed

- > All 16 water suppliers have incorporated some form of increased block rate.
- > 7 have some form of "Unit Charge" also, referred to as a "Base Chg., Service Chg., or a Bond Debt Fee".
- > 2 Water suppliers assess their unit chg./Bond debt fee per meter size ranging from \$19.28/Qtr. for a 5/8" meter to \$300.00/Qtr. For a 6" meter.
- > 6 Water Suppliers have a minimum fee.
- > 12 Water Suppliers Bill quarterly.
- > 1 Water Supplier Bills commercial accts. quarterly and residential accts. bi-annually.
- > 1 Water Supplier bills tri-annually.
- > 2 Water Suppliers bill monthly.
- > 7 Water Suppliers register usage in gallons.
- > 9 Water Suppliers register water usage in ft.³.

Board of Water Commissioners Meeting

Tuesday July 10, 2018

Superintendents Notes

3.1 Continue discussion on water rates:

Commissioners should continue and have time to review as we will need to provide customers prior notice of a rate increase. It is the Boards decision however I recommend having a rate survey done whenever rate increases are contemplated. A professional rate survey takes into account all aspects of the departments expenditures not just planned capital projects and takes any liability away from the Water Department. It takes into account costs of health insurance, future projects, customer base, collective bargaining agreements etc., etc. It should be noted that professional rate surveys are expensive and costs can be \$10,000 - \$20,000 but, if challenged we possess the documentation that the rate increase was calculated professionally and not some number we came up with.

3.2 Discuss hiring additional staff:

We have been notified by the Town Accountant that basically the only way we can refill our Office Assistant position is to request the Selectmen to declare a vacancy for this position and go through the formal hiring process. This is ultimately what we would prefer to be able to fully train the person in all the office duties. This is what we were previously denied to do by the previous BOS and instead were told to continue with this position as a contracted service. We were also, made aware 3 days before the end of the fiscal year as a result of submitting to the Town Accountant a procurement Quote Form with 3 sought after quotes for this service to at least be able to continue with the needed office assistance. However, we were informed that the matter was turned over to Town Counsel for a legal opinion and we were presented with a copy of the Massachusetts Independent Contractor Law which prohibits employers to classify employees as independent contractors.

In conclusion we need to request the BOS declare vacancies for both the Office Assistant position and Water Tech position.

3.7 Discuss purchasing a trench box and splitting cost with Highway Dept. for a not to exceed amount:

OSHA laws are focusing more and more on municipalities. Proper shoring of trenches is one of the leading complaints and infractions. I have been in conversation with Highway Supt. Jim Smith about possibly splitting the cost of a trench box with a few needed accessories as we are the two departments that would be utilizing it. Jim is supportive of the idea just the details need to be worked out on submitting the warrant for it.

5.2 Update on Main Street Bridge:

Paragon the contractor providing the bridge is being slow in responding to requests from our engineer. I am going to contact them myself tomorrow. Our engineer is waiting on a fabrication and delivery schedule for weeks now.

5.3 Water Main Replacement Project on Main St. in West Townsend:

See email from Town Treasurer to Supt.



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

3.3

Lance Lewand, Chairman

Michael MacEachern, Vice-Chairman

Nathan Mattila, Clerk

Paul L. Rafuse,

Water Superintendent

(978) 597-2212

Email water@townsend.ma.us

To: Lauri Plourde/Town Accountant

Date: July 06, 2018

From: Board of Water Commissioners

Re: Warrant Article Carry Forwards

Please carry forward the following warrant articles from FY18 to FY19, votes will be taken by the Board of Water Commissioners on July 10, 2018.

061-04-400-5012-0000-000	System Enhancements
061-04-400-5805-2018-000	Meadow Road Main Replacement
061-04-400-5895-2018-000	Main Line Gate/ Valve Replacement
061-04-400-5902-2018-000	Main Street Cleaning
061-04-500-5000-000-000	Emergency Reserve Fund
061-04-500-5005-2018-000	Update Master Plan
061-04-500-5245-2006-000	Storage Tank Maintenance Fund
061-04-500-5804-2016-251	A15 ATM5/16 Replace/Upgrade Witches Brook
061-04-500-5809-2017-002	Highland St Storage Tank
061-04-500-5902-2014-251	CIP-VFD and Electric SVS Pump
061-04-500-5902-2014-251	CIP- Tank Mixing System
061-04-500-5902-2018-000	STM ART 3 Utility Billing
062-04-061-5006-0000-000	Fitchburg Road Water Tank Restoration

Sincerely,

Brenda Boudreau
Office Administrator
Town of Townsend



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

3.3

Lance Lewand, Chairman

Michael MacEachern, Vice-Chairman

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(978) 597-2212

Email water@townsend.ma.us

To: Lauri Plourde/Town Accountant

Date: July 06, 2018

From: Board of Water Commissioners

Re: Warrant Article Carry Forwards

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061-04-500-5809-2017-002	Highland St Storage Tank
061-04-500-5902-2014-251	CIP-VFD and Electric SVS Pump
061-04-500-5902-2014-251	CIP- Tank Mixing System
061-04-500-5902-2018-000	STM ART 3 Utility Billing
062-04-061-5006-0000-000	Fitchburg Road Water Tank Restoration

Sincerely,

Brenda Boudreau
Office Administrator
Town of Townsend

1:36 PM

06/30/18

Accrual Basis

Townsend Water Department

Budget vs. Actual

July 2017 through June 2018

3.3

	<u>Jul '17 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
061.005 · Purchased Supplies 5			
5530 · Public Works Supplies	21,365.26	35,000.00	-13,634.74
5531 · Chemicals	12,052.58	23,000.00	-10,947.42
5580 · Other Supplies	83.98	1,000.00	-916.02
5585 · Clothing Allowance	675.43	5,000.00	-4,324.57
Total 061.005 · Purchased Supplies 5	34,177.25	64,000.00	-29,822.75
061.007 · Other Charges & Exp 7			
5710 · Travel/mileage-in state	59.92	1,100.00	-1,040.08
5720 · Out of State Travel	0.00	100.00	-100.00
5730 · Dues and Memberships	5,594.00	2,000.00	3,594.00
5780 · Other Charges	0.00	500.00	-500.00
5785 · Water Assessment D.E.P.	1,786.00	2,000.00	-214.00
5850 · New Equipment	0.00	10,000.00	-10,000.00
Total 061.007 · Other Charges & Exp 7	7,439.92	15,700.00	-8,260.08
061.400 · Special Projects 400			
5012 · System Enhancement	107,840.70	401,693.15	-293,852.45
5805 · Meadow Rd Main Replacement	0.00	110,000.00	-110,000.00
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
Total 061.400 · Special Projects 400	107,840.70	621,693.15	-513,852.45
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
5020 · Storage Tank Maintenance	0.00	13,883.40	-13,883.40
5092-15 · Water-CIP-VFD&Elec SVS Pu...	0.00	12,426.44	-12,426.44
5600 · Prior Year Encumbrance	1,850.00	16,100.00	-14,250.00
5804-16 · Upgrade Witches Brook	0.00	40,000.00	-40,000.00
5809-17 · Highland Street Storage Tank	0.00	75,000.00	-75,000.00
5902-15 · Water-CIP-Tank Mixing System	0.00	36,250.00	-36,250.00
590218 · STM ART Utility Billing	0.00	18,000.00	-18,000.00
Total 061.500 · Special Articles 500	4,201.00	281,659.84	-277,458.84
Total 061.000 · General Operations 000	877,620.48	1,499,421.99	-621,801.51



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

3.4.
7/10/18

Name: Bruce Berard Account # 60011

Address: 526 Main Street.

Phone # _____ Email Address _____

Billing date _____

AMOUNT: 101.50 ABATEMENT [] ^{Refund} ADJUSTMENT [] (check one)

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

Reasons: (please attached supporting documentation if applicable)

Both Atty paid final water bill

New Address - 7 Cranbrook Ave
Hillsborough NJ 08844.

APPROVED [✓] DENIED [] (check one)

DATE: 7-10-18

TOWNSEND BOARD OF WATER COMMISSIONERS

101.50 user
#4210

[Signature]
[Signature]
[Signature]



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

35
7/10/11

Name: Pine Ridge Estates Account # 40841, 40840, 40839,

Address: 40-56 Fitchburg Rd. 40838, 40837

Phone # _____ Email Address _____

Billing date _____

AMOUNT: 712.80. ABATEMENT [] ADJUSTMENT [] (check one)

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

Reasons: (please attached supporting documentation if applicable)

repair work for Adjustments Submitted Late.

APPROVED [✓] DENIED [] (check one)

DATE: 7-10-18

U.S.R.

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]
[Signature]
[Signature]

3.7



PO Box 9
Dowling MI 49050
877-854-3552
Fax: 877-682-0315
Cell: 269-425-9884

www.allentrenchsafety.com
chris@ALLTRENCHSAFETY.COM

Date: 7/10/18
Company: Townsend MA
Contact: Paul Rafuse
Phone: 978-230-3001
Cell:
Fax:
Email: prafuse@townsend.ma.us

Quotation Only:

Quantity	Shoring Assemblies	Stock #	Weight	PKG Price	\$ Extension #
1	2 x 5 Box (2) Panels	25	86	\$ 2,070.00	\$ -
	4 x 5 Box (2) Panels	45	164	\$ 2,950.00	\$ -
	2 x 7 Box (2) Panels	27	106	\$ 2,170.00	\$ 2,170.00
	4 x 7 Box (2) Panels	47	164	\$ 3,130.00	\$ 3,130.00
	4 x 7 Modified Box	47MD	164	\$ 3,250.00	\$ -
	4 x 10 Box (2) Panels	410	236	\$ 3,800.00	\$ -
1	4 x 12 Box (2) Panels	412	274	\$ 4,600.00	\$ -
End Panels		Stock #	Weight	Price	\$ Extension #
	24" End Panel	EP-48-24	29	\$ 435.00	\$ -
	36" End Panel	EP-48-36	36	\$ 650.00	\$ -
	48" End Panel	EP-48-48	44	\$ 865.00	\$ -
	60" End Panel	EP-48-60	54	\$ 1,400.00	\$ -
Additional Spreaders		Stock #	Weight	Price	\$ Extension #
6	16" Spreader	SP-16		\$ 28.00	\$ -
	20" Spreader	SP-20	4	\$ 32.00	\$ -
	24" Spreader	SP-24	5	\$ 38.00	\$ -
	30" Spreader	SP-30	7	\$ 47.00	\$ -
	42" Spreader	SP-42	9	\$ 65.00	\$ -
	54" Spreader	SP-54	12	\$ 90.00	\$ 540.00
6	72" Spreader	SP-72	16	\$ 116.00	\$ 696.00
	84" Spreader	SP-84	18	\$ 135.00	\$ -
	96" Spreader	SP-96	22	\$ 154.00	\$ -
	20" - 26" Adjustable Spreader assy.	ASA-20	9	\$ 100.00	\$ -
	24"-36" Adjustable Spreader assy.	ASA-24		\$ 174.00	\$ -
	30" - 42" Adjustable Spreader assy.	ASA-30	13	\$ 174.00	\$ -
	40" - 54" Adjustable Spreader assy.	ASA-40	18	\$ 200.00	\$ -
	36" - 60" Adjustable Spreader assy.	ASA-36		\$ 200.00	\$ -
	23" Oversleeve w/pins	OS-23		\$ 120.00	\$ -
	33" Oversleeve w/pins 18" adj.	OS-33		\$ 130.00	\$ -
	33" Oversleeve w/pins 24" adj.	OS-33 (10)		\$ 150.00	\$ -
	4-Each Spreaders needed for each 4' high box. 2-Each Spreaders needed for 2' high box.				\$ -
Other Options		Stock #	Weight	Price	
	Box pin with keeper			\$ 5.00	\$ -
	D keeper pin			\$ 2.00	\$ -
1	Stacking Kit (4 tubes w/pins)	STK	4	\$ 88.00	\$ 88.00
1	Leg Kit (4 ea. w/24" extensions)	SL-1.25	28	\$ 180.00	\$ 180.00
	Wheel Kit 36" Axle (20" spreader)	AX-36	60	\$ 475.00	\$ -
	Wheel Kit 48" Axle (30" spreader)	AX-48	66	\$ 508.00	\$ -
	Wheel Kit 60" Axle (42" spreader)	AX-42	72	\$ 541.00	\$ -
1	Wheel Kit 72" Axle (54" spreader)	AX-54	78	\$ 570.00	\$ 570.00
	Shoring Trailer			\$ 2,500.00	\$ -
	Lifting Slings			\$ 110.00	\$ -
Freight \$350.00 for 1st box / \$250.00 each additional unit			Freight:	\$ -	\$ 350.00
NOTES:				Total:	\$ 7,724.00



LIGHTWEIGHT ALUMINUM TRENCH SHIELDS



**P.E.
Certified**

ULTRA SHORE ULTRA LIGHT ULTRA SAFE

*Shoring wasn't meant
to be this easy.*

Here it is - the trench shield that's light, easy to use, and a real workhorse. **UltraShore** panels are made of a specially corrugated aluminum that gives protection in trenches up to 12 feet deep but weighs hundreds of pounds less than other shoring products.

Stack two or more **UltraShore** panels or use them vertically, standing on end, in any combination. Special options such as wheel kits and legs let you take full advantage of O.S.H.A. regulations.

ASSEMBLES IN MINUTES



- 1** Mount spreaders in one panel and prop up. Lay the second panel on the ground, collars up.
- 2** Pick up second panel by top edge and bring to near vertical position.
- 3** Standing in the middle of the box, bring the two panels to a parallel position, leaning slightly at opposing angles.



- 4** Insert spreaders into collars one at a time.
- 5** Lift up on middle handles - spreaders will seat themselves properly. Pin all remaining collars.

**Perfect for plumbers,
underground contractors,
utility companies,
municipalities,
and More!**

ULTRA CONVENIENT

- » Transport assembled or broken-down in the smallest pickup

ULTRA LIGHT

- » One person can lower a single pair of assembled panels into an excavation
- » Two people can lower a stacked assembly of two panels into an excavation

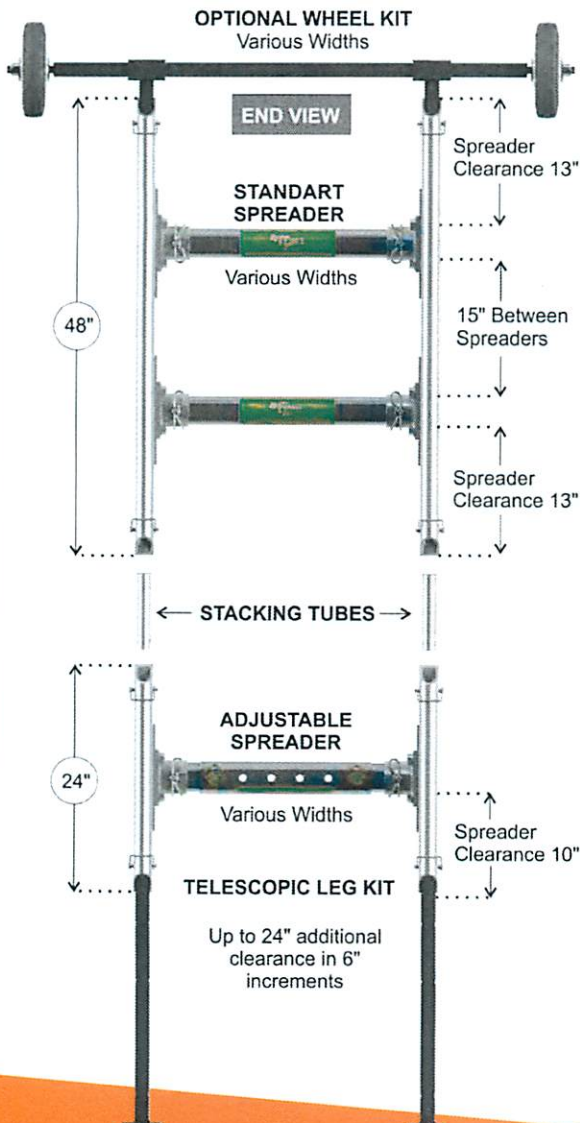
ULTRA SAFE

- » Bury depth to 12 feet, even in Class "C" soils

ULTRA VERSATILE

- » All panels are stackable
- » Use as parallel shield panels or in "vee" or "wedge" configuration
- » Close off one or both ends with quick release, spring-loaded end closure panels

SPECIFICATIONS



SIDE VIEW FROM INSIDE

S 48 SERIES



S 24 SERIES

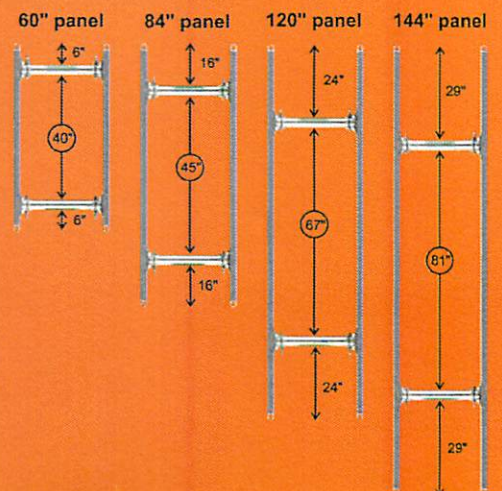


Manufactured under one or more of the following patents: 5,310,290;5,306,103.

NOTE: The ultra Shield standard panels are not meant for severe duty applications (not to exceed 75 psf) without factory modifications. *Soil classification in compliance with OSHA rules and regulations Part 1926 Subpart P - Excavations in effect March 5, 1990. Models and Specifications may change without notice. + Wheel kits are not meant for highway use.

Model	Dimensions HxL	psf Rating	Weight Per Pair	Bury Depth*
S24-60	24" x 60"	1600	74 lbs	12 ft
S24-84	24" x 84"	1600	96 lbs	12 ft
S48-60	48" x 60"	1100	130 lbs	12 ft
S48-84	48" x 84"	950	160 lbs	12 ft
S48-120	48" x 120"	865	260 lbs	12 ft
S48-144	48" x 144"	620	300 lbs	12 ft

TOP VIEW



ULTRA SHIELD OPTIONS



END CLOSURE PANELS AVAILABLE



SPREADER OPTIONS

Standard Spreaders		Adjustable Spreaders	
20"	3 lbs	20" to 26"	8 lbs
24"	3.6 lbs	30" to 42"	12 lbs
30"	4.5 lbs	40" to 54"	16 lbs
42"	6.5 lbs	Custom cut to length 54" to 96"	
54"	8 lbs		
Custom cut to length up to 12 ft.			

Add 4" to determine outside shield dimension.
Example: 20" spreaders allow shield installation in a 24" cut.

OTHER OPTIONS

- » Wheel Kits with Axle - Widths: 36", 48", 72", 96" and Custom
- » End Closure Panels Available Sizes: 48" x 24", 48" x 36", 48" x 48", 48" x 60"
- » Lifting Harness
- » Stacking Accessories
- » Custom Designs for Special User Applications

**ALLEN
TRENCH
SAFETY
Corp.**

Paul Rafuse

From: Barbara Tierney <btierney@townsend.ma.us>
Sent: Monday, July 09, 2018 11:18 AM
To: Paul Rafuse
Cc: 'waterdepartment'
Subject: award of note sale

Good Morning Paul:

The bid was done this morning for your note sale and will be awarded at tomorrow nights selectman meeting. The winning bidder was Century Bank at 2.45%, which I estimate will have your debt service for FY19 at \$18,830.83. The amount you budgeted is sufficient to cover this expense.

Can you please forward this along to your board. Also, May I suggest that you and/or your BOWC attend the meeting? We are the first item on the agenda.

Thank You

Barbara M. Tierney, C.M.M.T.

Town of Townsend
Treasurer/Collector
978-597-1708

If you have received this message in error, please contact by return email or telephone (978-597-1702), and If you are not the intended recipient, you should delete this message. Thank you.

In Massachusetts, the term "public record" is broadly defined to include all documentary materials or data created or received by any officer or employee of any governmental unit, regardless of physical form or characteristics, unless it falls under one of the statutory exemptions to the Public Records Law. G.L.c. 4, 7(26). Consequently, email is subject to the disclosure, retention, and maintenance provisions as required by law. G.L.c. 66



Virus-free. www.avg.com



TOWNSEND WATER DEPARTMENT

540 Main Street West Townsend, Massachusetts 01474

6.3

Lance Lewand, Chairman Michael MacEachern, Vice Chairman Nathan Mattila, Clerk
Paul L. Rafuse, TOWN OF TOWNSEND
Water Superintendent WATER DEPARTMENT
(978) 597-2212
Fax (978) 597-5611

SCHEDULE OF BILLS RECEIVABLE

NO. 18-11
6/30/2018

To the Accountant: Lauri Plourde

The following bills, amounting in the aggregate to
ONE THOUSAND FIVE HUNDRED SIXTY-FIVE DOLLARS AND 33/100

are herewith committed for collection.				
DATE	USER CHARGES	SERVICE CHARGES	CONN CHARGES	BACK FLOW
06/30/18	439.00	1,126.33	-	-
				TOTAL
				1,565.33

BOARD OF WATER COMMISSIONERS

Lance Lewand Chairman
Michael MacEachern Vice-Chairman
Nathan Mattila Clerk

6.4

FISCAL YEAR 18 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
June 30, 2018

UNCOLLECTED FROM JUNE 30, 2017

\$ 110,573.09

<u>CHARGED</u> 07/01/17 06/30/18	<u>6/30/2018</u>	<u>Previous Balance</u>	<u>Total</u>	
USER CHARGES	439.00	995,834.83	996,273.83	
SERVICE CHARGES	1,126.33	29,027.19	30,153.52	
CONNECTION CHARGES	0.00	4,000.00	4,000.00	
LATE CHARGES	1,467.01	18,995.31	20,462.32	
BACKFLOW	0.00	9,000.00	9,000.00	
SUBTOTAL	3,032.34			
TOTAL CHARGES				<u>1,059,889.67</u>
				<u>1,170,462.76</u>

<u>RECEIVED</u> 07/01/17 06/30/18	<u>6/30/2018</u>			
USER CHARGES	13,473.34	967,408.33	980,881.67	
SERVICE CHARGES	1,472.85	27,123.66	28,596.51	
CONNECTION CHARGES	0.00	4,000.00	4,000.00	
LATE CHARGES	895.18	15,736.90	16,632.08	
BACKFLOW	300.00	8,640.34	8,940.34	
SUBTOTAL	16,141.37			
TOTAL RECEIPTS				1,039,050.60

SENT TO LIEN	41,377.25
LIENS COLLECTED	
ABATEMENTS	-1,761.15
ADJUSTMENTS	-774.05
AJD TO MASTER	
UNCOLLECTED	<u>92,570.11</u>
	<u>\$ 1,170,462.76</u>

<u>OUTSTANDING:</u>	
USER CHARGES	\$ 82,363.46
SERVICE CHARGES	2,345.50
CONNECTION CHARGES	0.00
LATE CHARGES	7,301.49
BACKFLOW	559.66
TOTAL OUTSTANDING	\$ 92,570.11