



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

[Handwritten signature]
[Handwritten initials]

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

June 12, 2018 – 5:00 P.M.

Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 MM called the meeting to order at 5:05 P.M. at 540 Main Street.
- 1.2 Roll call showed Members Present: Michael MacEachern (MM) vice-chair and Nathan Mattila (NM), clerk. Lance Lewand (LL) chairman was 15 min late. 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 would like Paul to contact the Water Department's attorney and have him draft a by-law for the Water Department, to present to the BOS clearly stating in the by-laws that the Water Department is independent from the town hall or any language that the attorney recommends. LL would like to sit with the BOS to discuss several issues.**
- 1.5 Approve Minutes of May 14, 2018. **NM made a motion to accept the meeting minutes of May 14, 2018. MM seconded. Unanimous vote.**
- 1.6 Review correspondence. None

II. APPOINTMENTS:

- 2.1

III. MEETING BUSINESS:

- 3.1 Discuss water rates from surrounding water suppliers. Paul provided information for the board to take home and review for the next BOWC meeting.
- 3.2 Discuss filling Office Assistant Position and hiring additional Water Tech. Tabled
- 3.3 Discuss pending litigation against Town. Paul reported that he hopes to secure a court date within the next few weeks. Paul would like the BOWC, with advice from counsel to approach the BOS within their authority request them to resolve this issue for the best interest of the tax payers and water takers. In 1933 the town voted that the BOWC control the Water Department and over the past two years the town has voted overwhelmingly in favor of giving the BOWC exclusive charge and control and allowing us to hire our own attorney. To date all votes have failed to be upheld.
- 3.4 Approve refund account#61236B, 51 Spaulding Street, \$80.00 RE: **Overpaid final water bill. NM made a motion to refund acct# 61236B, 51 Spaulding Street, \$80.00 due to and overpaid final water bill. MM seconded. Unanimous vote.**
- 3.5 Approve refund account#61335A, 8 Emery Road, \$40.54 RE: **Overpaid final water bill. NM made a motion to refund acct#61335A, 8 Emery Road, \$40.54 due to an overpaid final water bill. MM seconded. Unanimous vote.**
- 3.6 Approve refund acct#61188B, 49 Fitchburg Road, \$59.38 RE: **Overpaid final water bill. NM made a motion to refund acct#61188B, 49 Fitchburg Road, \$59.38 due to an over paid final water bill. MM seconded. Unanimous vote.**

- 3.7 Approve abatement acct#6000, Red Hawk Fire Security, \$3.00 service charge. RE: Late Charge added in error. **NM made a motion to adjust Acct#6000, Red Hawk Fire Security, \$3.00 due to a late charge added in error. MM seconded. Unanimous vote.**
- 3.8 Approve adjustment account#2590, Paul Servedo, 10 Balsam, \$1.65. RE: Late charge posted to inactive account in error. **NM made a motion to adjust acct#2590, 10 Balsam Drive, \$1.65 due to late charge being posted to inactive acct in error. MM seconded. Unanimous vote.**

IV. COMMISSIONERS UPDATES AND REPORT:

4.1

V. WATER SUPERINTENDENT'S UPDATES AND REPORTS:

- 5.1 Update on Main Street Bridge. Paul's last update with Eric was that the bridge might be delivered on site by the end of the fiscal year. Paul reported that the time line is very important due to the fact he needs to acquire the proper permitting. Paul stated that we had only 30 days to complete the installation of the bridge.
- 5.2 Status of Water Main Replacement Project on Main St. in West Townsend. **NM moved to approve and sign the bid proposal for engineering services for the Main Street Water Main Replacement Project in the amount of \$80,200.00. MM seconded. Unanimous vote.**

VI. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:

- 6.1 Will be out of work in August for medical procedure. Brenda reported she will be out of work for 1-2 weeks after surgery which is scheduled for August 9, 2018.
- 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 the Accounts Receivable report.

The Board discussed the need for a new assign primary designee to sign the bills payable warrants when there is no BOWC meetings scheduled. Paul would like to have the Board assign a primary and a secondary designee. **NM made a motion to appoint Michael MacEachern as the primary signature designee as stated in the Municipal modernization act and Nathan Mattila as the secondary signature designee. MM seconded. Unanimous vote.**

Schedule next BOWC meeting: The next scheduled BOWC meeting will be held July 10, 2018.

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

ADJOURNMENT:

NM move to adjourn the BOWC meeting. MM seconded. Unanimous vote.

LL adjourned the BOWC meeting at 6:12 P.M.

Respectfully submitted,



Brenda Boudreau, Office Administrator.

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. \$5.00/Thous. 15,001-30,000 \$5.50/Thous. 30,001-45,000 \$6.00/Thous. >45,000	0-15,000 gals. = Min. \$5.00/Thous. 15,000 gals. +		\$80.00	Commercial	Residential		V	
Lancaster Water Division	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 Step 4. 10,000-30,000 ft. ³ \$9.30/100 ft. ³ 1-6,250 gals. \$3.00/1,000 gals. 6,251-12,500 gals. \$4.00/1,000 gals. 12,501-25,000 gals. \$5.00/1,000 gals. Over 25,000 gals. \$6.00/1,000 gals.			\$48.75	V			V	
West Boylston Water District			\$28.50		V			V	
Shirley Water District	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			\$38.25	V			V	
North Reading Water Dept.	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.				V			V	
Admin. Fee \$5.00/bill									
Lunenburg Water District	3,001 ft. ³ and greater \$4.20/100 ft. ³		\$60.00 ≠ 600 ft. ³ of water or 4,488 gals.					V	
Westford Water Dept.	Residential 1 - 2,500 ft. ³ \$4.19/100 ft. ³ 2,5001 - 10,000 ft. ³ \$5.60/100 ft. ³ 10,000 ft. ³ and greater \$7.64/100 ft. ³ Non-Residential 1 - 2,500 ft. ³ \$6.03/100 ft. ³ 2,5001 - 10,000 ft. ³ \$5.60/100 ft. ³ 10,000 ft. ³ and greater \$6.85/100 ft. ³	Differs according to meter size ¾" - \$19.28/Qtr. 1" - \$28.09/Qtr. 1½" - \$33.67/Qtr. 2" - \$48.99/Qtr. 3" - \$161.83/Qtr. 4" - \$203.63			V			V	
Littleton Water Dept.	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. 15,000 gals. and greater \$7.63/1,000 gals.		\$6.67/Month				V	V	
Ayer Water Division	Residential and All 0 - 3,000 ft. ³ \$2.52/100 ft. ³ 3,001 - 6,000 ft. ³ \$3.12/100 ft. ³ 6,001 ft. ³ and greater \$3.69/100 ft. ³			\$10.00	V			V	
Townsend Water Department	Original System 1 ft ³ and greater \$3.00/100 ft. ³ Timberlee Park 1 gal. and greater \$4.00/1k gals.		\$37.50/unit		V			V	V
Groton Water Department	1 - 1,500 ft. ³ \$3.78/100 ft. ³ 1,600 - 3,000 ft. ³ \$4.34/100 ft. ³ 3,100 - 4,500 ft. ³ \$4.98/100 ft. ³ 4,500 ft. ³ and greater \$5.72/100 ft. ³		\$13.00/meter		V			V	
Irrigation Rates: 1 - 1,500 ft. ³ = \$4.34/100 ft. ³ , 1,600 - 3,000 ft. ³ = \$4.98/100 ft. ³ , 3,000 - 4,500 ft. ³ = \$5.72/100 ft. ³ , 4,500 ft. ³ and greater = \$6.57/100 ft. 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/Qtr. \$33.00		✓			✓	
	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.							
Tewksbury Wtr & Swr. Div.	50,001 - 60,000 gals.	\$12.00/1k gals.				Tri-Annual Billing		✓	
	60,001 gals. and greater	\$15.00/1k gals.							
	0 - 12,000 gals.	\$7.29/1k gals.							
	13,000 - 24,000 gals.	\$10.31/1k gals.							
	25,000 - 46,000 gals.	\$13.71/1k gals.							
Concord Wtr. Swr. Div.	47,000 gals. and greater	\$17.13/1k gals.						✓	✓
	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							
Definitions: 1 ft. ³ = 7.48 gals. 100 ft. ³ = 748 gals.	2,400ft. ³ and greater	\$0.1367/ft. ³							
	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							

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.



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

Name: Roberts Ketchum Account # 61236B
~~612365~~

Address: 51 Spaulding St

Phone # _____ Email Address _____

Billing date _____

AMOUNT: 80 - ABATEMENT [] Refund ADJUSTMENT [] (check one)

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

Reasons: (please attached supporting documentation if applicable)

over paid final Water bill

APPROVED [✓] DENIED [] (check one)

DATE: 6-12-18

TOWNSEND BOARD OF WATER COMMISSIONERS

80.00 users
#4210

2051 Liberty Lane
Harrah OK 73045



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

Name: The Masello Group Account # 61335A

Address: 8 Emery Rd.

Phone # _____ Email Address _____

Billing date _____

AMOUNT: 40.54 ABATEMENT ☐ ^{Refund} ADJUSTMENT ☒ (check one)

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

Reasons: (please attached supporting documentation if applicable)

over paid final bill

APPROVED ☒ DENIED ☐ (check one)

DATE: 6-12-18

TOWNSEND BOARD OF WATER COMMISSIONERS

Loa [Signature]
[Signature]
[Signature]

40.54
4216

One Bedford farm
Surtz 202
Bedford NH

3.6

~~978-885-1587~~



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

Name: Keith Briggs Account # 61188 B

Address: 49 Kirchburg Rd

Phone # _____ Email Address _____

Billing date _____

AMOUNT: 59.38 ABATEMENT [] Refund - ADJUSTMENT [] (check one)

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

Reasons: (please attached supporting documentation if applicable)

overpaid final water Bill

APPROVED [✓] DENIED [] (check one)

DATE: 6-12-18

59.38 #
4210

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]
[Signature]
[Signature]

New Address:
14 Cobblestone Place
Merrimack NH
03054



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

Name: Red Hawk Fire Account # 6000-

Address: _____

Phone # _____ Email Address _____

Billing date 4/6/18

AMOUNT: 3.00 ABATEMENT [] ADJUSTMENT [] (check one)

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

Reasons: (please attached supporting documentation if applicable)

3.00 Service - A \$3.00 Late charged posted in error

APPROVED [✓] DENIED [] (check one)

DATE: 6-12-18

TOWNSEND BOARD OF WATER COMMISSIONERS

3.00 Service

4220

[Signature]
[Signature]



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

Name: Paul Serradio Account # 2590

Address: 10 Balsam

Phone # _____ Email Address _____

Billing date 5/3/18

AMOUNT: 1.65 ABATEMENT [] ADJUSTMENT [] (check one)

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

Reasons: (please attached supporting documentation if applicable)

Late charged passed to inactive acct.

APPROVED [☒] DENIED [] (check one)

DATE: 6-12-18

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]
[Signature]
[Signature]

29-0354-05
June 8, 2018

Mr. Paul Rafuse, Superintendent
Townsend Water Department
540 Main Street
West Townsend, MA 01474

Re: **Proposal for Engineering Services
Main Street Water Main Replacement**

Dear Mr. Rafuse:

At the request of the Town of Townsend Water Department, Tighe & Bond has prepared this proposal to provide design, permitting, and bidding services for the replacement of approximately 3,100 linear feet of water main along a portion of Main Street.

Project Understanding

Rusty water has been observed along the western portion of Main Street (Route 119) since April 2017 following an ice pigging event. Since that time, the hydrant located at the western portion of Main Street just before West Meadow Road has been continuously flushing at a low flow of approximately 6 gallons per minute (gpm) to keep the water clear. During the weekend of July 29, 2017, the Townsend Water Department received several calls from residents regarding rusty water observed along Main Street. On Sunday July 30, 2017, the hydrant was flushed at a higher flow to clear the water. In an effort to clear the water and stop continual flushing of the hydrant, the replacement of approximately 3,100 linear feet of water main is proposed.

Project Description

Tighe & Bond will provide design, permitting, and bidding services to abandon in-place approximately 3,100 feet of existing water main and replace with approximately 900 feet of new 12-inch diameter ductile iron water main on Main Street (Route 119) from the existing pump station to the intersection of Main Street and West Meadow Road and approximately 2,200 feet of new 8-inch diameter ductile iron water main from the intersection of Main Street and West Meadow Road to the intersection of Main Street and Wheeler Road. Main Street is Route 119, which is a MassDOT controlled state road. MassDOT Access permits will be required for soil borings and for the water main construction.

A portion of the existing water main crosses beneath a perennial stream, Pearl Hill Brook. Directional drilling will be performed in this area and therefore, the project will not result in direct impacts to wetlands or Waters of the United States. However, the proposed work will take place within areas subject to protection and jurisdiction under the Town of Townsend Wetlands Bylaw (Chapter 138) and Regulations (Chapter 150) and the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131 § 40), both of which are administered by the Town of Townsend Conservation Commission.

While the installation of underground utilities (e.g. electric, gas, water) within existing paved or unpaved roadways and private roadways/driveways, provided that all work is conducted in the roadway or driveway and that all trenches are closed at the completion of each workday is considered a "minor activity in Buffer Zone" per 310 CMR 10.02(2)(b)(2)(I) and does not require the filing of a Notice of Intent (NOI), Request for Determination of Applicability (RDA), or any other application with the municipal Conservation Commission, the Town's Wetlands Bylaws do not afford these same exemptions.

Scope of Services

The following Scope of Services was developed based on our understanding of the project.

Task 1 – Preliminary Design Phase

- 1.1 **Topographical Survey and Mapping** – Tighe & Bond will hire a licensed survey sub-consultant to perform a topographical survey for the proposed 3,100 linear feet of new water main. The topographic survey will include vertical and horizontal control points, contour elevations, curb lines, edges of pavement, driveway locations, existing utilities and structures, brooks/streams, edge of woods, wetlands, and established property lines, as applicable. A base map will be prepared to document the surveyed area at a scale of 1" = 20'. To the extent possible from visual observations and available record plans, surface and subsurface features will be located on the base plan. The vertical datum will be NGVD 1988.
- 1.2 **Site Walk** – Tighe & Bond will walk the proposed water main route to observe the conditions and to evaluate design considerations.
- 1.3 **Wetland Delineation** – Tighe & Bond wetland scientists will delineate wetland resource areas within approximately 200 feet of the proposed limits of work (when said areas fall within Town-owned land and/or the roadway right-of-way) in accordance with local, state and federal guidelines.
- 1.4 **Soil Borings** – Tighe & Bond will provide engineering services required to obtain soil borings. Tighe & Bond will subcontract with a geotechnical drilling firm to retain geotechnical test borings advanced with a hollow-stem auger to depths of 8 feet below ground surface along the water main route. Split-spoon sampling and Standard Penetration Tests (SPTs) will be conducted at a maximum of 5-foot intervals. One day of geotechnical test borings is proposed.
 - a. Proposed boring locations will be marked in the field and the geotechnical drilling firm will call Dig-Safe at least 72-hours prior to advancement of borings.
 - b. Tighe & Bond will prepare and submit a Request for Determination of Applicability (RDA) under Chapters 138 and 150 for the advancement of exploratory soil borings within areas subject to protection and jurisdiction under the Town's Wetlands Bylaw. The Bylaw and Regulations do not exempt soil borings. Tighe & Bond will attend one (1) site visit and one (1) public meeting to discuss the RDA with the Townsend Conservation Commission.
 - c. A Tighe & Bond geologist or engineer/technician will provide observation of the test borings and will prepare boring logs to document soil stratigraphy and subsurface conditions.
 - d. Soil and groundwater conditions will be evaluated for potential pipeline design and construction impacts, such as suitability of bearing soils for pipe bedding, construction dewatering, rock excavation, etc.

Task 2 – Final Design Phase

- 2.1 **Design Kickoff Meeting** - A project meeting will be held to review the base mapping and existing conditions and discuss project details and water main alignment.

- 2.2 **75% Design Development** - Drawings – Tighe & Bond will prepare design plans at a 1"=40' scale. The plans shall be in the 22" x 34" sheet format and will include sections, details, etc. suitable to obtain competitive, public bids of the Project under MGL Chapter 30. It is anticipated that approximately 10 design drawings shall be developed for this task including the following plan types:
 - Cover
 - Legend and Notes
 - Water Main Plans (Multiple Sheets)
 - Construction Details (Multiple Sheets)
 - Traffic Control Plan (Multiple Sheets)
- 2.3 **Specifications** – Tighe & Bond will prepare front end and technical specifications. The technical specifications shall conform to applicable Owner, AWWA, and Massachusetts Department of Environmental Protection (MassDEP) standards.
- 2.4 **Opinion of Probable Construction Cost (OPC)** – Tighe & Bond will develop an opinion of probable construction costs estimate.
- 2.5 **Submittal** – Tighe & Bond will provide two hard copies of the plans, specifications and OPC for Water Department review.
- 2.6 **75% Design Meeting** – Tighe & Bond will meet with the Water Department to review the 75% Design Documents and address any comments.

Task 3 - Permitting

- 3.1 **Conservation Commission – Chapter 138/150 and MAWPA** – Tighe & Bond will prepare a RDA under the Town's Wetlands Bylaw and MAWPA confirming that the water main replacement activities within the limits of the paved roadway are exempt, and that those portions of work that fall outside the paved footprint of the roadway do not require the filing of a Notice of Intent (NOI) under Chapter 138/150, which does not carry the same exemptions for work in Buffer Zone (and Riverfront Area) as the MAWPA. We will attend one (1) site visit and one (1) public meeting with the Townsend Conservation Commission to discuss the project.
- 3.2 **MassDOT Access Permit for Soil Borings** – Tighe & Bond will prepare MassDOT Permit application required for construction activities within roadways under the Massachusetts Department of Transportation (MassDOT) jurisdiction.
- 3.3 **MassDOT Access Permit for Construction** – Tighe & Bond will prepare MassDOT Permit application required for construction activities within roadways under the Massachusetts Department of Transportation (MassDOT) jurisdiction.

Task 4 – Bidding Services

- 4.1 **Bid Document Development** – Tighe & Bond will address Water Department and MassDOT comments in preparation of the Bid Documents. We will provide two hard copies of the final stamped plans and project manual.
- 4.2 **Advertisement** – Tighe & Bond will assist the Water Department in advertising the project for public bidding in the Central Register. Tighe & Bond will prepare a Bid Advertisement for the Water Department to place in a local newspaper. Tighe & Bond will provide electronic bid documents for distribution to prospective bidders on our "Projects Out to Bid" website.

- 4.3 **Questions and Addenda** – Tighe & Bond will respond to questions and/or requests for information from prospective bidders and prepare addenda as required.
- 4.4 **Bid Opening** – Tighe & Bond will attend the bid opening for the general contractors on the project. We will assist the Water Department with opening of the bids received and recording the results.
- 4.5 **Bid Review and Recommendation** – Tighe & Bond will review all bids received and conduct reference checks on the apparent low bidder(s). Tighe & Bond will provide the Water Department with a letter recommending award to the lowest responsible and eligible bidder.

Engineering Fee

Tighe & Bond will perform the above listed services for a lump sum fee of **\$80,800.00** invoiced monthly based on percentage complete. In the event that the scope of work is increased for any reason, the lump sum fee to complete the work shall be mutually revised by written amendment. Our attached Terms and Conditions is part of this letter agreement.

For information purposes, the following fee summary provides the anticipated break out of the project. The summary is presented to provide the Town with a better understanding of how the project budget was developed. Invoices will be submitted based on the total project fee and not the individual line items.

Engineering Fee Summary

<u>Tasks</u>	<u>Description</u>	<u>Budget</u>
1	Preliminary Design Phase	\$23,500
2	Final Design Phase	\$39,500
3	Permitting	\$12,000
4	Bidding Services	\$5,800
TOTAL FEE		\$80,800

Excluded Services

The following services have not been included in this proposal. If the Water Department requests any of these services to be provided, we will modify our proposal accordingly.

- Notice of Intent submission to the Conservation Commission
- Advertising fees
- Construction Services (proposal for services to be provided after bidding)
- Payment for any police details during the design or borings phase. If required, Police details will be scheduled and billed directly to the Water Department.

Schedule

Tighe & Bond is prepared to begin work immediately on this project. We will complete the services listed in Task 1 and Task 2 within eight weeks from authorization to proceed. We will proceed with the bidding services phase upon authorization of the Water Department.

If this proposal is acceptable, please sign below and return one signed copy to our office. If you have any questions or require any additional information, please contact either me or Lou Soracco at our office.

Very truly yours,

Tighe & Bond, Inc.



Thomas J. Mahanna, P.E.
Vice President
Tel: 508.471.9607
Cell: 978.846.0675
e: tjmahanna@tighebond.com



Louis A. Soracco, P.E.
Project Manager
Tel: 508.304.6358
Cell: 978.501.4911
e: lasoracco@tighebond.com

Enclosure: Terms and Conditions

Acceptance:

On behalf of the Townsend Water Department, the scope, fee, and terms of this proposal are hereby accepted.

Authorized Representative

Date

Board of Selectmen:

Sue Lisio, Chairman

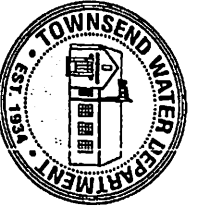
Date

Cindy King, Vice Chairman

Date

Wayne Miller, Clerk

Date



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

6.3

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

SCHEDULE OF BILLS RECEIVABLE

NO. 18-11
5/31/2018

To the Accountant: Lauri Plourde

The following bills, amounting in the aggregate to

ONE THOUSAND SEVEN HUNDRED SEVENTY-TWO DOLLARS AND 60/100

are herewith committed for collection.

DATE	USER CHARGES	SERVICE CHARGES	CONN CHARGES	BACK FLOW	TOTAL
05/31/18	591.00	1,181.60	-	-	1,772.60

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
May 31, 2018

UNCOLLECTED FROM JUNE 30, 2017

\$ 110,573.09

CHARGED 07/01/17 05/31/18

	5/31/2018	Previous Balance	Total
USER CHARGES	591.00	995,243.83	995,834.83
SERVICE CHARGES	1,181.60	27,845.59	29,027.19
CONNECTION CHARGES	0.00	4,000.00	4,000.00
LATE CHARGES	1,982.82	17,012.49	18,995.31
BACKFLOW	0.00	9,000.00	9,000.00
SUBTOTAL	3,755.42		
TOTAL CHARGES			

1,056,857.33

1,167,430.42

RECEIVED 07/01/17 05/31/18

	5/31/2018		
USER CHARGES	43,764.08	923,644.25	967,408.33
SERVICE CHARGES	1,397.24	25,726.42	27,123.66
CONNECTION CHARGES	0.00	4,000.00	4,000.00
LATE CHARGES	1,140.49	14,596.41	15,736.90
BACKFLOW	1,400.34	7,240.00	8,640.34
SUBTOTAL	47,702.15		
TOTAL RECEIPTS			

1,022,909.23

SENT TO LIEN

41,377.25

LIENS COLLECTED

ABATEMENTS

-1,761.15

ADJUSTMENTS

-598.78

AJD TO MASTER

UNCOLLECTED

105,503.87

\$ **1,167,430.42**

OUTSTANDING:

USER CHARGES	\$ 95,217.88
SERVICE CHARGES	2,692.02
CONNECTION CHARGES	0.00
LATE CHARGES	6,734.31
BACKFLOW	859.66
TOTAL OUTSTANDING	\$ 105,503.87