

5.7

FISCAL YEAR 14 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
9/30/2014

UNCOLLECTED FROM JUNE 30, 2014

83,934.69

CHARGED 07/01/14- 09/30/14

	9/30/2014	Previous Balance	Total
USER CHARGES	845.00	276,465.95	277,310.95
SERVICE CHARGES	3,766.09	7,601.82	11,367.91
CONNECTION CHARGES	0.00	11,000.00	11,000.00
LATE CHARGES	2,534.69	1,102.50	3,637.19
BACKFLOW	0.00	0.00	0.00
SUBTOTAL	7,145.78		
TOTAL CHARGES			303,316.05
			387,250.74

RECEIVED 07/01/14- 09/30/14

	9/30/2014		
USER CHARGES	62,739.40	179,040.39	241,779.79
SERVICE CHARGES	2,144.10	5,615.53	7,759.63
CONNECTION CHARGES	0.00	11,000.00	11,000.00
LATE CHARGES	1,230.20	1,588.64	2,818.84
BACKFLOW	50.00	150.00	200.00
SUBTOTAL	66,163.70		
TOTAL RECEIPTS			263,558.26

SENT TO LIEN	0.00
LIENS COLLECTED	0.00
ABATEMENTS	217.18
ADJUSTMENTS	248.96
UNCOLLECTED	123,226.34
	387,250.74

OUTSTANDING:

USER CHARGES	\$	111,981.91
SERVICE CHARGES		6,026.86
CONNECTION CHARGES		0.00
LATE CHARGES		5,117.57
BACKFLOW		100.00
TOTAL OUTSTANDING	\$	123,226.34



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TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, Chairman
Paul L. Rafuse,
Water Superintendent

Niles Busler, Vice Chairman

Nathan Mattila, Clerk
(978) 597-2212
Fax (978) 597-5611

NO. 15-3
9/30/2014

SCHEDULE OF BILLS RECEIVABLE

To the Accountant:
 Treasurer:

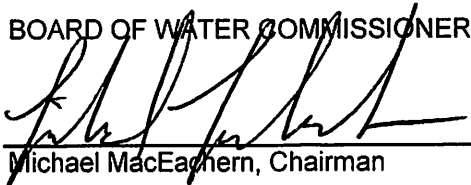
The following bills, amounting in the aggregate to

FOUR THOUSAND SIX HUNDRED ELEVEN AND 09/100***** Dollars

are herewith committed for collection.

<u>DATE</u>	<u>USER CHARGES</u>	<u>SERVICE CHARGES</u>	<u>CONN CHARGES</u>	<u>BACK FLOW</u>
09/30/14	845.00	3,766.09	0.00	0.00

BOARD OF WATER COMMISSIONERS



Michael MacEachern, Chairman



Niles Busler, Vice-Chairman



Nathan Mattila, Clerk



October 1, 2014

Town of Townsend
Paul Rafuse
540 Main Street
West Townsend, MA 01474

RE: Claim Number: TNT-0123667
 Policy Number: 01LX054201945-02
 Date of Loss: 7/25/2014
 Our Insured: Town of Townsend
 Risk Bearing Co.: New Hampshire Insurance Company

Dear Mr. Refuse:

My name is Doniel Franklin the adjuster assigned to evaluate your claim on behalf of New Hampshire Insurance Company. This letter will confirm status of my investigation.

We are in receipt of and accept your sworn statement in proof of loss accompanied by supporting documents repair of the Variable Frequency Drive (VFD) due to lightening damages in the amount of \$8,500. As we discussed, the \$25,850 proposal represents repairing the VFD with upgrades that this policy would not owe for. Therefore, payment has been issued under the building coverage in the amount of \$7,500 and accounts for the policy's \$1,000 deductible. A check will follow under separate cover from our office in San Antonio, Texas.

It is my understanding that all aspects of the claim have been resolved and the file is now closed. Thank you for giving New Hampshire Insurance Company the privilege to serve your insurance needs.

Sincerely,
New Hampshire Insurance Company

Doniel Franklin
Property Claims Adjuster
Phone: (503) 833-1664
Fax: (210) 377-2637
claims@tridentinsurance.net

Other Utilities

This estimate does not include charges, which may be assessed by other utility providers, such as telephone, cable TV, etc. You will need to contact the other utilities to coordinate and arrange for their services.

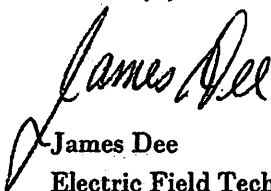
Keith Caribo is the project leader assigned to supervise your construction work. He may be reached at 978-353-3263 or caribo@unitil.com if you have any questions regarding the technical aspects of the work. Additional information regarding the submission of documentation or administrative requirements may be directed to Stephen R. Leger at 978-353-3285 or leger@unitil.com.

This is an estimate for only the utility work to provide electric service to your house or lot. This is not an application for, or payment of, a Temporary Service, or an application for permanent service. Please contact Stephen R. Leger at the above number or email to verify any applications that may be required. An electrical service inspection from the local city or town must be received before FG&E can energize a temporary or permanent service. A meter location will be given upon request.

Thank you for allowing us to assist you in your construction needs. We look forward to providing you with the quality customer service and technical excellence you have come to expect from FG&E d/b/a Unitil.

If you have any questions or concerns, please call me at 978 978 353 3215

Sincerely yours,



James Dee
Electric Field Technician

T 1-888-301-7700 www.unitil.com

MA ELECTRIC OPERATIONS
285 John Fitch Hwy
Fitchburg, MA 01420

Advanced Payment

The materials to complete this project may not be part of our regular inventory. Prior to reserving transformers or ordering materials, the payment above is required in advance. If it is necessary for us to order transformers or any materials, the delivery time can be up to 12 - 16 weeks from the date the manufacturer receives the order.

All work will be scheduled approximately four weeks after the receipt/completion of: customer contribution, recorded utility easements, trench inspection, service application, service inspection, and any other customer responsibilities. This is necessary to allow for the in-house authorization process, ordering materials and integrating the job into the existing workload.

This estimate will be adjusted to reflect the actual cost of the project once completed. Any final costs above or below the estimate will be reflected in charges or refunds to you. **This estimate is valid for 90 Days.**

Additional Material - Contractor Responsibility

This estimate does not include transformer pull boxes, the transformer pads or the secondary boxes, 4" conduits for primary loop feed, 4" secondary mains or 3" services and trenching

Procedures

Your utility plan must be approved by the city/town before we can schedule your project. Please be sure to forward the plans with an approved stamp by the city/town. It is your responsibility that we receive these plans before scheduling of your work.

Before we can install our distribution lines and equipment on private property, an Easement and Partial Release of mortgage will be required. These forms will be forwarded to you for completion. Please return the forms as soon as possible.

No construction will be scheduled until all legal documents and monies have been received.



October 3, 2014

Refer to Project #: 37806

Paul Rafuse
540 Main Street
Townsend, MA.

Dear Customer:

Regarding Townsend Water Department 14 Ash Street
Townsend, MA

Thank you for your request to upgrade the utility line to your new site at the above address. Based Upon the information provided, the estimated cost is listed below:

The customer contribution for Unitil to replace the existing transformer bank to upgrade electric service to Pump Station Building #1 is:

Total Estimated Cost to construct Facilities:

The following is a breakdown of these charges:

Materials	\$0.00
Labor	\$4,577.67
Traffic Control	\$0.00
Tree Trimming	\$0.00
Contractor Services	\$0.00
Unitil/Verizon JO Buy In (+)	\$0.00
Contractor Services	\$0.00
Total FG&E Cost	<u>\$4,577.67</u>
Final Customer Cost	\$4,577.67

further compensation at rates to be agreed upon by OWNER and CONTRACTOR.

12. To the extent they are inconsistent or contradictory, express terms of the Proposal take precedence over these General Terms and Conditions. It is understood and agreed that the services or work performed under the Proposal or any Agreement are not subject to any provision of any Uniform Commercial Code. Any terms and conditions set forth in OWNER'S purchase order, requisition, or other notice or authorization to proceed are inapplicable to the services under the Proposal or any related Agreement, except when specifically provided for in full on the face of such purchase order, requisition or notice or authorization and specifically accepted in writing by CONTRACTOR. CONTRACTOR's acknowledgement of receipt of any purchase order requisition, notice or authorization or CONTRACTOR's performance of work subsequent to receipt thereof does not constitute acceptance of any terms or conditions other than those set forth herein.
13. The substantive laws of the Commonwealth of Massachusetts shall govern any disputes between CONTRACTOR and the OWNER arising out of the interpretation and performance of this Agreement.
14. CONTRACTOR and the OWNER agree that any disputes arising under this Agreement and the performance thereof shall be subject to nonbinding mediation as a prerequisite to further legal proceedings.
15. CONTRACTOR shall not be required to sign any documents, no matter by whom requested, that would result in CONTRACTOR having to certify, guaranty, or warrant the existence of conditions that would require knowledge, services or responsibilities beyond the scope of this Agreement.
16. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the OWNER or CONTRACTOR. CONTRACTOR's services hereunder are being performed solely for the benefit of the OWNER, and no other entity shall have any claim against CONTRACTOR because of this Agreement or CONTRACTOR's performance of services hereunder.
17. If any provision of this Agreement shall be finally determined to be invalid or unenforceable in whole or in part, the remaining provisions hereof shall remain in full force and effect, and be binding upon the parties hereto. The parties agree to reform or re-execute this Agreement to replace any such invalid or unenforceable provision with a valid and enforceable provision that comes as close as possible to the intention of the stricken provision.
18. MA. Data Security Regulations 2010 - The parties to this contract recognize their obligations under the

May 5, 2010

Massachusetts Data Security Law and Regulations, G. L. c. 93H and 93I and 201 CMR 17.00, to safeguard "personal information" as defined below. Both parties hereby represent that they have adopted the required Written Information Security Program, have taken the other steps required to safeguard personal information and are in full compliance with the law. The parties agree that in furtherance of their legal obligations, they will not transmit, communicate or otherwise provide to each other any personal information, unless it is necessary to comply with their obligations under this Agreement. The parties also agree that when it is not necessary for them to transmit, communicate or otherwise provide to each other any personal information as part of their obligations hereunder, they will take active steps to prevent such transmission, communication, or transfer. For purposes of this Agreement, "personal information" means a Massachusetts residents first name and last name or first initial and last name in combination with any one or more of the following data elements that relate to such resident: (a) Social Security number; (b) driver's license number or state-issued identification card number; or (c) financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number or password, that would permit access to a resident's financial account.

T:\CMR\All Documents for Bidding\CMR Misc\Weston and Sampson CMR Terms and conditions.doc

Weston & Sampson CMR, Inc.

specifications, documents and other information on site conditions required by CONTRACTOR for proper performance of its services.

- e. The CONTRACTOR shall be entitled to rely, without liability, on the accuracy and completeness of information and documents provided by the OWNER, OWNER'S CONSULTANTS AND CONTRACTORS and information from public records, without the need for independent verification. CONTRACTOR assumes no responsibility or liability for the accuracy or completeness. OWNER-provided documents will remain the property of the OWNER.
 - f. Pay for all sales taxes for professional services and all costs associated with approvals and permits for all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
 - g. Arrange for and make all provisions for CONTRACTOR and its agents to enter upon public and private lands as required for CONTRACTOR to perform its work under this Agreement
 - h. Furnish CONTRACTOR with all necessary topographic, property boundary and right-of-way maps.
 - i. Cooperate with and assist CONTRACTOR in all additional work that is mutually agreed upon.
 - j. Pay CONTRACTOR for work performed in accordance with terms specified herein.
7. To the fullest extent permitted by law, the total liability in the aggregate, of CONTRACTOR and their officers, directors, employees, agents, and independent professional associates, and any of them, to Owner and any one claiming by, through or under Owner, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of in any way related to CONTRACTOR'S services, the project, or this Agreement, from any cause or causes whatsoever, including but not limited to, the negligence, errors, omissions, strict liability, breach of contract, misrepresentation, or breach of warranty of CONTRACTOR or CONTRACTOR's officers, directors, employees, agents or independent professional associates, or any of them, shall not exceed the total compensation received by CONTRACTOR under this agreement.
8. Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion for acts or failures to act

occurring prior to Substantial Completion or the date of issuance of the final Certificate for Payment for acts or failures to act occurring after Substantial Completion. In no event shall such statutes of limitations commence to run any later than the date when the CONTRACTOR'S services are substantially completed.

9. The obligation to provide further services under this Agreement may be terminated by either party upon thirty day's written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. If the Project is suspended or abandoned in whole or in part for more than three (3) months, CONTRACTOR shall be compensated for all services performed prior to receipt of written notice from OWNER of such suspension or abandonment, together with the other direct costs then due. If the Project is resumed after being suspended for more than three (3) months, CONTRACTOR's compensation shall be equitably adjusted. If services are not resumed after three (3) months the CONTRACTOR shall have the option of terminating this Agreement by not less than seven (7) days written notice.
10. The OWNER and CONTRACTOR waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, but only to the extent covered by any property or other insurance in effect whether during or after the project. The OWNER and CONTRACTOR shall each require similar waivers from their contractors, consultants and agents.
11. All drawings, diagrams, plans, specifications, calculations, reports, processes, computer processes and software, operational and design data, and all other documents and information produced in connection with the project as instruments of service, regardless of form, shall be confidential and the proprietary information of CONTRACTOR, and shall remain the sole and exclusive property of CONTRACTOR whether the project for which they are made is executed or not. The Client shall not have or acquire any title to or ownership rights in any of the documents or information prepare by CONTRACTOR. OWNER may make and retain copies for information and reference in connection with the use and occupancy of the Project by the OWNER and others; however, such documents are not intended or represented to be suitable for reuse by OWNER or others on any other Projects. Any reuse without written verification or adaptation by CONTRACTOR for the specific purpose intended will be at OWNER'S sole risk and without liability or legal exposure to CONTRACTOR or to CONTRACTOR subconsultants, and OWNER shall defend, indemnify and hold harmless CONTRACTOR and CONTRACTOR subconsultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle CONTRACTOR to

WESTON & SAMPSON CMR, INC. GENERAL TERMS AND CONDITIONS

1. It is understood that the Proposal dated 9-22-2014 is valid for a period of ninety (90) days. Upon the expiration of that period of time or the delay or suspension of the services, WESTON & SAMPSON CMR, INC. (the CONTRACTOR) reserves the right to review the proposed basis of payment and fees, to allow for changing costs as well as to adjust the period of performance to conform to work loads. References herein to CONTRACTOR are understood to refer to WESTON & SAMPSON CMR, INC.
2. Invoices will be submitted periodically (customarily on a monthly basis), and terms are net cash, due and payable upon receipt of invoice. If OWNER fails to make any payment due to CONTRACTOR for services and expenses within thirty (30) days after receipt of CONTRACTOR'S statement therefor, the amounts due CONTRACTOR will be increased at the rate of 1.5% per month from said thirtieth day, and in addition, CONTRACTOR may, after giving seven (7) days' written notice to OWNER, suspend services under this Agreement. Unless CONTRACTOR receives payment within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, CONTRACTOR shall have no responsibility to OWNER for delay or damage caused OWNER because of such suspension of services.
3. CONTRACTOR will serve as the representative of OWNER as defined by the Proposal or under any Agreement and will provide services to OWNER in accordance with generally accepted construction and/or operation and maintenance service practice. Therefore, recommendations and opinions by CONTRACTOR are made on the basis of CONTRACTOR'S experience, qualifications and judgment. The CONTRACTOR'S services shall be performed in a manner consistent with that degree of skill and care ordinarily exercised by professionals practicing in the same field, performing similar services in the same locality, at the same site and under the same or similar circumstances and conditions. The CONTRACTOR makes no other representations, or warranties, whether expressed or implied, with respect to the operation and maintenance services rendered hereunder. CONTRACTOR makes no warranty or guarantee, express or implied, regarding the operation and maintenance services or work to be provided under the Proposal or any related Agreement.
4. CONTRACTOR and its consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to hazardous waste in any form at the site(s). Accordingly, OWNER agrees to assert no claims against CONTRACTOR, its agents, servants, officers, directors, employees and subconsultants, if such claim is based, in whole or in part, upon the negligence, breach of contract, breach of warranty, indemnity or other alleged obligation of CONTRACTOR or its subconsultants, and arises out of or in connection with the detection, assessment, abatement, identification or remediation of hazardous materials, pollutants or asbestos at, in, under or in the vicinity of the project site(s) identified in the Proposal. OWNER shall defend, indemnify and hold harmless CONTRACTOR, its agents, servants, employees, directors, officers and subconsultants and each of them, harmless from and against any and all costs, liability, claims, damages or expenses, including reasonable attorneys' fees, with respect to any such claim or claims described in the preceding sentence, whether asserted by OWNER or any other person or entity.
5. CONTRACTOR agrees to purchase at its own expense, Worker's Compensation insurance, Comprehensive General Liability insurance and Engineer's Professional Liability Insurance (when the scope of Weston & Sampson's services includes design) and will, upon request, furnish insurance certificates to OWNER. CONTRACTOR agrees to purchase whatever additional insurance is requested by OWNER (presuming such insurance is available, from carriers acceptable to CONTRACTOR) provided OWNER reimburses the premiums for additional insurance.
6. As a part of this Agreement, OWNER agrees to do the following:
 - a. Designate in writing a person to act as CONTRACTOR with respect to work to be performed under this Agreement, such person to have complete authority to transmit instructions, receive information, interpret and define OWNER'S policies and decisions with respect to materials, equipment elements and systems pertinent to the work covered by the Agreement.
 - b. Through its officials and other employees who have knowledge of pertinent conditions, confer with CONTRACTOR regarding both general and special considerations relating to the Project.
 - c. Assist CONTRACTOR by placing at the disposal of CONTRACTOR, all available information pertinent to the Project including previous reports and other data relative to design, construction, operation and maintenance of Project.
 - d. Furnish or cause to be furnished to CONTRACTOR all documents and information known to OWNER that relate to the identity, location, quantity, nature or characteristics of any hazardous waste at, on or under the site(s). In addition, OWNER will furnish or cause to be furnished such other reports, data, studies, plans,

May 5, 2010

Weston & Sampson CMR, Inc.

We are pleased to submit this Agreement and look forward to working with you and your staff. If you have any questions, please contact me at (978) 532-1900, ext. 2440, or e-mail me at richards@wseinc.com.

Sincerely,

Weston & Sampson CMR, Inc.



Stephen J. Richard, P.E., C.P.O.
Operations Manager

ACCEPTED BY:

Town of Townsend

Date

T:\CMR\Townsend Water Dept\Witch's Brook 480-volt Electrical Proposal.doc

- New manual transfer switch
 - New Service masts
8. Furnish and install the following 277/480-volt, 3 phase rated service equipment on the outside of building:
 - Main panel board (surplus)
 - Step down transformer (480-volt, 120/240v) (surplus)
 - Branch circuit panel (surplus)
 9. Reconnect existing conduits to new equipment.
 10. Obtain electrical permit.

Notes:

1. W&S CMR has several pieces of surplus equipment in our shop. As a way to save money, we offered to install this equipment. We will warranty the equipment for a period of one year.
2. This proposal does not include time or materials to connect the old generator to the new transfer switch. A service mast will be installed for future connection if desired.
3. This proposal assumes the new service equipment will be located in the same location and side of the building as the existing. Locations other than this may increase the price if additional conduit and wire are necessary.
4. Any costs incurred from the utility company for their work is additional.

Schedule -

We will initiate work under this Agreement following formal acceptance by the Town of Townsend. We agree to provide services for this project starting within 72 hours of formal acceptance of this Agreement.

Fee -

The costs for the above Scope of Services are listed below:

The cost for Tasks 1 through 5 of the Scope Services (new) is a lump sum of \$27,750.

The cost for Tasks 6 through 10 of the Scope of Services (surplus equipment) is a lump sum of \$25,850.

The above pricing is based on prevailing wage rates. Owner to provide rate sheets prior to commencement of work.

Services will be provided as described herein and in accordance with the attached General Terms and Conditions, which are a part of our Agreement with you.

If you agree with this Agreement and wish to retain us to provide the proposed services, please sign and return one copy of this Agreement to us as authorization to proceed with performance of the services, and please initial and date the enclosed Terms and Conditions.

3.4

Five Centennial Drive
Peabody, MA 01960-7985

tel: 978-532-1900 fax: 978-977-0100
www.westonandsampson.com



September 22, 2014

Townsend, MA
Project No. M2140xxx

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

***Witch's Brook Booster Station
Electrical Upgrade Proposal***

Dear Mr. Rafuse:

Weston & Sampson CMR, Inc. (W&S CMR) is pleased to present this proposal to upgrade the electrical equipment from 208-volt to 480-volt at the Witch's Brook booster station, as described herein.

Scope of Services -

Option 1 – All New Equipment

1. Remove existing damaged transfer switch, main disconnect switch, transformer, branch circuit panels, and VFD disconnect.
2. Furnish and install the following 277/480-volt, 3 phase rated service equipment on the outside of building:
 - 200-amp disconnect switch
 - meter socket
 - Manual transfer switch
 - Service masts
3. Furnish and install the following 277/480-volt, 3 phase rated service equipment on the outside of building:
 - Main panel board
 - Step down transformer (480-volt, 120/240v)
 - Branch circuit panel
4. Reconnect existing conduits to new equipment.
5. Obtain electrical permit.

Option 2 – Surplus Equipment

6. Remove existing damaged transfer switch, main disconnect switch, transformer, branch circuit panels, and VFD disconnect.
7. Furnish and install the following 277/480-volt, 3 phase rated service equipment on the outside of building:
 - New 200-amp disconnect switch
 - meter socket (surplus)

Massachusetts Connecticut Rhode Island New Hampshire Maine Vermont New York Pennsylvania New Jersey South Carolina Florida

When it's essential...it's Weston&Sampson.®

Paul Rafuse

From: Richard, Steve <richards@wseinc.com>
Sent: Thursday, July 31, 2014 2:36 PM
To: prafuse@townsend.ma.us
Cc: Ellis, John; Ellis, William; Bocchino, John; Ricciardi, Frank; Smith, Sally; David, Andrea C.; Ricciardi, Frank
Subject: Witches Brook Pump Station Emergency Repair

Paul,

Bill Ellis asked me to forward the below proposal to you for emergency replacement of equipment at the Witches Brook Pump Station that were damaged by a lighting strike:

Scope of Services –

1. Remove the existing lightning damaged variable frequency drive (VFD).
2. Furnish and install a new Schneider Electric Square D 50 horsepower (HP), standard control, no bypass.
3. Remove the existing lightning damaged flow meter.
4. Furnish and install a new Foxboro Magnetic Flowmeter in its place.
5. Perform start-up, testing and training.

Estimated Cost –

The estimated cost for the above Scope of Services is a lump sum of \$8,500. The price outlined herein is based on prevailing wage rates. Owner to provide wage rate sheets prior to commencement of work.

Please let me know if you wish to proceed.

Thanks

Stephen J. Richard, P.E., C.P.O.
OPERATIONS MANAGER

Weston&Sampson®

5 Centennial Drive
Peabody, MA 01960-7985
www.westonandsampson.com
Office: 978-532-1900 ext 2440
Direct Fax: 978-573-4096
Fax: 978-977-0100

The contents of this e-mail and any attachments are confidential and the property of the Weston & Sampson companies. The e-mail contents are only to be used by the intended recipient of the e-mail. If you are not the

Townsend Water Department

3.41

Re: Repair/Replacement/Upgrade of equipment at Witch's Brook Station 1
damaged from lightning strike.

Claim Number: TNT - 0123667

A. Replacement of damaged equipment (see attachment B)

Cost
\$8,500.00

B. Removal of damaged equipment w/Electrical Upgrade (see attachment A)

Option 1. All new equipment \$27,750.00

Option 2. Surplus equipment \$25,850.00

C. Unitil upgrade of electrical service \$4,577.67

D. Cost covered by insurance after \$1,000.00 deductible \$7,500.00

TOTALS

A. Replacement of damaged equipment (see attachment B) \$8,500.00

B. Option 1. \$27,750.00

Plus A. \$8,500.00

Plus B. \$4,577.67

Minus D. \$7,500.00

TOTAL \$33,327.67

Option 2. \$25,850.00

Plus A. \$8,500.00

Plus B. \$4,577.67

Minus D. \$7,500.00

TOTAL \$31,427.67

Lunenburg Water District

FEES:

Water Rates

\$60.00/quarter 600 cubic foot minimum

Water usage based on past and present meter readings using more than the minimum are charged fees based on the rates listed below.

601 cu.ft – 3000 cu.ft \$3.60 per 100 cu. ft.

3001 - unlimited \$4.20 per 100 cu. ft.

Meters are read around three weeks prior to the actual billing.

1 cu.ft of water equals 7.48 gallons of water.

600 cu.ft. of water equals a total of 4488 gallons of water.

Above information is for a single unit building. Depending on how many units you have in your building will determine how many minimum charges you have. If you have 2 units, your minimum charge will be \$120.00 per quarter and you will receive 1200 cu.ft. of water per quarter.

Other Miscellaneous Fees

Water Turn On \$50.00

Water Turn Off \$0.00

Valve Change (¾") \$65.00

Final Readings \$25.00

Fire Flow Tests \$150.00

Returned Check S/C \$30.00

Fire Sprinkler Charges

Commercial \$50.00/quarter

Residential \$5.00/quarter

Backflow Device
Tests \$50.00

\$25.00 per additional test at same location

➔ Labor Rate for District Employees \$60.00/hour

WATER SYSTEM TAMPERING: First Offense: \$250.00 Plus
Estimated Water Usage
EACH SUBSEQUENT OFFENSE: \$500.00 Plus Estimated Water Usage

**CONNECTION FEE FOR
NEW SERVICE LINES:**

1" LINE	\$2,927.00
1 1/2" LINE	\$5,854.00
2" LINE	\$9,367.00
4" LINE	\$29,271.00
6" LINE	\$58,542.00
8" LINE	\$93,668.00

(Note: per connection to existing town owner water system)

A \$2.00 per Linear Foot Extension Fee will be charged to all Water Main Extensions.

**CONNECTION FEE FOR NEW FIRE
PROTECTION SYSTEM LINES:**

2" LINE	\$4,500.00
4" LINE	\$7,500.00
6" LINE	\$11,000.00
8" LINE	\$15,000.00

TAP WATER MAIN 1"& 2" Only: \$180.00
Includes Two (2) Men, Equipment and 1 Hour Labor

Additional Labor, Materials or Equipment will be Billed On a Time and Materials Basis as Outlined in the Water Division Rules and Regulations.

WATER INSTALLER'S LICENSE APPLICATION FEE: \$100.00
In Conjunction with Sewer Installer's License Application Fee: \$ 75.00

FIRE SPRINKLER SYSTEM: 4" - \$250/YEAR
(fees per fire system to be implemented 6" - \$500/YEAR
By the Board of Public Works) 8" - \$1,000/YEAR

FLOW TESTING : Will be Billed on a Time and Materials Basis Per Employee on Job.

APPENDIX A - FEE SCHEDULE

(Effective January 1, 2013)

WATER USAGE TIER – SEMI-ANNUAL RESIDENTIAL RATES:

0 to 2,500 CF	\$0.02643 per cubic foot
2,501 to 3,000 CF	\$0.03336 per cubic foot
3,001 to 6,000 CF	\$0.03888 per cubic foot
6,001 to 9,000 CF	\$0.05415 per cubic foot
over 9,001 CF +	\$0.07635 per cubic foot
SEMI-ANNUAL BASE CHARGE:	\$40.42 per Reading Period

WATER USAGE TIER – QUARTERLY RESIDENTIAL RATES:

0 to 1,250 CF	\$0.02643 per cubic foot
1,251 to 1,500 CF	\$0.03336 per cubic foot
1,501 to 3,000 CF	\$0.03888 per cubic foot
3,001 to 4,500 CF	\$0.05415 per cubic foot
over 4,501 CF +	\$0.07635 per cubic foot
QUARTERLY BASE CHARGE:	\$20.21 per Reading Period

BACK FLOW TEST: \$65.00 each

FINAL READ OUTS: \$12.00 + \$40.42 Base + Usage
EMERGENCY FRO (Within 48 Hrs.) \$200.00
WATER SHUT OFF/TURN ON FEE: \$48.00

INSPECTION FEE (1 HR. MINIMUM): \$68.00/Per hour
Non-Business Hours Inspections will be billed at the employee's overtime hourly rate with a four (4) hour minimum.

LABOR RATE: EMPLOYEE HOURLY RATE:

One Hour Minimum During Business Hours: 1.75 X Hourly Rate
Per Employee On Job
Four Hour Minimum Non-Business Hours: 1.75 X Overtime Hourly Rate
Per Employee on Job

WATER RESTRICTION VIOLATION: \$125.00 First Offense
\$250.00 Second Offense
\$500.00 Each Subsequent Offense

TURN ON FEE FOR HYDRANT: \$60.00

INSPECTION FEE (1 HR. MINIMUM): See Appendix A
Non-Business Hours Inspections will be billed at the employee's overtime rate with a four hour minimum.

LABOR RATE: EMPLOYEE HOURLY RATE - Per Employee on Job
One Hour Minimum During Business Hours 1.75 X Hourly Rate
Four Hour Minimum Non-Business Hours 1.75 X Overtime Hourly Rate

EQUIPMENT RENTAL/CHARGES: MONTHLY BLUEBOOK
RATE ÷ 22 ÷ 8 HRS./DAY

WATER RESTRICTION VIOLATION: See Appendix A

TURN ON FEE FOR HYDRANT: See Appendix A

WATER SYSTEM TAMPERING: See Appendix A

CONNECTION FEE FOR
NEW SERVICE LINES: 1" LINE See Appendix A
1 1/2" LINE
2" LINE
4" LINE
6" LINE
8" LINE

(Note: per connection to existing town owner water system)

A \$2.00 per Linear Foot Extension Fee will be charged to all Water Main Extensions.

CONNECTION FEE FOR NEW FIRE
PROTECTION SYSTEM LINES: 2" LINE See Appendix A
4" LINE
6" LINE
8" LINE

TAP WATER MAIN 1":&2" Labor & Equipment only See Appendix A

WATER INSTALLER'S LICENSE APPLICATION FEE: See Appendix A

West Groton Water Supply District

978-448-3711



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Quick Links:

[Consumer Information](#)

[Water Use Restrictions](#)

[Delinquent Accounts](#)

Rates for Services

System Development Charge (per diameter inch)	\$ 4,000.00
Customer/Plumber shut off and turn on (one trip)	\$50.00
Shut off . . . \$50.00 . . . Reinstatement for non-payment	\$50.00
Shut off . . . \$50.00 . . . Reinstatement for Rules Violation	\$50.00
Final Reading/Transfer of Account	Usage plus \$50.00
Request for duplicate bill/Special paper work	\$10.00
Residential Water Meter Test . . . (1 hour labor)	\$75.00
Broken Water Seal . . First Offense \$250.00 . . Second Offense . .	\$1000.00
Replacement of frozen or damaged residential meter	\$150.00
Fire Hydrant Usage	Usage plus \$150.00
Fire Hydrant flow test	\$150.00
Back Flow Prevention Device Test – Semi Annual	\$75.00
Unauthorized use of water – per occurrence	\$1000.00
Hydrant tampering per occurrence, Per MGL Ch 148 Sec 27A . . .	\$1000.00
Service charge (per hour) during business hours	\$60.00
After normal business hours (per hour)	\$85.00
Fire Sprinkler	Annual charge pro rated per size of service
Special District Tax for well . . payment \$.50 cents per thousand of valuation	
- billed from Town of Groton	

West Boylston Water District

Service Charges

Effective July 1, 2013

Turn on or off at curb	\$60.00 each
Cross Connection Survey	\$60.00 per hour with a 1 hour minimum
Testing Backflow Preventer	\$60.00 per test, per device
Hydrant Flow Test	\$250.00 per test
Metered Hydrants	\$60.00 per day plus water usage
Meter Test 5/8" x 3/4" (residential meters)	\$50.00 (no charge if the meter is over registering)
Special Meter Reading (for final bill or pool fill)	\$30.00 per billing or pool filling for sewer deduct
Meter Valve Replacement 3/4" valve and fittings	\$90.00 per meter valve
Special Construction Meter 5/8" x 3/4"	\$290.00, prepaid plus usage
Special Construction Meter 2 1/2"	\$590.00, prepaid plus usage
Residential Meter 5/8" Radio Read	\$360.00 installed with 3/4" valve
Regular hourly rate (operator and equipment)	\$60.00 per hour per operator
After Hours Overtime Rate (operator and equipment)	\$90.00 per hour, with 2 hour minimum per operator

GROTON WATER

Paul Rafuse

From: Tom Orcutt <torcutt@townofgroton.org>
Sent: Tuesday, September 30, 2014 2:12 PM
To: Paul Rafuse
Subject: RE: Labor Rates

→ We have not changed them for a few years now \$50.00 during normal work day \$100.0 after hours sometimes with a 2 hour minimum if called out (they have a 2 hour minimum in the Contract)

So \$50.00 covers our costs etc... we don't really make money but it does reduce the cost or our exposure After hours we are good at \$100.00 and make some \$\$ after covering our costs. Call outs at a \$200.00 minimum charge we are good even if the guys work 2 hours.

Hope this helps

Tom

From: Paul Rafuse [mailto:prafuse@townsend.ma.us]
Sent: Tuesday, September 30, 2014 2:07 PM
To: Tom Orcutt
Subject: Labor Rates

Hi Tom,

We're considering amending our labor rates (what you would charge customers) i.e., repair/replacing a cellar valve. Was wondering what your labor charges are?

Thank you

Paul Rafuse

Paul Rafuse
Superintendent
Townsend Water Department
540 Main St.
West Townsend, MA 01474
Tel: 978-597-2212
Fax: 978-597-5611
E-mail: prafuse@townsend.ma.us

This electronic message is confidential and intended for the named recipient only. Any dissemination, disclosure or distribution of the contents of this communication is unlawful and prohibited. If you have received this message in error, please contact by return email or telephone (978-597-2212), and delete the copy you received. Thank you.

WESTFORD WATER DEPARTMENT

Appendix 2 Schedule of Service Rates and Charges Effective June 30, 2012

SERVICE RATES	Rate
First Hour (Minimum Charge)	\$50
Each ½ Hour Thereafter	\$25
After Normal Working Hours Hourly Rate	\$75
Equipment (Backhoe) per hour	\$75

INTEREST CHARGE ON OVERDUE BALANCE To Be Assessed After 30 Days 14.00% Per Annum

OTHER CHARGES	Rate
Meter Test	\$75
Service Activation/Shut Off	\$50/\$50
Fire Flow Test	\$600
Transfer Fee	\$25
Final Reading Fee	\$25
Backflow Device Test	\$50
Insufficient Funds Fee	\$25
Hydrant Meter/Backflow Device Deposit	\$3,000
Flat Hydrant Fee	\$237
Application Fee	\$50

Minimum Service Connection Charge: Minimum \$1100

The Minimum Service Charge includes labor and materials needed to physically connect the main to the water meter (includes the water meter). The following quantity, sizes of materials, and hours of labor are included in the minimum service connection charge; installations that require increased quantity, larger size, or additional labor will be assessed an additional charge.

75 Feet	1" Plastic Tubing
75 Feet	4" PVC Sleeve
7 Hours	Labor
Quantity of 1	1" Inserts (Sleeves)
Quantity of 1	1" Corporation Stop
Quantity of 1	1" Curb Stop
Quantity of 1	1" Curb Stop Extension
Quantity of 1	1" Curb Box
Quantity of 1	1" Angle Valve & Handle
Quantity of 1	3/4" Meter Single Check Valve
Quantity of 1	5/8" Meter with Radio Interface

Shirley Water District

Labor charges per Brian Goodman, Superintendent.

\$50.00/Hr. during working hours

\$75.00/hr. after working hours



3.3

TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, Chairman

Niles Busler, Vice Chairman

Nathan Mattila, Clerk

Paul L. Rafuse,

(978) 597-2212

Water Superintendent

Fax (978) 597-5611

LABOR RATES FOR OTHER WATER SUPPLIERS

Community	Labor Rate During Bus. Hrs.	Labor Rate After Bus. Hrs.	Notes
Pepperell Water Division	1.75 x Employee Hourly rate or \$41.00/hr. (using TWD Tech rate of \$23.41/hr).	1.75 x Employee OT hourly rate or \$62.00/hr (using TWD Tech rate of \$23.41/hr).	1 hr. Min. during bus. Hrs. 4 hr. Min. after bus. Hrs.
West Groton Water Supply District	\$60.00/hr.	\$85.00/hr.	
West Boylston Water District	\$60.00/hr./operator	\$90.00/hr./operator (2 hr. min.) = \$180.00	
Groton Water Department	\$50.00/hr./operator	\$100.00/hr./operator (2 hr. min.) = \$200.00	Call outs after hours is a \$200.00 min.
Westford Water Department	\$50.00/hr. \$25.00/½ hr. thereafter	\$75.00/hr.	
Shirley Water District	\$50.00/hr.	\$75.00/hr.	
Littleton Water Department	\$65.00/hr	\$65.00/hr 4 hour min. = \$260.00	Hoping to increase labor rate from \$65.00 to \$70.00 as of Jan. 1 st . Does not charge customers for replacing fittings that fail. Charges to customers are for damages caused by the customer or contractor e.g., meter or pipes freezing, damage to damage to service requiring emergency response, customer specific requests e.g., flow tests, modification to service etc..
Lunenburg Water District	\$60.00/Hr.	\$60.00/Hr.	



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

Name: Bradford Leet Account # 60470

Address: 10 Squamabook Terrace

Phone # 597-0845 Email Address _____

Billing date 7-22-14

AMOUNT: \$2.56 ABATEMENT ☒ ADJUSTMENT ☐ (check one)

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

Reasons: (please attached supporting documentation if applicable)

Payment sent to lockbox - see attached

Late - \$2.56

APPROVED ☒ DENIED ☐ (check one)

DATE: 10/6/2014

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]

[Signature]

[Signature]



Office of the
Townsend Water Department
540 Main Street
West Townsend, MA 01474
Tel: 978-597-2212
Fax: 978-597-5611

Application No. 2014-13
Account No. 61037
Date Issued 10/1/2014

APPLICATION FOR WATER SERVICE

Name of Property Owner: Lorna Fredd
Service Address: 68 Warren Road
Townsend MA, 01469
Tel No.: 978-597-6319 Cell No. _____
Billing Address: _____
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. In addition, I acknowledge receipt of the Townsend Water Department's current Rules and Regulations _____

Signature of Owner/Applicant _____

Date _____

BOARD OF WATER COMMISSIONERS

Chairman _____

Vice Chairman _____

Clerk _____

Date Signed by Board of Water Commissioners _____

10/1/2014

Townsend Water Department

540 Main Street West Townsend MA 01474 PH: 978-597-2212

211
8**CUSTOMER HISTORY 06/05/2000 to 10/01/2014**

Acct: 2700 DAY ROBERT & MARY Home:978 597-8017

32 BALSAM DRIVE TOWNSEND MA 01469 Current Balance: \$140.05 ACTIVE

Loc ID: 13900877 @ 32 BALSAM DRIVE TOWNSEND

Rte: 1 Seq.# 2850 Dep:\$0.00

Date	Code	Description	Previous	Present	Used	Charge	Payment	Balance
2/25/2014	Commen	Bob called bill arrived late 2/24/14 and bill is high. He is requesting us to read the meter and email him with the reading. He left for Florida on November 2, 2014 and 19000 gallons were used compared to 7000 gallons last year. [edited by FRONTOFFICE [en						116.05
3/3/2014	WR	Check 2589 for \$113.50					37.50	78.55
3/3/2014	WATR	Check 2589 for \$113.50					73.45	5.10
3/3/2014	DEMAN	Check 2589 for \$113.50					1.00	4.10
3/3/2014	LAT	Check 2589 for \$113.50					1.55	2.55
4/1/2014	WATR	Read on 03/05/2014 (X1000) RemMR	57	58	1	4.00		6.55
4/1/2014	WR	Unit Charge				37.50		44.05
4/28/2014	WR	Check For \$41.50					37.50	6.55
4/28/2014	WATR	Check For \$41.50					4.00	2.55
7/27/2014	WATR	Read on 06/03/2014 (X1000) RemMR	58	68	10	40.00		42.55
7/27/2014	WR	Unit Charge				37.50		80.05
8/8/2014	WATR	Check For \$77.50					40.00	40.05
8/8/2014	WR	Check For \$77.50					37.50	2.55
10/1/2014	WATR	Read on 09/10/2014 (X1000) RemMR	68	93	25	100.00		102.55
10/1/2014	WR	Unit Charge				37.50		140.05

211

10/1/2014

Townsend Water Department

540 Main Street West Townsend MA 01474 PH: 978-597-2212

7

CUSTOMER HISTORY 06/05/2000 to 10/01/2014

Acct: 2700 DAY ROBERT & MARY Home:978 597-8017
 32 BALSAM DRIVE TOWNSEND MA 01469 Current Balance: \$140.05 ACTIVE
 Loc ID: 13900877 @ 32 BALSAM DRIVE TOWNSEND
 Rte: 1 Seq.# 2850 Dep:\$0.00

Date	Code	Description	Previous	Present	Used	Charge	Payment	Balance
10/24/2012	WR	Check For \$161.50					37.50	124.00
10/24/2012	WATR	Check For \$161.50					124.00	0.00
1/5/2013	WATR	Read on 12/17/2012 (X1000) RemMR	751	758	7	28.00		28.00
1/5/2013	WR	Unit Charge				37.50		65.50
2/12/2013	LAT	Added on 2/12/2013				0.83		66.33
2/12/2013	DEMAN	Added on 2/12/2013				1.00		67.33
2/27/2013	WATR	Check For \$65.50					26.17	41.16
2/27/2013	WR	Check For \$65.50					37.50	3.66
2/27/2013	LAT	Check For \$65.50					0.83	2.83
2/27/2013	DEMAN	Check For \$65.50					1.00	1.83
3/26/2013	WorkOrd	20130156 Get reading APPOINTMENT: MARCH 26, 2013 2PM						1.83
4/5/2013	WATR	Read on 03/27/2013 (X1000)	758	761	3			1.83
4/5/2013	WATR	Read on 03/27/2013 (X1000)				12.00		13.83
4/5/2013	WR	Unit Charge				37.50		51.33
4/8/2013	WR	Check For \$51.33					37.50	13.83
4/8/2013	WATR	Check For \$51.33					13.83	0.00
7/1/2013	WATR	Read on 05/31/2013 (X1000) RemMR		16	16	64.00		64.00
7/1/2013	WR	Unit Charge				37.50		101.50
7/1/2013	WR	Check For \$101.50					37.50	64.00
7/1/2013	WATR	Check For \$101.50					64.00	0.00
7/3/2013	WorkOrd	20140002 Check,Repair and paint hydrant per paul ...Week of July8-12						0.00
10/1/2013	WATR	Read on 09/03/2013 (X1000) RemMR	16	38	22	88.00		88.00
10/1/2013	WR	Unit Charge				37.50		125.50
10/9/2013	WR	Check 2524 for \$125.50					37.50	88.00
10/9/2013	WATR	Check 2524 for \$125.50					88.00	0.00
1/1/2014	WATR	Read on 12/04/2013 (X1000) RemMR	38	57	19	76.00		76.00
1/1/2014	WR	Unit Charge				37.50		113.50
2/6/2014	LAT	Added on 2/6/2014				1.55		115.05
2/6/2014	DEMAN	Added on 2/6/2014				1.00		116.05
2/25/2014	WorkOrd	20140302 Get unfiltered dump						116.05

WATER DEPARTMENT MEETING

DATE: October 6, 2014

NAME	ADDRESS	PH/EMAIL
Mary Day	32 Balsam Dr	
Robert J. Day	32 Balsam Dr	
Ernest	4917 Main St	



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, *Chairman*
Paul L. Rafuse,
Water Superintendent

Niles Busler, *Vice-Chairman*

Nathan Mattila, *Clerk*
(978) 597-2212
Fax (978) 597-5561

WATER COMMISSIONERS MEETING AGENDA

October 6, 2014 - 5:30P.M.

Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 Call the meeting to order and announce meeting address.
- 1.2 Roll call.
- 1.3 Announce that the meeting is being tape recorded
- 1.4 Chairman's additions or deletions.
- 1.5 Review/Approve meeting minutes.
- 1.6 Review correspondence.

II. APPOINTMENTS:

- 2.1 6:00PM Bob Day; RE: Appeal previous decision by BOWC not to waive late fee of \$2.55.
- 2.2 6:15PM Carolyn Smart; Discuss acquiring energy efficient vehicle.

III. MEETING BUSINESS:

- 3.1 Approve 1" service # 61037, Lorna Fredd, 68 Warren Road. (SF)
- 3.2 Approve abatement to Acct #60470, 10 Squannacook Terrace \$2.56 late charge. (SF)
- 3.3 Review/Approve to amend labor changes to Schedule of Rates and Fees
- 3.4 Discuss/Review/Approve Insurance Claim cost estimates for repairs/upgrades due to lightning strike at Witch's Brook Pump Station 1

IV. COMMISSIONERS UPDATES AND REPORTS.

4.1

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

- 5.1 Highland St. Tank testing results
- 5.2 Proposed mailing date for October bills.
- 5.3 Radio Frequency Transmitter Installation Project: Discuss action taken due to the contractor not completing the work by the project completion date.

VI. OFFICE UPDATES AND REPORTS.

- 5.4 Review and Sign Bills Payable Warrants.
- 5.5 Review payroll.
- 5.6 Review and sign September 2014 Schedule of Bills Receivable report (SF)
- 5.7 Review September 2014 Accounts Receivable report.

**** (SF) signature folder**

VII. ADJOURNMENT:

IV. COMMISSIONERS UPDATES AND REPORTS.

4.1 None.

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

5.1 Paul reported on the Highland St. Tank testing results. Paul reported that there had been a couple of hits on the tank and feels that we need to be more aggressive by installing UV lighting at the tank. He would like to put it on the Capital plan for next year. Paul will get quotes.

5.2 Paul reported the proposed mailing date for October bills will be on or about October 15, 2014.

5.3 Radio Frequency Transmitter Installation Project: Discuss action taken due to the contractor not completing the work by the project completion date. Paul spoke to Kopelman & Paige and send Bob Flagg a certified letter declaring the contract in default. All meters were to be upgraded with the Itron by September 26, 2014. Bob Flagg would like the opportunity to complete the project. He will meet with the Board to discuss the ongoing problems, complaints etc and how it can be resolved. All these issues will be discussed at the November meeting.

VI. OFFICE UPDATES AND REPORTS.

5.4 The Board reviewed and signed Bills Payable Warrants.

5.5 The Board reviewed payroll.

5.6 The Board reviewed and signed September 2014 Schedule of Bills Receivable report.

5.7 The Board reviewed September 2014 Accounts Receivable report.

MM adjourned the meeting at 7:53 P.M.

Respectfully submitted,



Brenda Boudreau
Office Administrator



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, *Chairman*
Paul L. Rafuse,
Water Superintendent

Niles Busler, *Vice-Chairman*

Nathan Mattila, *Clerk*
(978) 597-2212
Fax (978) 597-5561

WATER COMMISSIONERS MEETING MINUTES

October 6, 2014 - 5:30P.M.

Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 MM called the meeting to order at 5:40 P.M. at 540 Main Street.
- 1.2 Roll call showed all members present. . Chairman, (MM) Michael MacEachern, Vice Chaiman, (NB) Niles Busler, Clerk, (NM) Nathan Mattilla, Superintendent, Paul Rafuse and Brenda Boudreau.
- 1.3 Guest present: Robert and Mary Day, 32 Balsam Drive and Carolyn Smart, Selectman.
- 1.4 MM announced that the meeting is being tape recorded
- 1.5 Chairman's additions or deletions. None
- 1.6 Review/ Approve meeting minutes of September 8, 2014.

NB made a motion to approve the September 8, 2014 minutes. NM seconded. Unanimous vote.

II. APPOINTMENTS:

- 2.1 6:00PM Bob Day, RE: Appeal previous decision by BOWC not to waive late fee of \$2.55. The Board did not overturn their previous decision. Brenda will look into alterative mailing options. Brenda also took their email address to email them their winter bill.
- 2.2 6:15PM Carolyn Smart, Selectman discussed acquiring energy efficient vehicle. Carolyn's wish is to meet the green energy goal to reduce the town's energy consumption by 20%. Carolyn requested the Board to consider buying a smart car for meter reading and for the Superintendent daily use. The Board agreed to look into the cost and efficiencies of these vehicles.

III. MEETING BUSINESS:

- 3.1 NM made a motion to approve 1" service # 61037, Lorna Fredd, 68 Warren Road. NB seconded. Unanimous vote.
- 3.2 NB made a motion to adjustment to Acct #60470, 10 Squannacook Terrace \$2.56 late charge. Nm seconded. Unanimous vote.
- 3.3 Review/ Approve to amend labor changes to Schedule of Rates and Fees. **NB made a motion to Charge a minimum of \$50.00 for the first hour, then \$25.00 per man per hour. Parts will be additional. NM seconded. MM abstained from the vote.**
- 3.4 The Board discussed the Insurance Claim cost estimates for repairs/upgrades due to lightning strike at Witch's Brook Pump Station 1. The cost with new equipment was #33,327.67 and with surplus equipment the total is \$31,427.67. The cost to just replace the damage without any upgrades is \$8,500.00. Paul suggested upgrading with the surplus equipment and we already have the funds earmarked in our Capital plan.