

**FISCAL YEAR 14 SUMMARY**  
**TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE**  
**08/31/14**

UNCOLLECTED FROM JUNE 30, 2014

83,934.69

**CHARGED 07/01/14- 08/31/14**

USER CHARGES

2,893.00

273,572.95

276,465.95

SERVICE CHARGES

930.57

6,671.25

7,601.82

CONNECTION CHARGES

7,000.00

4,000.00

11,000.00

LATE CHARGES

0.00

1,102.50

1,102.50

BACKFLOW

0.00

0.00

0.00

SUBTOTAL

**10,823.57**

TOTAL CHARGES

**296,170.27**

**380,104.96**

**RECEIVED 07/01/14- 08/31/14**

**8/31/2014**

USER CHARGES

168,435.81

10,604.58

179,040.39

SERVICE CHARGES

4,297.56

1,317.97

5,615.53

CONNECTION CHARGES

7,000.00

4,000.00

11,000.00

LATE CHARGES

715.66

872.98

1,588.64

BACKFLOW

50.00

100.00

150.00

SUBTOTAL

**180,499.03**

TOTAL RECEIPTS

**197,394.56**

SENT TO LIEN

LIENS COLLECTED

0.00

ABATEMENTS

0.00

ADJUSTMENTS

0.00

UNCOLLECTED

248.96

**182,461.44**

**380,104.96**

**OUTSTANDING:**

USER CHARGES

\$ 174,088.81

SERVICE CHARGES

4,404.87

CONNECTION CHARGES

0.00

LATE CHARGES

3,817.76

BACKFLOW

150.00

TOTAL OUTSTANDING

\$ 182,461.44

**FISCAL YEAR 14 SUMMARY**  
**TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE**  
**07/31/14**

UNCOLLECTED FROM JUNE 30, 2013

83,934.69

**CHARGED 07/01/14- 07/31/14**

	7/31/2014	Previous Balance	Total
USER CHARGES	273,572.95		273,572.95
SERVICE CHARGES	6,671.25		6,671.25
CONNECTION CHARGES	4,000.00		4,000.00
LATE CHARGES	1,102.50		1,102.50
BACKFLOW	0.00		0.00
SUBTOTAL	285,346.70		
TOTAL CHARGES			285,346.70
			369,281.39

**RECEIVED 07/01/14- 07/31/14**

	7/31/2014	
USER CHARGES	10,604.58	10,604.58
SERVICE CHARGES	1,317.97	1,317.97
CONNECTION CHARGES	4,000.00	4,000.00
LATE CHARGES	872.98	872.98
BACKFLOW	100.00	100.00
SUBTOTAL	16,895.53	
TOTAL RECEIPTS		16,895.53

SENT TO LIEN	0.00
LIENS COLLECTED	0.00
ABATEMENTS	0.00
ADJUSTMENTS	245.50
UNCOLLECTED	352,140.36
	369,281.39

**OUTSTANDING:**

USER CHARGES	339,631.62
SERVICE CHARGES	7,771.86
CONNECTION CHARGES	0.00
LATE CHARGES	4,536.88
BACKFLOW	200.00
TOTAL OUTSTANDING	\$ 352,140.36



56

**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. 15-2  
8/31/2014

SCHEDULE OF BILLS RECEIVABLE

To the      Accountant:  
                 Treasurer:

The following bills, amounting in the aggregate to

TEN THOUSAND EIGHT HUNDRED TWENTY-THREE AND 57/100\*\*\*\*\* 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>
08/31/14	2,893.00	930.57	7,000.00	0.00

BOARD OF WATER COMMISSIONERS

  
\_\_\_\_\_  
Michael MacEachern, Chairman

  
\_\_\_\_\_  
Niles Busler, Vice-Chairman

  
\_\_\_\_\_  
Nathan Mattila, Clerk



56

**TOWNSEND WATER DEPARTMENT**  
540 Main Street West Townsend, Massachusetts 01474

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

NO. 15/1  
7/31/2014

SCHEDULE OF BILLS RECEIVABLE

To the      Accountant:  
                 Treasurer:

The following bills, amounting in the aggregate to

TWO HUNDRED EIGHTY-FOUR THOUSAND TWO HUNDRED FORTY-FOUR AND 20/100\*\*\*\*\* 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>
07/31/14	273,572.95	6,671.25	4,000.00	0.00

BOARD OF WATER COMMISSIONERS

  
\_\_\_\_\_  
Michael MacEachern, Chairman

  
\_\_\_\_\_  
Niles Busler, Vice-Chairman

  
\_\_\_\_\_  
Nathan Mattila, Clerk



Office of the  
**Townsend Water Department**  
 540 Main St.  
 West Townsend, Massachusetts 01474-0017  
 Tel: 978-597-2212  
 Fax: 978-597-5611

3.8  
**Board of Water Commissioners**  
*Michael MacEachern, Chairman*  
*Niles S. Busler, Vice Chairman*  
*Nathan Mattila, Clerk*

**Superintendent**  
 Paul L. Rafuse

Schedule of Rates and Fee's

Water Rates:	T.W.D. \$37.50 Unit Chg. + \$3.00/100(ft) Billed Quarterly
	Witch's Brook: \$37.50 Unit Chg. + \$4.00/1000 Gals. Billed Quarterly
System Development Charges:	1" ~ \$2,000.00
	1 1/2" ~ \$3,000.00
	2" ~ \$3,600.00
	3" & Over ~ \$5,000.00
	Main and Sprinkler/connection ~ \$5,000.00
Sprinkler Charge:	According to size at a rate of \$35.00/in./6month period
Overdue Accounts:	\$2.00 demand charge + 1 1/2% interest of amount due (Min. of \$.50)
Service Installation:	1" Services Only (Tap Main + Installation Main to Property Line w/ Meter ~ \$750.00 >1" Cost shall include, Cost of meter + Labor, Material and Equipment
Material:	Cost + 10%
Labor:	Cost + 20%
Meter Pit:	Required for services over 475ft.
Turn On Fee:	\$35.00
Final Readings:	\$25.00
Fire Flow Tests:	\$200.00/Nozzle
Hydrant Use:	\$200.00 + water used
Meter Testing:	\$35.00
Labor Charges:	\$50.00/hr. per man
Backhoe Rate:	\$100.00/hr.
Water Restriction Violations:	1 <sup>st</sup> notice ~ written warning N/C 2 <sup>nd</sup> notice ~ \$50.00 3 <sup>rd</sup> notice ~ \$100.00 Each additional notice ~ \$100.00
Meter Tampering:	\$250.00/per offense and water usage averaged and repairs labor

Rvsd. 7-1-07

MIKE + JIM RATE: = \$23.41/Hr, +20% = 28.09/Hr.

AFTER HOURS RATE: = TIME AND A HALF = 35.12/Hr. + 20% = 42.14/Hr.

3.7

8/11/2014

## Townsend Water Department

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

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**CUSTOMER HISTORY 12/31/2006 to 07/27/2014**

Acct: 61367 BROUSSEAU JR LEO J Home:(978) 597-6858  
 8 SUMAC DRIVE TOWNSEND MA 01469 Current Balance: \$172.50 ACTIVE  
 Loc ID: 61367 @ 8 SUMAC DRIVE TOWNSEND  
 Rte: 99 Seq.# 690 Mtr S/N: 09974341 Dep:\$0.00

Date	Code	Description	Previous	Present	Used	Charge	Payment	Balance
1/15/2012	WR	Unit Charge				37.50		55.50
1/26/2012	W01	Check For \$55.50					18.00	37.50
1/26/2012	WR	Check For \$55.50					37.50	0.00
4/15/2012	W01	Read on 03/15/2012 (X100) RemMR	578	583	5	15.00		15.00
4/15/2012	WR	Unit Charge				37.50		52.50
5/11/2012	W01	Check For \$52.50					15.00	37.50
5/11/2012	WR	Check For \$52.50					37.50	0.00
7/15/2012	W01	Read on 06/22/2012 (X100) RemMR	583	590	7	21.00		21.00
7/15/2012	WR	Unit Charge				37.50		58.50
8/13/2012	WR	Cash For \$58.50					37.50	21.00
8/13/2012	W01	Cash For \$58.50					21.00	0.00
10/15/2012	W01	Read on 09/17/2012 (X100) RemMR	590	597	7	21.00		21.00
10/15/2012	WR	Unit Charge				37.50		58.50
11/15/2012	W01	Check For \$58.50					21.00	37.50
11/15/2012	WR	Check For \$58.50					37.50	0.00
1/5/2013	W01	Read on 12/13/2012 (X100) RemMR	597	603	6	18.00		18.00
1/5/2013	WR	Unit Charge				37.50		55.50
1/22/2013	WR	Check For \$55.50					37.50	18.00
1/22/2013	W01	Check For \$55.50					18.00	0.00
3/11/2013	Update	Changed Acct Name from BROUSSEAU JR LEO J to BROUSSEAU, JR. LEO J.						0.00
4/5/2013	W01	Read on 03/22/2013 (X100) RemMR	603	609	6	18.00		18.00
4/5/2013	WR	Unit Charge				37.50		55.50
4/16/2013	W01	Check For \$55.50					18.00	37.50
4/16/2013	WR	Check For \$55.50					37.50	0.00
7/1/2013	W01	Read on 06/17/2013 (X100) RemMR	609	615	6	18.00		18.00
7/1/2013	WR	Unit Charge				37.50		55.50
7/12/2013	W01	Check 3828 for \$55.50					18.00	37.50
7/12/2013	WR	Check 3828 for \$55.50					37.50	0.00
10/1/2013	W01	Read on 09/17/2013 (X100) RemMR	615	632	17	51.00		51.00
10/1/2013	WR	Unit Charge				37.50		88.50
10/29/2013	WR	Check For \$88.50					37.50	51.00
10/29/2013	W01	Check For \$88.50					51.00	0.00
1/1/2014	W01	Read on 12/10/2013 (X100) RemMR	632	649	17	51.00		51.00
1/1/2014	WR	Unit Charge				37.50		88.50

Townsend Water Department

8/11/2014

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

3

**CUSTOMER HISTORY 12/31/2006 to 07/27/2014**

Acct: 61367 BROUSSEAU JR LEO J Home:(978) 597-6858  
8 SUMAC DRIVE TOWNSEND MA 01469 Current Balance: \$172.50 ACTIVE  
Loc ID: 61367 @ 8 SUMAC DRIVE TOWNSEND  
Rte: 99 Seq.# 690 Mtr S/N: 09974341 Dep:\$0.00

Date	Code	Description	Previous	Present	Used	Charge	Payment	Balance
1/21/2014	Update	Changed Acct Name from BROUSSEAU, JR. LEO J. to BROUSSEAU JR LEO J						88.50
1/23/2014	WR	Check 3848 for \$88.50					37.50	51.00
1/23/2014	W01	Check 3848 for \$88.50					51.00	0.00
4/1/2014	W01	Estimated on 03/19/2014 (X100) RemMR	649	654	5	15.00		15.00
4/1/2014	WR	Unit Charge				37.50		52.50
4/14/2014	Commen	RETURNED..CHANGED ADDRESS FROM PO BOX TO 8 SUMAC REMAILED [entered by FRONTOFFICE]						52.50
4/16/2014	WR	Uni-Bank Deposit ACH for \$52.50					37.50	15.00
4/16/2014	W01	Uni-Bank Deposit ACH for \$52.50					15.00	0.00
7/27/2014	W01	Read on 06/27/2014 (X100) RemMR	654	699	45	135.00		135.00
7/27/2014	WR	Unit Charge				37.50		172.50

P.R. Spoke to Mrs. BROUSSEAU AND MADE Apph to Check  
METER @ Approx. 12:15-12:30 PM ON 8/11/14

Reading on 8/11/14 071027 on 710  
ERT ID # 35358726

P.R. CHECKED METER, METER ROL, AND ERT ID. P.R. told Mr. & Mrs.  
BROUSSEAU that the METER IS WORKING Properly But the USAGE  
DOES APPEAR HIGHER than usual EVEN when applying the low  
previous ESTIMATE AND PRIOR to that the difference between two bills  
than usual ROLs. AND the difference Between the two with the  
disputed USAGE.

P.R. EXPLAINED their options RE: Request to have METER TESTED and/  
on request for ABATEMENT, told owners that BRENDAN the  
OFFICE ADMINISTRATION would call BACK to DISCUSS ABATEMENT.



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

Name: N/A Account #                     

Address:                     

Phone #                      Email Address                     

Billing date                     

AMOUNT: (\$ 208.00) ABATEMENT [ ] ADJUSTMENT [☒] (check one)

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

Reasons: (please attached supporting documentation if applicable)

+ 37.50 to user charges for billing adjustment to agree  
to billing per Master Activity  
- 245.50 to correct for data corruption errors  
in user charges due to radio read billings

APPROVED [☒] DENIED [ ] (check one)

DATE: 9/8/2014

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]

[Signature]

[Signature]

*Agreed to by Kfrees  
based on review  
of activity w/  
Brenda.*



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

Name: Joseph Bosselant Account # 5180

Address: 11 Aquarius Lane Townsend

Phone # 302-4463 Email Address \_\_\_\_\_

Billing date \_\_\_\_\_

AMOUNT: \_\_\_\_\_ ABATEMENT ☐ ADJUSTMENT ☐ (check one)

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

Reasons: (please attached supporting documentation if applicable)

\$3.27 late charges

100.00: User fees.

APPROVED ☒ DENIED ☐ (check one)

DATE: 9/8/2014

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]

[Signature]

[Signature]

34 ✓



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

Name: Laura Bulva Account # 60460

Address: 1 Squannacook Terrace

Phone # 758-9228 Email Address \_\_\_\_\_

Billing date 7-27-14

AMOUNT: 37.50 38.91 ABATEMENT ☒ ADJUSTMENT ☐ (check one)

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

Reasons: (please attached supporting documentation if applicable)

Unit charge for July 27th billing paid by  
former owner at closing  
This is a new account

APPROVED ☒ DENIED ☐ (check one)

DATE: 7/8/2014

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]

[Signature]

37.50 38.91  
141 4/10

closing date 6/17/14



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

3.6  
✓

Name: Dawd Cowan Account # 60459

Address: 355 Main

Phone # 512-0213 Email Address \_\_\_\_\_

Billing date 7-27-14

AMOUNT: 37.50 ABATEMENT ☒ ADJUSTMENT ☐ (check one)

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

Reasons: (please attached supporting documentation if applicable)

New Account as of 7-1-14  
Should not have been charged unit

APPROVED ☒ DENIED ☐ (check one)

DATE: 9-8-14 ✓

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]  
[Signature]  
[Signature]

37.50 users

closing date 4/2/15



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

3.5  
✓

Name: Mark Haman Account # 60740

Address: 64 Meadow Rd

Phone # 597-8599 Email Address \_\_\_\_\_

Billing date 7-27-14

AMOUNT: 37.50 ABATEMENT ☒ ADJUSTMENT ☐ (check one)

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

Reasons: (please attached supporting documentation if applicable)

Unit charge for July 27<sup>th</sup> billing paid by  
former owner at closing  
This is a new account

APPROVED ☒ DENIED ☐ (check one)

DATE: 9-8-14

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]  
[Signature]  
[Signature]

37.50 user

~~Previous owner~~  
~~Paid final bill~~  
~~on 6/3/14~~  
~~Allocated to start 1/14~~



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

Application No. 2014-6  
Account No. 61033  
Date 5/9/2014

### APPLICATION FOR WATER SERVICE

Name of Property Owner: Patriot Pizza  
Service Address: 24 Main Street  
Townsend MA, 01469  
Tel No.: \_\_\_\_\_ Cell No. \_\_\_\_\_

Billing Address:  
(If different from service address): \_\_\_\_\_  
\_\_\_\_\_

1 1/2" service. System Development Charge \$3,000.00.

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  
X \_\_\_\_\_ Commercial/Business \_\_\_\_\_ Municipal  
\_\_\_\_\_ Agricultural

PA V4583  
2,500

Is a sprinkler system required for fire protection? \_\_\_\_\_ Yes X 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.

500.00 CASH  
BB

Is a flow test/s required? X 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 \_\_\_\_\_ On separate well

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? X Yes \_\_\_\_\_ No \*\*\*\*\*Plot Plan Requested

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 of 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 14 AUG 14

BOARD OF WATER COMMISSIONERS

Chairman

Vice Chairman

Clerk

Date Signed by Board of Water Commissioners

Callahan Consulting  
P.O. Box 741  
Acton, MA 01720  
(978) 394-4245

211  
LETTER OF TRANSMITTAL

To:

Townsend Water Department  
540 Main Street  
West Townsend, MA 01474

Date: 8/25/14

Job No.

Attention: Paul Rafuse

Re: SWMI Report

**WE ARE SENDING YOU:**

- ☒ Attached ☐ Under separate cover via \_\_\_\_\_ the following items:  
☐ Shop Drawings ☐ Prints ☐ Plans ☐ Change Order  
☐ Specifications ☐ Copy of Letter ☐ Samples ☐ \_\_\_\_\_

COPIES	DATE	NO.	DESCRIPTION
2	August 2014		Site Specific Review of SWMI Data Used to Categorize the Subbasins in the Squannacook River Basin

**THESE ARE TRANSMITTED AS CHECKED BELOW:**

- ☐ For approval ☐ Approved as submitted ☐ Resubmit \_\_\_\_\_ copies for approval  
☒ For your use ☐ Approved as noted ☐ Submit \_\_\_\_\_ copies for distribution  
☐ As requested ☐ Returned for corrections ☐ Return \_\_\_\_\_ corrected prints  
☐ For review and comment ☐ \_\_\_\_\_  
☐ FOR BIDS DUE \_\_\_\_\_ ☐ PRINTS RETURNED AFTER LOAN TO US

REMARKS: Please find attached, two copies of the SWMI Report completed as per our Letter Agreement of July 8, 2013. If you have any questions or would like to discuss the report, please do not hesitate to call me.

SIGNED: Maura Callahan

5.5 Review payroll.

5.6 Review and sign Schedule of Bills Receivable report (SF)

5.7 Review July 2014 Accounts Receivable report.

5.8 Reschedule October 2014 and November 2014 BOWC meeting RE: Holiday

\*\* (SF) signature folder

**VII. ADJOURNMENT:**



1.5

**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**

September 8, 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 of February 24, 2014 and August 11, 2014. (SF)
- 1.6 Review correspondence.

**II. APPOINTMENTS:**

- 2.1 5:45 Maura Callahan RE: Present summary of SWMI data report prepared for Townsend Water Department.
- 2.2 6:15PM Joseph Bosselait; RE: Abate late charges and discuss usage for Account #5180.

**III. MEETING BUSINESS:**

- 3.1 Vote to approve additional charges in the amount of \$533.22 for repairs to 2007 F-150.
- 3.2 Approve adjustments to control books as recommended by Kim Fales re: Data Corruption from Radio Read installations software conversion. (SF)
- 3.3 Approve 1 1/2" service #5615, Patriot Pizza, 24 Main Street. (SF)
- 3.4 Approve abatement to Acct #60460, 1 Squannacook Terrace \$37.50 User (SF)
- 3.5 Approve abatement to Acct #60740, 64 Meadow Road, \$37.50 User (SF)
- 3.6 Approve abatement to Acct #60459, 355 Main Street, \$37.50 User (SF)
- 3.7 Discuss account#61367, 8 Sumac Drive, Diane Brousseau RE: Dispute high usage requesting abatement.
- 3.8 Review/ Approve to amend labor changes to Schedule of Rates and Fees

**IV. COMMISSIONERS UPDATES AND REPORTS.**

3.1

**V. WATER SUPERINTENDENTS UPDATES AND REPORTS.**

- 5.1 Insurance claim: Lightning damage to electronic components inside Witch's Brook # 1
- 5.2

**VI. OFFICE UPDATES AND REPORTS.**

- 5.4 Review and Sign Bills Payable Warrants.

WATER DEPARTMENT MEETING

DATE: September 8, 2014

NAME	ADDRESS	PH/EMAIL
Maria Calahan	CCC	978 344 4285
JOSEPH BOSSELAIT	11 AQUARIUS LANE	978-302-4463

3.3 Approve 1 1/2" service #5615, Patriot Pizza, 24 Main Street. **NM made a motion to approve a 1 1/2" service to #5613, 24 Main Street. NB seconded. Unanimous vote.**

3.4 Approve abatement to Acct #60460, 1 Squannacook Terrace \$37.50 User

3.5 Approve abatement to Acct #60740, 64 Meadow Road, \$37.50 User

3.6 Approve abatement to Acct #60459, 355 Main Street, \$37.50 User

**NM made a motion to abate \$37.50 in user charges to accounts #60460, #60740 and #60459. NB seconded. Unanimous vote.**

3.7 Discuss account #61367, 8 Sumac Drive, Diane Brousseau RE: Dispute high usage requesting abatement. Paul did go to the home to check the meter, it was working properly. The homeowners asked Paul to bring it to the Board's attention to see if they could do something for them. The Board decided that the meter was working properly and no abatement was necessary.

3.8 Review/ Approve to amend labor changes to Schedule of Rates and Fees. Tabled

#### **IV. COMMISSIONERS UPDATES AND REPORTS.**

3.1

#### **V. WATER SUPERINTENDENTS UPDATES AND REPORTS.**

5.1 Paul updated the Board on the lightning damage to electronic components inside Witch's Brook # 1 insurance claim. Paul reported the claim is being processed and that they are allowing us to proceed with the upgrade as well.

#### **VI. OFFICE UPDATES AND REPORTS.**

5.4 The Review and Sign Bills Payable Warrants.

5.5 The Board reviewed payroll.

5.6 The Board reviewed and signed Schedule of Bills Receivable report

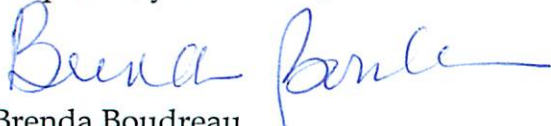
5.7 The Board reviewed July 2014 Accounts Receivable report.

5.8 The Board agreed to reschedule the October 13, 2014 meeting to October 6, 2014 due to the holiday.

#### **VII. ADJOURNMENT:**

MM adjourned the meeting at 7:30PM

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  
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**WATER COMMISSIONERS MEETING MINUTES**

September 8, 2014 - 5:30P.M.

Water Department 540 Main Street, Meeting Room

*mm*  
*10-6-14*  
*[Signature]*

**I. PRELIMINARIES:**

- 1.1 MM called the meeting to order at 5:30 PM. At 540 Main Street.
- 1.2 Roll call showed all members present. . Chairman, (MM) Michael MacEachern, Vice Chairman, (NB) Niles Busler, Clerk, (NM) Nathan Mattilla, Superintendent, Paul Rafuse and Brenda Boudreau.
- 1.3 Guest Present: Maura Callahan, Callahan Consulting and Joseph Bosselait, 11 Aquarius Lane.
- 1.4 Announce that the meeting is being tape recorded
- 1.5 Chairman's additions or deletions.
- 1.6 Review/ Approve meeting minutes of February 24, 2014 and August 11, 2014.  
**The Board noted the February 24, 2014 meeting minutes and NM made a motion to approve the August 11, 2014 NB seconded. Unanimous vote.**
- 1.7 Review correspondence.

**II. APPOINTMENTS:**

- 2.1 Maura Callahan presented her summary of SWMI data report prepared for Townsend Water Department.
- 2.2 6:15PM Joseph Bosselait; RE: Abate late charges and discuss usage for Account #5180. After discussing the account MM discovered a problem with a truncation issue with the new Itron. NM made a motion to abate \$100.00 in user fees and \$ 3.27 in late charges. NB seconded. Unanimous vote.

**III. MEETING BUSINESS:**

- 3.1 Vote to approve additional charges in the amount of \$533.22 for repairs to 2007 F-150. NM made a motion to approve the additional charges of \$533.22 to Wayne's World for repairs to the 2007 F-150. NB seconded. Unanimous vote.
- 3.2 Approve adjustments to control books as recommended by Kim Fales re: Data Corruption from Radio Read installations software conversion. NM made a motion to approve adjustments to control books due to radio read corruption. NB seconded. Unanimous vote.