



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

1.5

Lance Lewand, Chairman  
Paul L. Rafuse,  
Water Superintendent

Michael MacEachern, Vice-Chairman

Nathan Mattila, Clerk  
(978) 597-2212

Email: [water@townsend.ma.us](mailto:water@townsend.ma.us)

**WATER COMMISSIONERS MEETING MINUTES**

**September 11, 2018 – 4:00 P.M.**

Water Department 540 Main Street, Meeting Room

**I. PRELIMINARIES:**

- 1.1 LL called the meeting to order @ 4:02 P.M., 540 Main Street.
- 1.2 Roll call showed Member Present: Chairman, Lance Lewand (LL), Vice-Chair, Michael MacEachern (MM) and Clerk, Nathan Mattila (NM) Clerk. Guests Present: Superintendent, Paul Rafuse (PR)
- 1.3 LL announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions. NONE
- 1.5 Approve Minutes of July 10, 2018 and August 6, 2018. **NM move to approve the meeting minutes of July 10, 2018 and August 6, 2018. MM seconded. Unanimous vote.**
- 1.6 Review correspondence. The Board reviewed the documentation of the high school project, water main loop.

**II. APPOINTMENTS:**

- 2.1 None.

**III. MEETING BUSINESS:**

- 3.1 Sign Engineering contract for Meadow Rd. water main replacement project. **MM made a motion to approve and sign the proposal for engineering services for the Meadow Road Water Main Replacement Project totaling \$ 26,000.00. NM seconded. Unanimous vote.**
- 3.2 Vote/ Approve refund account# 5050A. Steve Ryan, 1 Aries Lane, \$216.34. RE: Final Water bill was paid twice. **MM made a motion to approve a refund to account# 5050A, 1 Aries Lane totaling \$216.34 due to overpayment of the final water bill. NM seconded. Unanimous vote.**
- 3.3 Vote/ Approve refund account# 60992B, Trevor Snyder, 30 Warren Road, \$73.20. RE: Final Water bill was paid twice. **NM made a motion to approve a refund to acct# 60992B, 30 Warren Road totaling \$73.50 due to overpayment of the final water bill. MM seconded. Unanimous vote.**
- 3.4 Vote/ Approve water service application # 2019-1, Acct# 61658, 2 Lois Lane. Received Check #362 \$2,000.00. **NM made a motion to approve a 1" water service application #2019-1, acct# 61658, 2 Lois Lane. Payment received \$2,000.00. MM seconded. Unanimous vote.**
- 3.5 Vote/ Approve water service application # 2019-2, Acct# 61289, 86 Wallace Hill Road. **NM made a motion to approve a 1" water service application #2019-2, acct# 61289, Payment received \$2,000.00. MM seconded. Unanimous vote.**
- 3.6 Discuss Touchpad accounts. LL will write a letter stating that we need to have access to their meter to update the equipment or they may incur a possible fine.

**IV. COMMISSIONERS UPDATES AND REPORT:**

- V. 4.1** LL asked about the time line on hiring additional staff. Paul indicated that tomorrow was the deadline to apply and he will then select candidates to interview.

**VI. WATER SUPERINTENDENT'S UPDATES AND REPORTS:**

- 5.1 Update on Main Street Bridge. Paul reported that the abutments are on the way and he has permission to store them at the highway department. He has also contacted three construction companies to bid on the installation and excavation of the bridge. Paul has already taken care of the materials and the environmental permitting.
- 5.2 Update on water main replacement project on Main St. West Townsend. Paul reported that they are still trying to get the project finished before winter. Bids will be going out in early October. MM is doubtful that the project will be completed this year. LL wants Paul give the water takers a 30 day notice before construction begins. Paul said the permitting and application process is lengthy.

**6 OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:**

- 6.1 The Board reviewed and signed Bills Payable Warrants.
- 6.2 The Board reviewed and signed Schedule of Bills Receivable report.
- 6.3 The Board reviewed Accounts Receivable report.

**Schedule next BOWC meeting:** The Board scheduled the next board meeting on **October 9, 2018.**

**ADJOURNMENT:**

**NM moved to review and sign the bills payable warrants and reports out of session. MM seconded. Unanimous vote.**

**NM moved to adjourn the BOWC meeting. MM seconded Unanimous vote.**

**LL adjourned the BOWC meeting at 4:37 P.M.**

**Respectfully submitted,**

A handwritten signature in black ink, appearing to read 'Brenda Boudreau', followed by a long horizontal flourish.

**Brenda Boudreau, Office Administrator.**

Paul Rafuse

1.4

**From:** Paul Rafuse <prafuse@townsend.ma.us>  
**Sent:** Thursday, November 13, 2014 3:00 PM  
**To:** Mark Levine  
**Subject:** High School Replacement Project  
**Attachments:** Water Main East End.pdf

**Tracking:** Recipient  
Mark Levine

**Read**  
Read: 11/13/2014 3:15 PM

Hi Mark,

I left you a couple of voicemail messages after we had spoke on the phone regarding verification of the water main size supplying the school from Main St. (Rt. 119). I hadn't heard back from you, then, in the interim I received a copy of the plans for the school. I haven't got a chance to really go over them yet but, I was wondering if there was any further consideration of possibly upgrading the Main St. main? I've attached a couple of diagrams for your records. As I mentioned in my voicemail message it appears according to our records that from the hydrant directly across from the Harbor Fire Station on Rt. 119 the water main is 6" unlined cast iron and a short piece of 8" unlined cast iron from the same hydrant across from the Fire Station westerly to lights at the intersection. One of the attached diagrams happens to be the service for the Harbor Fire Station tapped on the east side of the hydrant, the other is the 6"x6"x12" connection for the main feeding Edwards Rd. and, the other we recently found out is 6" when we tapped the main for the new Pizza shop across the street.

Look forward to hearing from you.

Thanks

*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](mailto:prafuse@townsend.ma.us)

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**TOWN OF TOWNSEND  
PLANNING BOARD  
272 MAIN ST.  
TOWNSEND, MA 01469  
978- 597-1700 x 1722 \* 978- 597-1722 fax  
jhollows@townsend.ma.us**

**Date:** November 5, 2014

**To:** Assessor's Office  
Board of Selectmen  
Board of Health  
Building Inspector  
Conservation Commission  
Fire Department  
Highway Department

Historic District Commission  
Housing Authority  
Land Use Coordinator  
Police Department  
Town Clerk  
Water Department  
Zoning Board of Appeals

**From:** Planning Board Office

**MANDATORY REFERRAL NOTICE**

In accordance with MGL Chapter 40-A, and the Townsend Zoning By-laws Section 145-42 Site Plan Review Special Permit, and Section 145-65 Special Permits, the Planning Board will hold a public hearing regarding an application received from the North Middlesex Regional School District, regarding a proposal to construct a new two-story, 180,530 sq. ft. high school, associated parking, utilities, and planning fields.

Please review the attached application and relay to the Planning Board any questions or concerns you may have. Under MGL Ch. 40A, Section 11, please provide any comments within 35 days to this office, and also to the applicant. Failure to make recommendations shall be deemed lack of opposition.

**APPLICANT/PROPONENT**      **Joan Landers, Superintendent  
North Middlesex Regional School District  
45 Main Street  
Pepperell, MA 01463**

**LOCUS ADDRESS:**                      **19 Main Street**

**PARCEL ID:**                              **Assessor's Map 41, Block(s) 10, Lot(s) 0  
Zoned RA3 (Residential District)**

**OWNER:**                                      **North Middlesex Regional School District**

**DATE/TIME OF HEARING:**              **Monday, December 15, 2014 at 7:30 PM**

**PLACE OF HEARING:**                      **Selectmen's Chambers**

**LEGAL AD:**                                      **Townsend Times: Nov. 28, 2014 & Dec. 5, 2014**

**COMMENTS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NO COMMENT** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Paul Rafuse

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From: Paul Rafuse <prafuse@townsend.ma.us>  
Sent: Friday, December 19, 2014 3:16 PM  
To: 'Mark Boynton'  
Subject: RE: Comments For The Hearing On The New School Proposal

Hi Mark,

Point taken, that's why I wanted your input. I have a tentative meeting scheduled for January 8th in the afternoon with Erin Prestileo an Engineer from SMMA. Would you like to attend, I could let her know?

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

From: Mark Boynton [mailto:mboynton@townsendpd.org]  
Sent: Friday, December 19, 2014 1:27 PM  
To: Paul Rafuse  
Subject: RE: Comments For The Hearing On The New School Proposal

Thanks Paul

Based on the plans and your flow test it appears there is adequate water flow for fire suppression and sprinkler systems which is required by code.

We are opposed relocating the hydrant closer to the main for several reasons. The hydrant is located next to the main entrance for quick access and adequate flow. Moving the hydrant closer to main street would delay establishing an adequate water supply if we encountered a fire upon arrival. To establish a water supply would then require additional apparatus to lay four inch hose from the hydrant to the engine located at the main entrance. This would blocking the means of egress for people evacuating and additional equipment arriving. This will also dramatically reducing the flow and reliability by reducing the water supply from an 8 inch main to a four inch hose on the ground susceptible to damage if someone tried to run it over.

I understand your desire to reduce or eliminate dead end hydrants. I would suggest it be utilized for domestic water or connected to the looped system to eliminate the dead end. Hopefully we never have to use any of the hydrants at the school. However if we do this hydrant most likely the one that will be used as it is strategically located at the main entrance of the building.

Mark

Mark R. Boynton  
Fire - EMS Chief  
Townsend, MA 01469  
Phone 978-597-8150  
Mobile 978-201-3313

From: Paul Rafuse [mailto:prafuse@townsend.ma.us]  
Sent: Friday, December 19, 2014 9:56 AM  
To: Mark Boynton  
Subject: FW: Comments For The Hearing On The New School Proposal

Hi Mark,

As an FYI, below are my comments for the Zoning Board hearing on the new High school held this past Wednesday the 17th. Can you provide me with any comments or suggestions you have on this project?

Thank you

From: Jeanne Hollows [mailto:jhollows@townsend.ma.us]  
Sent: Wednesday, December 17, 2014 3:50 PM  
To: groy@DDCDG.com<mailto:groy@DDCDG.com>  
Cc: sdillis@DDCDG.com<mailto:sdillis@DDCDG.com>; Erin Prestileo;  
townsendplanning@comcast.net<mailto:townsendplanning@comcast.net>;  
chris.nocella.cn61@gmail.com<mailto:chris.nocella.cn61@gmail.com>;  
perry.tomasetti@comcast.net<mailto:perry.tomasetti@comcast.net>;  
ljmcnally@comcast.net<mailto:ljmcnally@comcast.net>;  
netesq2000@yahoo.com<mailto:netesq2000@yahoo.com>;  
Jerrilynbozicas@gmail.com<mailto:Jerrilynbozicas@gmail.com>;  
prafuse@townsend.ma.us<mailto:prafuse@townsend.ma.us>;  
kchapman@townsend.ma.us<mailto:kchapman@townsend.ma.us>  
Subject: FW: Comments For The Hearing On The New School Proposal

Hi Greg,

I just received this e-mail (below) from Paul Rafuse, Water Superintendent, sent to Karen Chapman for review by the Zoning Board of Appeals, as they are opening their public hearing on the high school tonight.

He stated he had sent it to representatives of SMMA.

Could you please take these comments into consideration when you continue to review this project? If you have questions for Paul, please feel free to contact him directly, and please copy me as well.

Thank you,  
Jeanne

From: "Paul Rafuse" <prafuse@townsend.ma.us<mailto:prafuse@townsend.ma.us>>  
To: <jhollows@townsend.ma.us<mailto:jhollows@townsend.ma.us>>  
Subject: FW: Comments For The Hearing On The New School Proposal  
Date: Wed, 17 Dec 2014 15:26:40 -0500  
X-Mailer: Microsoft Outlook 15.0  
Thread-Index: AdAaMkij1/c1/HkWR3eCgzIN8ed0cAABWgsQ

Hi Jean,

FYI

From: Paul Rafuse [mailto:prafuse@townsend.ma.us]  
Sent: Wednesday, December 17, 2014 3:23 PM  
To: Karen Chapman  
Subject: Comments For The Hearing On The New School Proposal

Hi Karen,

Sorry for the delay. Here are my comments and concerns regarding this project.

Two separate fire flow tests have been performed one in 2013 and one in 2014. The results of the flow tests have determined there is adequate pressure and quantity of water available for fire protection and domestic consumption. However, a point of concern from SMMA Engineers and the Water Department is the size of the current water main on Main St. that partially supplies the school. The other point of supply

comes from a 12 inch ductile iron main off of Proctor Rd. Old original records indicated a 10 inch water main on Main St. however, further research and recent visuals when Water Department personnel has tapped the main for water services has indicated that the main is actually a 6 inch. This 6 inch unlined cast iron main is grossly undersized and in accordance with current state and federal standards is prohibited to be used as a transmission line and should only be used for hydrant laterals.

Currently there are two taps off of the 6 inch Main on Main St.. It appears that there's a proposed additional tap off of Main St. and one of the existing taps (looks like the middle one) is just going to be used to feed one hydrant. , I would like to see that hydrant relocated closer to the main that loops around the school. This would eliminate a dead end and a risk to fire fighters connecting to a hydrant that is 20 ft. from the building.

Currently the school is supplied for domestic use from two locations because there was an addition put on and a separate water supply was installed for the addition. It looks like there's just one water service proposed for domestic use and fire protection coming in from the north side. Is this correct?

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](mailto:prafuse@townsend.ma.us)<<mailto:prafuse@townsend.ma.us>>

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Jeanne Hollows  
Town of Townsend  
Planning Board Administrator /  
Co-Land Use Coordinator  
272 Main Street  
Townsend, MA 01469  
[jhollows@townsend.ma.us](mailto:jhollows@townsend.ma.us)<<mailto:jhollows@townsend.ma.us>>  
978-597-1700 X 1722  
978-597-1722 (fax)

Paul Rafuse

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**From:** Paul Rafuse <prafuse@townsend.ma.us>  
**Sent:** Wednesday, December 24, 2014 10:05 AM  
**To:** 'Jeanne Hollows'; 'Niles Busler'  
**Cc:** 'groy@DDCDG.com'; 'sdillis@DDCDG.com'; 'Erin Prestileo'; 'townsendplanning@comcast.net'; 'chris.nocella.cn61@gmail.com'; 'perry.tomasetti@comcast.net'; 'ljmcnally@comcast.net'; 'netesq2000@yahoo.com'; 'Jerrilynbozicas@gmail.com'; 'kchapman@townsend.ma.us'  
**Subject:** RE: New High School - Water Main

Hi Jean,

The date of the hearing poses a problem as that is the same date the Board of Water Commissioners meet.

As for comment # 53 of the Peer Review Engineer's letter.

**Regarding the water main on Main St.**

Initially, there was conflicting information in our old 1934 records however, further research and actual visuals of the water main during water service taps on Main St. in that area confirm that the water main is in fact a 6 inch unlined cast iron main. Current standards for public water distribution systems prohibit any pipe smaller than 8 inches to be used for transmission mains. The majority of Main St. from the West end to the intersection in the Harbor is comprised of 10 & 12 inch unlined cast iron pipe. From the Harbor lights to the hydrant across the street from the Harbor Fire Station is an 8 inch pipe and from there to end of the main on the East end is a 6 inch pipe.

However, as I mentioned in my previous comment and confirmed by the engineering firm SMMA that two separate flow tests have determined that there is an adequate supply of water pressure and flow to supply the new school for domestic and fire protection use. Currently, the school's water supply comes from two separate taps on the Main St. water main and loops around the school all of this pipe is 6 inch. The school is also supplied from a 12 inch main on Proctor Rd. which ties into the main that loops around the school. That being said, referring back to the 6 inch main on Main St. the ability to adequately supply the school and the immediate area is aided greatly from the additional connection to the 12 inch main on Proctor Rd. Due to the nature of our customer base at the end of the line, (commercial, business and, the school) current and seasonal demand coupled with the undersized main on Main St. and its make up (unlined cast iron) our customers in that area are experiencing periods of discolored (rusty) water. Although an aesthetic issue and not a health or safety issue any increased demand could only exacerbate the problem. Our routine biannual system flushing and the method by which we perform it clears up the discoloration however, in the interim any sudden increase in demand such as fire flow tests, high seasonal use, irrigation that stresses that main will cause discoloration of the water. For these reasons we would recommend upgrading the current 6 inch water main on Main St. at least from the end of the 8 inch main near the vicinity of the hydrant across from the Harbor Fire Station be increased to a 12 inch ductile iron cement lined pipe.

**The Design**

It appears on the plans that there is a proposed additional third tap off of the 6 inch main on Main St. in order to go around the west end of the school. The two existing taps, the current west side tap, which shows on the plans to be the middle tap approximately 240 feet to supply a hydrant at the main entrance and a tie in to the current east side tap completing the loop around the school. The location for supplying the school with water for domestic and fire protection use is shown on the north side or Proctor Rd. side of the building. My initial recommendation was to eliminate the middle 240 ft. supply line that feeds the one hydrant at the main entrance for reasons that it creates a dead end and, it showed the hydrant 20 feet from the building creating a safety issue for fire fighters. In consultation with the Fire Chief he explained that the location of that hydrant was logistically an advantage for fire fighters for quick access and flow. We were in agreement about eliminating the dead end and the design should be modified in a way to keep that hydrant location as shown on the plan. I would recommend maintaining the line feeding the hydrant near the main entrance and continuing it in a northeasterly direction connecting to the new 8 inch main looping around the school. This would eliminate the dead end and maintain the loop. With that redesign in mind I would also recommend eliminating the far east side tap off of Main St.. This is shown on the plans to connect to this existing supply line to maintain the loop however, the loop is maintained by the previously mentioned modification to the design.

I have provided my comments to Erin Prestileo and have a tentative meeting scheduled with her on January 8<sup>th</sup> sometime in the afternoon. I've also extended an invitation to Mark Boynton the Fire Chief which I believe he's attending as well. Unfortunately I cannot commit to be at the hearing unless there's a change in my Board of Water Commissioners meeting but,



I will keep you informed on that. Basically these are my comments, concerns and, recommendations on the project and design. If you have any other questions please don't hesitate to call or email me.

I will be out of the office on vacation over the holidays until January 5<sup>th</sup>.

Thank you

MERRY CHRISTMAS AND HAPPY NEW YEAR

**From:** Jeanne Hollows [mailto:jhollows@townsend.ma.us]  
**Sent:** Tuesday, December 23, 2014 1:17 PM  
**To:** Paul Rafuse; Niles Busler  
**Cc:** groy@DDCDG.com; sdillis@DDCDG.com; Erin Prestileo; townsendplanning@comcast.net; chris.nocella.cn61@gmail.com; perry.tomasetti@comcast.net; ljmcnally@comcast.net; netesq2000@yahoo.com; Jerrilynbozicas@gmail.com; kchapman@townsend.ma.us  
**Subject:** New High School - Water Main

Hello Paul & Niles,

At the first session of the public hearing for the proposed new high school on 12/15/14, the Planning Board discussed comment # 53. on the attached Review Letter submitted by Peer Review Engineer, Greg Roy of Ducharme & Dillis.

As stated in your response below, the Board was notified that there was a conflict in information regarding the size of the water main on Rt. 119 in the location of the school, and the Board thought it would be beneficial if you and any available Water Commissioners could attend the continuation of the public hearing, scheduled for Monday, Jan. 12, 2015 at 7:35 p.m., to discuss existing conditions and recommendations.

Could you please forward this to the other Water Commissioners & let me know if anyone can attend?

Thanks,  
Jeanne

Date: Wed, 17 Dec 2014 15:53:25 -0500  
To: "Paul Rafuse" <prafuse@townsend.ma.us>  
From: Jeanne Hollows <jhollows@townsend.ma.us>  
Subject: Re: FW: Comments For The Hearing On The New School Proposal

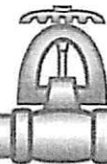
Thanks, Paul. Jeanne

At 03:26 PM 12/17/2014, you wrote:

Hi Jeanne,  
FYI

**From:** Paul Rafuse [mailto:prafuse@townsend.ma.us]  
**Sent:** Wednesday, December 17, 2014 3:23 PM  
**To:** Karen Chapman  
**Subject:** Comments For The Hearing On The New School Proposal

Hi Karen,



**Cogswell Sprinkler Co., Inc.**  
**Fire Protection Specialists**

22 Canterbury Street • Worcester, MA 01610  
Tel: (508) 753-0015 • Fax: (508) 753-5629  
[www.cogswellsprinkler.com](http://www.cogswellsprinkler.com)

June 28, 2016

CTA CONSTRUCTION CO., INC.  
1432 Main Street, Suite 204  
Waltham, MA 02451

Attn: Kylie Williams / Mike Crowley

RE: NMRHS – Flow Test Verification (Voluntary)

Dear Kylie/Mike,

This morning Cogswell Sprinkler Co., Inc. performed a hydrant flow test (at our own discretion) to verify the water supply for the fire sprinkler system.

Per specification sections 211200: 1.06: B and 211313; 1.06: B it was our understanding that we were to use the water flow test information supplied in the specification (spec sections attached for reference). The flow test provided in the project documents showed the following water supply:

Static = 95 PSI

Residual = 85 PSI

Flow = 1,300 GPM

The results of our test this morning yielded significantly less favorable numbers:

Static = 94 PSI

Residual = 28 PSI

Flow = 750 GPM

This test was located on Main Street in front of the property.

The DPW had offered information as to why the test may not provide accurate results to the area. I was informed that this is normally a looped main, and runs up over the property to the road on the opposite side of the site. This looped main, supposedly, is not currently connected essentially leaving the main, as tested this morning, as a dead-end supply. The water supply to the project is supplied from this main that was tested this morning.

29-0354-07  
September 6, 2018

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

Re: **Proposal for Engineering Services  
Meadow Road Water Main Replacement**

Dear Mr. Rafuse:

As requested, Tighe & Bond has prepared this proposal to the Townsend Water Department (Water Department) to provide design and bidding services for the replacement of approximately 1,000 linear feet of water main along a section of Meadow Road.

## **Project Understanding**

Tighe & Bond will provide design and bidding services to replace approximately 1,000 feet of existing water main with new 12-inch diameter HDPE water main between House Nos. 25 and 43 Meadow Road.

A section of the existing water main crosses through fresh water wetlands and an Area of Critical Environmental Concern (ACEC). 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 Townsend Conservation Commission.

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

It is our understanding that Dave Henkels, Conservation Commission agent, has agreed that permitting is not required for this project, as the water main is being replaced within an existing trench and the area will not be "substantially changed or enlarged" during construction.

## **Scope of Services**

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

### **Task 1 – Preliminary Design Phase**

- 1.1 **Kick-off Meeting and Site Walk** – Tighe & Bond will coordinate a project kick-off meeting with the Water Department to discuss the project details and schedule. Following the meeting, we will conduct a site walk of the proposed water main route with the Water Department to observe the existing conditions and to evaluate design considerations.

## **Task 2 – Final Design Phase**

- 2.1 **75% Design Development** – 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 five design drawings shall be developed for this task including the following plan types:
  - Cover
  - Legend and Notes
  - Water Main Plans
  - Construction Details
  - Traffic Control Plan
- 2.2 **Specifications** – Tighe & Bond will prepare front end and technical specifications. The technical specifications shall conform to the Water Department, AWWA, and Massachusetts Department of Environmental Protection (MassDEP) standards.
- 2.3 **Opinion of Probable Construction Cost (OPCC)** – Tighe & Bond will develop an opinion of probable construction cost to construct the project. This cost opinion will include the quantities of all items that are expected to be required, along with appropriate contingencies and allowances.
- 2.4 **75% Design Submittal** – We will provide the Water Department with two hard copies of the 75% design plans, specifications and OPCC for review.
- 2.5 **Design Review Meeting** – We will meet with the Water Department to review the 75% Design Documents and address any comments.
- 2.6 **Final Design Documents** – Tighe & Bond will incorporate all comments received into the Final Design documents. We will provide the Water Department with two hard copies of the final stamped plans and project manual.

## **Task 4 – Bidding Services**

- 4.1 **Bid 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. We will provide electronic bid documents for distribution to prospective bidders on our "Projects Out to Bid" website.
- 4.2 **Questions and Addenda** – We will respond to questions and/or requests for information from prospective bidders and prepare addenda as required.
- 4.3 **Bid Opening** – We 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.
- 4.4 **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 **\$26,600** 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**

<b><u>Tasks</u></b>	<b><u>Description</u></b>	<b><u>Budget</u></b>
1	Preliminary Design Phase	\$2,300
2	Final Design Phase	\$19,000
3	Bidding Services	\$5,300
<b>TOTAL FEE</b>		<b>\$26,600</b>

#### **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.

- Topographical survey and mapping - Tighe & Bond will develop the base map from existing GIS data.
- Geotechnical investigation – This is not anticipated to be needed since new water main will be installed in the same location as existing pipe.
- Request for Determination of Applicability submission to the Conservation Commission
- Notice of Intent submission to the Conservation Commission
- Advertising fees
- Police Details - If these services are required, details will be scheduled and billed directly to the Water Department.
- Construction Services - Proposal for these services to be provided after project has been bid.

#### **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 four 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](mailto:tjmahanna@tighebond.com)



Louis A. Soracco, P.E.  
Project Manager  
Tel: 508.304.6358  
Cell: 978.501.4911  
e: [lasoracco@tighebond.com](mailto:lasoracco@tighebond.com)

Enclosure: Terms and Conditions

**Acceptance:**

On behalf of the Town of Townsend, 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

J:\T\T0354 Townsend Water Department\007-Meadow Road Water Main\Proposal\Townsend Meadow Road Water Main Replacement Proposal.doc



**"CLIENT" is defined in the acceptance line of the accompanying proposal letter or the name the proposal is issued to; Tighe & Bond, Inc. is hereby referenced as "ENGINEER".**

#### **1. SCHEDULE OF PAYMENTS**

**1.1** Invoices will generally be submitted once a month for services performed during the previous month. Payment will be due within 30 days of invoice date. Monthly payments to ENGINEER shall be made on the basis of invoices submitted by ENGINEER and approved by CLIENT. If requested by CLIENT, monthly invoices may be supplemented with such supporting data as reasonably requested to substantiate them.

**1.2** In the event of a disagreement as to billing, the CLIENT shall pay the agreed portion.

**1.3** Interest will be added to accounts in arrears at the rate of one and one-half (1.5) percent per month (18 percent per annum) or the maximum rate allowed by law, whichever is less, of the outstanding balance. In the event counsel is retained to obtain payment of an outstanding balance, CLIENT will reimburse ENGINEER for all reasonable attorney's fees and court costs.

**1.4** If CLIENT fails to make payment in full within 30 days of the date due for any undisputed billing, ENGINEER may, after giving seven days' written notice to CLIENT, suspend services and retain work product until paid in full, including interest. In the event of suspension of services, ENGINEER will have no liability to CLIENT for delays or damages caused by such suspension.

#### **2. SUCCESSORS AND ASSIGNS**

**2.1** CLIENT and ENGINEER each binds itself, its partners, successors, assigns and legal representatives to the other parties to this Agreement and to the partners, successors, assigns and legal representatives of such other parties with respect to all covenants of this Agreement. ENGINEER shall not assign, sublet or transfer its interest in this Agreement without the written consent of CLIENT, which consent shall not be unreasonably withheld.

**2.2** This Agreement represents the entire and integrated Agreement between CLIENT and ENGINEER and supersedes all prior negotiations, representations or Agreements, whether written or oral. This Agreement may be amended only by written instrument signed by both CLIENT and ENGINEER.

**2.3** Nothing contained in this Agreement shall create a contractual relationship or cause of action in favor of a third party against CLIENT or against ENGINEER.

#### **3. STANDARD OF CARE**

**3.1** In performing professional services, ENGINEER will use that degree of care and skill ordinarily exercised under similar circumstances by members of the profession practicing in the same or similar locality.

#### **4. TERMINATION**

**4.1** This Agreement may be terminated by either party upon seven days' 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. In addition, CLIENT may terminate this Agreement for its convenience at any time by giving written notice to ENGINEER. In the event of any termination, CLIENT will pay ENGINEER for all services rendered and reimbursable expenses incurred under the Agreement to the date of termination and all services and expenses related to the orderly termination of this Agreement.

#### **5. RECORD RETENTION**

**5.1** ENGINEER will retain pertinent records relating to the services performed for the time required by law, during which period the records will be made available upon reasonable request and upon reimbursement for any applicable retrieval/copying charges.

**5.2** Samples - All soil, rock and water samples will be discarded 30 days after submission of ENGINEER's report, unless mutually agreed otherwise or unless ENGINEER's customary practice is to retain for a longer period of time for the specific type of services which ENGINEER has agreed to perform. Upon request and mutual agreement regarding applicable charges, ENGINEER will ship, deliver and/or store samples for CLIENT.

#### **6. OWNERSHIP OF DOCUMENTS**

**6.1** All reports, drawings, specifications, computer files, field data, notes, and other documents, whether in paper or electronic format or otherwise ("documents"), are instruments of service and shall remain the property of ENGINEER, which shall retain all common law, statutory and other reserved rights including, without limitation, the copyright thereto. CLIENT's payment to ENGINEER of the compensation set forth in the Agreement shall be a condition precedent to the CLIENT's right to use documents prepared by ENGINEER.

**6.2** Documents provided by ENGINEER are not intended or represented to be suitable for reuse by CLIENT or others on any extension or modification of this project or for any other projects or sites. Documents provided by ENGINEER on this project shall not, in whole or in part, be disseminated or conveyed to any other party, nor used by any other party, other than regulatory agencies, without the prior written consent of ENGINEER. Reuse of documents by CLIENT or others on extensions or modifications of this project or on other sites or use by others on this project, without ENGINEER's written permission and mutual agreement as to scope of use and as to compensation, if applicable, shall be at the user's sole risk, without liability on ENGINEER's part, and CLIENT agrees to indemnify and hold ENGINEER harmless from all claims, damages, and expenses, including attorney's fees, arising out of such unauthorized use or reuse.

**6.3** Electronic Documents - ENGINEER cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format. If ENGINEER provides documents in electronic format for CLIENT's convenience, CLIENT agrees to waive any and all claims against ENGINEER resulting in any way from the unauthorized use, alteration, misuse or reuse of the electronic documents, and to defend, indemnify, and hold ENGINEER harmless from any claims, losses, damages, or costs, including attorney's fees, arising out of the unauthorized use, alteration, misuse or reuse of any electronic documents provided to CLIENT.

**6.4** Electronic Data Bases - In the event that ENGINEER prepares electronic data bases, geographical information system (GIS) deliverables, or similar electronic documents, it is acknowledged by CLIENT and ENGINEER that such project deliverables will be used and perhaps modified by CLIENT and that ENGINEER's obligations are limited to the deliverables and not to any subsequent modifications thereof. Once CLIENT accepts the delivery of maps, databases, or similar documents developed by ENGINEER, ownership is passed to CLIENT. ENGINEER will retain the right to use the developed data and will archive the data for a period of three years from the date of project completion.



**7. INSURANCE**

**7.1** ENGINEER will retain Workmen's Compensation Insurance, Professional Liability Insurance with respect to liabilities arising from negligent errors and omissions, Commercial General Liability Insurance, Excess Liability, and Automobile Liability during this project. ENGINEER will furnish certificates at CLIENT's request.

**7.2** Risk Allocation - For any claim, loss, damage, or liability resulting from error, omission, or other professional negligence in the performance of services, the liability of ENGINEER to all claimants with respect to this project will be limited to an aggregate sum not to exceed \$50,000 or ENGINEER's compensation for consulting services, whichever is greater.

**7.3** Damages - Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither CLIENT nor ENGINEER, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of certain damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that may be incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both CLIENT and ENGINEER shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

**8. INDEMNIFICATION AND DISPUTE RESOLUTION**

**8.1** ENGINEER agrees, to the fullest extent permitted by law, to indemnify and hold CLIENT harmless from any damage, liability or cost to the extent caused by ENGINEER's negligent acts, errors or omissions in the performance of professional services under this Agreement and those of its subconsultants or anyone for whom ENGINEER is legally liable. ENGINEER is not obligated to indemnify CLIENT in any manner whatsoever for CLIENT's own negligence.

**8.2** CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold ENGINEER harmless from any damage, liability or cost to the extent caused by CLIENT's negligent acts, errors or omissions in the performance of this Agreement or anyone for whom CLIENT is legally liable. CLIENT is not obligated to indemnify ENGINEER in any manner whatsoever for ENGINEER's own negligence.

**8.3** CLIENT agrees that any and all limitations of ENGINEER's liability, waivers of damages by CLIENT to ENGINEER shall include and extend to those individuals and entities ENGINEER retains for performance of the services under this Agreement, including but not limited to ENGINEER's officers, partners, and employees and their heirs and assigns, as well as ENGINEER's subconsultants and their officers, employees, and heirs and assigns.

**8.4** In the event of a disagreement arising out of or relating to this Agreement or the services provided hereunder, CLIENT and ENGINEER agree to attempt to resolve any such disagreement through direct negotiations between senior, authorized representatives of each party. If any disagreement is not resolved by such direct negotiations, CLIENT and ENGINEER further agree to consider using mutually acceptable non-binding mediation service in order to resolve any disagreement without litigation.

**9. SITE ACCESS**

**9.1** Right of Entry - Unless otherwise agreed, CLIENT will furnish right-of-entry on the land for ENGINEER to make any surveys, borings, explorations, tests or similar field investigations. ENGINEER will take reasonable precautions to limit damage to the land from use of equipment, but the cost for restoration of any damage that may result from such field investigations is not included in the agreed compensation for ENGINEER. If restoration of the land is required to its former condition, upon mutual agreement this may be accomplished as a reimbursable additional service at cost plus ten percent.

**9.2** Damage to Underground Structures - Reasonable care will be exercised in locating underground structures in the vicinity of proposed subsurface explorations. This may include contact with the local agency coordinating subsurface utility information and/or a review of plans provided by CLIENT or CLIENT representatives for the site to be investigated. ENGINEER shall be entitled to rely upon any information or plans prepared or made available by others. In the absence of confirmed underground structure locations, CLIENT agrees to accept the risk of damage and costs associated with repair and restoration of damage resulting from the exploration work.

**10. OIL AND HAZARDOUS MATERIALS**

**10.1** If, at any time, evidence of the existence or possible existence of asbestos, oil, or other hazardous materials or substances is discovered, ENGINEER reserves the right to renegotiate the terms and conditions of this Agreement, the fees for ENGINEER's services and ENGINEER's continued involvement in the project. ENGINEER will notify CLIENT as soon as practical if evidence of the existence or possible existence of such hazardous materials or substances is discovered.

**10.2** The discovery of the existence or possible existence of hazardous materials or substances may make it necessary for ENGINEER to take accelerated action to protect human health and safety, and/or the environment. CLIENT agrees to compensate ENGINEER for the cost of any and all measures that in its professional opinion are appropriate to preserve and/or protect the health and safety of the public, the environment, and/or ENGINEER's personnel. To the full extent permitted by law, CLIENT waives any claims against ENGINEER and agrees to indemnify, defend and hold harmless ENGINEER from any and all claims, losses, damages, liability, and costs, including but not limited to cost of defense, arising out of or in any way connected with the existence or possible existence of such hazardous materials substances at the site.

**11. SUBSURFACE INVESTIGATIONS**

**11.1** In soils, groundwater, and other subsurface investigations, conditions may vary significantly between successive test points and sample intervals and at locations other than where observations, exploration, and investigations have been made. Because of the variability of conditions and the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that may affect overall project costs and/or execution. These variable conditions and related impacts on cost and project execution are not the responsibility of ENGINEER.

**12. FEDERAL AND STATE REGULATORY AGENCY AUDITS**

**12.1** For certain services rendered by ENGINEER, documents filed with federal and state regulatory agencies may be audited after the date of filing. In the event that CLIENT's project is selected for an audit, CLIENT agrees to compensate ENGINEER for time spent preparing for and complying with an



agency request for information or interviews in conjunction with such audit. CLIENT will be notified at the time of any such request by an agency, and ENGINEER will invoice CLIENT based on its standard billing rates in effect at the time of the audit.

### 13. CLIENT'S RESPONSIBILITIES

**13.1** Unless otherwise stated in the Agreement, CLIENT will obtain, arrange, and pay for all notices, permits, and licenses required by local, state, or federal authorities; and CLIENT will make available the land, easements, rights-of-way, and access necessary for ENGINEER's services or project implementation.

**13.2** CLIENT will examine ENGINEER's studies, reports, sketches, drawings, specifications, proposals, and other documents and communicate promptly to ENGINEER in the event of disagreement regarding the contents of any of the foregoing. CLIENT, at its own cost, will obtain advice of an attorney, insurance counselor, accountant, auditor, bond and financial advisors, and other consultants as CLIENT deems appropriate; and render in writing decisions required by CLIENT in a timely manner.

### 14. OPINIONS OF COST, FINANCIAL ANALYSES, ECONOMIC FEASIBILITY PROJECTIONS, AND SCHEDULES

**14.1** ENGINEER has no control over cost or price of labor and materials required to implement CLIENT's project, unknown or latent conditions of existing equipment or structures that may affect operation or maintenance costs, competitive bidding procedures and market conditions, time or quality of performance by operating personnel or third parties, and other economic and operational factors that may materially affect the ultimate project cost or schedule. Therefore, ENGINEER makes no warranty, expressed or implied, that CLIENT's actual project costs, financial aspects, economic feasibility, or schedules will not vary from any opinions, analyses, projections, or estimates which may be provided by ENGINEER. If CLIENT wishes additional information as to any element of project cost, feasibility, or schedule, CLIENT at its own cost will employ an independent cost estimator, contractor, or other appropriate advisor.

### 15. CONSTRUCTION PHASE PROVISIONS

The following provisions shall be applicable should the ENGINEER be retained to provide Construction Phase Services in connection with the Project:

**15.1** CLIENT and Contractor - The presence of ENGINEER's personnel at a construction site, whether as onsite representatives or otherwise, does not make ENGINEER or ENGINEER's personnel in any way responsible for the obligations, duties, and responsibilities of the CLIENT and/or the construction contractors or other entities, and does not relieve the construction contractors or any other entity of their respective obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the construction contract documents and for providing and/or enforcing all health and safety precautions required for such construction work.

**15.2** Contractor Control - ENGINEER and ENGINEER's personnel have no authority or obligation to monitor, to inspect, to supervise, or to exercise any control over any construction contractor or other entity or their employees in connection with their work or the health and safety precautions for the construction work and have no duty for inspecting, noting, observing, correcting, or reporting on health or safety deficiencies of the construction contractor(s) or other entity or any other persons at the site except ENGINEER's own personnel.

**15.3** On-site Responsibility - The presence of ENGINEER's personnel at a construction site is for the purpose of providing to CLIENT an increased degree of confidence that the completed construction work will conform generally to the construction documents and that the design concept as reflected in the construction documents generally has been implemented and preserved by the construction contractor(s). ENGINEER neither guarantees the performance of the construction contractor(s) nor assumes responsibility for construction contractor's failure to perform work in accordance with the construction documents.

**15.4** Payment Recommendations - Recommendations by ENGINEER to CLIENT for periodic construction progress payments to the construction contractor(s) are based on ENGINEER's knowledge, information, and belief from selective observation that the work has progressed to the point indicated. Such recommendations do not represent that continuous or detailed examinations have been made by ENGINEER to ascertain that the construction contractor(s) have completed the work in exact accordance with the construction documents; that the final work will be acceptable in all respects; that ENGINEER has made an examination to ascertain how or for what purpose the construction contractor(s) have used the moneys paid; that title to any of the work, materials, or equipment has passed to CLIENT free and clear of liens, claims, security interests, or encumbrances; or that there are no other matters at issue between CLIENT and the construction contractors that affect the amount that should be paid.

**15.5** Record Drawings - Record drawings, if required as part of ENGINEER's agreed scope of work, will be prepared, in part, on the basis of information compiled and furnished by others, and may not always represent the exact location, type of various components, or exact manner in which the project was finally constructed. ENGINEER is not responsible for any errors or omissions in the information from others that are incorporated into the record drawings.

### 16. DESIGN WITHOUT CONSTRUCTION PHASE SERVICES

The following provisions shall be applicable should the ENGINEER be retained to provide design services but not be retained to provide Construction Phase Services in connection with the Project:

**16.1** It is understood and agreed that the ENGINEER's Scope of Services under this proposal does not include project observation or review of the Contractor's performance or any other construction phase services, and that such services will be provided by the CLIENT or others. The CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the CLIENT waives any claims against the ENGINEER that may be in any way connected thereto.

**16.2** In addition, the client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the ENGINEER, its officers, directors, employees and subconsultants (collectively, ENGINEER) against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of the ENGINEER.

9/11/18 3.2



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

Name: Steven Ryan Account # 5050 A

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Billing date 8/31/18

AMOUNT: 216.34 Repaid  
ABATEMENT ☒ ADJUSTMENT ☐ (check one)

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

Reasons: (please attached supporting documentation if applicable)

paid final water bill twice.

APPROVED ☒ DENIED ☐ (check one)

DATE: 9/11/18

216.34 user.

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]  
[Signature]  
[Signature]

102.985.78

9/11/18 3.3



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

Name: Trevor Snyder Account # 60992 B

Address: 30 Warren Road

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Billing date 8/31/18

AMOUNT: 73.20 Refund  
ABATEMENT ☒ ADJUSTMENT ☐ (check one)

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

Reasons: (please attached supporting documentation if applicable)

paid water bill twice (final)

APPROVED ☒ DENIED ☐ (check one)

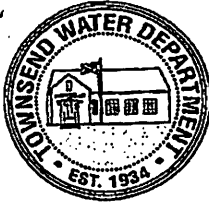
DATE: 9/11/18

73.20 user.

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]  
[Signature]  
[Signature]

CK#  
2006-362  
9/5/2018



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

Application No. 2019-1

Account No. 61658

Date 9/5/2018

### APPLICATION FOR WATER SERVICE

Name of Property Owner: KEN CHAPLIN-EKC DEVELOPMENT

Service Address: ~~6 BALL ROAD~~ 2 LOIS LANE

TOWNSEND MA 01469

Tel No.: 978-815-6994 Cell No. \_\_\_\_\_

Billing Address:

(If different from service address): ~~2 LOIS LANE~~ Le Ball Road

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 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? ☒ 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 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 9-5-18

BOARD OF WATER COMMISSIONERS

Chairman

Vice Chairman

Clerk

Date Signed by Board of Water Commissioners 9/11/18



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

Application No. 2019-2

Account No. 61286

Date 9/6/2018

### APPLICATION FOR WATER SERVICE

Name of Property Owner: CHRISTOPHER MANEY  
Service Address: 86 WALLACE HILL ROAD  
TOWNSEND MA 01469  
Tel No.: \_\_\_\_\_ Cell No. 978-877-2861  
Billing Address:  
(If different from service address): \_\_\_\_\_  
cmaney@mit.edu

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 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? ☒ 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 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 \_\_\_\_\_

6.3

**FISCAL YEAR 19 SUMMARY**  
**TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE**  
**August 31, 2018**

UNCOLLECTED FROM JUNE 30, 2018

\$ 92,570.11

**CHARGED 07/01/18 08/31/18**

	<b>8/31/2018</b>	<b>Previous Balance</b>	<b>Total</b>
USER CHARGES	1,179.50	228,472.42	229,651.92
SERVICE CHARGES	3,308.46	5,560.00	8,868.46
CONNECTION CHARGES	0.00	0.00	0.00
LATE CHARGES	2,122.69	1,330.50	3,453.19
BACKFLOW	0.00	0.00	0.00
SUBTOTAL	<b>6,610.65</b>		
TOTAL CHARGES			

**241,973.57**

**334,543.68**

**RECEIVED 07/01/17 08/31/18**

	<b>8/31/2018</b>		
USER CHARGES	46,837.45	159,952.90	206,790.35
SERVICE CHARGES	1,478.72	5,293.66	6,772.38
CONNECTION CHARGES	0.00	0.00	0.00
LATE CHARGES	1,681.05	1,123.91	2,804.96
BACKFLOW	0.69	0.00	0.69
SUBTOTAL	<b>49,997.91</b>		
TOTAL RECEIPTS			

**216,368.38**

SENT TO LIEN

LIENS COLLECTED

-382.96

ABATEMENTS

99.22

ADJUSTMENTS

AJD TO MASTER

UNCOLLECTED

**118,459.04**

\$ **334,543.68**

**OUTSTANDING:**

USER CHARGES	\$ 105,364.10
SERVICE CHARGES	4,595.55
CONNECTION CHARGES	0.00
LATE CHARGES	7,940.42
BACKFLOW	558.97
TOTAL OUTSTANDING	\$ 118,459.04