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TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Nathan Mattila, Chairman
David Vigeant, Superintendent

Todd Melanson, Vice-Chairman
(978) 597-2212

Michael MacEachern, Clerk
Email water@townsendwater.org

WATER COMMISSIONERS MEETING AGENDA

January 11, 2021 - 6:00 P.M.

Water Department 540 Main Street, Meeting Room

NOTE REGARDING ACCESS AND PARTICIPATION

Governor Baker declared a State of Emergency to respond to COVID-19 on March 10, 2020 and ordered a suspension of certain provisions of the Open Meeting Law M.G.L. c. 30A, s 20 on March 12, 2020. The Board of Selectmen closed the town offices, including boards and committee meetings consistent with the Governor's March 12th order, to public access to promote social distancing and reduce the spread of COVID-19. The Board of Water Commissioner's meetings will not be open to the public for physical attendance until further notice. The meeting will be available on Zoom.

Join Zoom Meeting

<https://us02web.zoom.us/j/89674648934?pwd=QUZwb3ZndTl1OFBNSHIPUXpzMkRpZz09>

Meeting ID: 896 7464 8934 Password: 854013 Log on Monday January 11, 2021 at 6:00 P.M. to participate.

I. PRELIMINARIES:

- 1.1 NM called the meeting to order at 6:00PM, 540 Main Street.
- 1.2 NM announced that the meeting is being audio recorded and recorded on Zoom.
- 1.3 Roll Call Members-Roll Call Citizens. Nathan Mattila (NM)-Chairman, Todd Melanson (TM)-Vice Chairman. Michael MacEachern (MM)-Clerk was absent. Roll call showed citizens present Laura Shifrin-Country Estates, David Vigeant (DV)-Water Superintendent, and Brenda Boudreau, Office Administrator.
- 1.4 Chairman's additions or deletions. None Available.
- 1.5 Approve meeting minutes of December 14, 2020. TM motioned to approve the meeting minutes of December 14, 2020 as submitted. MM seconded. Unanimous vote.
- 1.6 Review correspondence. None Available.

II. APPOINTMENTS-VOTES MAY BE TAKEN

- 2.1 Laura Shifrin asked the board if they would be agreeable to abate the unit charges for the vacant apartments for the prior quarter as the person who took care of the matter had left her position with out emailing the monthly directories. The BOWC stated that they will review the issue and have their decision for the February BOWC meeting.

III. MEETING BUSINESS-VOTES MAY BE TAKEN:

- 3.1 Update/Discuss 512 Main Street. DV spoke with Amy Finch and is waiting for approval to move forward with drilling the well fields. TM suggested capping the end of the pipe at the Main Street Station. DV also reported that they had cleaned the area and turned in four truck loads for scrap metal to be turned into the Treasurer's office.
- 3.2 Update/Discuss Cross Charge Agreement. TM will be getting together with someone to help him draft an agreement.
- 3.3 Discuss/Review Master Plan. DV submitted his observations and calculations for the Master Plan to the engineers at Tighe & Bond. After review Tighe & Bond agreed to revise and resubmit the plan using the data DV provided.
- 3.4 Update/Discuss PFAS testing. DV stated that we have been accepted and that we are still waiting for the bottles from the state. TM wants DV and the staff to be comfortable taking the PFAS samples.
- 3.5 Discuss Meters and Billing. DV reported that he would like to have a meter change out program to comply with DEP. He suggested changing out 10% of the meters yearly.
DV announced he was successful in getting procurement signed for Vadar Billing System. TM asked if there was an annual price for the service agreement. TM also wanted DV to email him the contact in the morning. TM motioned to accept the bid for the first installment for the Vadar Billing system totaling \$7,995.00. MM seconded. NM voted Nay as he wished to review the contract. Vote carried 2-1 in favor. TM stated that we should get Vadar up and running and change out meters. TM also requested DV to be sure we are securing the best price possible on replacement water meters.

- 3.6 Update/Discuss Rates & Fees. DV reported that he intends to have a monthly bill sent to the commercial and industrial accounts, this will help them with their budgeting. DV also stated that he intends to help current homeowners who wish to connect to our distribution by adding installments to their water bill to pay down their Connection Charge application fee. TM asked DV to run his idea by town counsel. The Board asked for the service connections be discussed on the next agenda.
- 3.7 Update/Discuss Job descriptions. DV submitted new job descriptions for the water department staff. After much discussion, the Board felt that the operating staff description is more of a long-term pending plan, however the agreed the office staff job description was more in line with their actual day to day duties. **MM motioned to accept the job descriptions for Office Manager and Account Manager as presented. TM seconded. Unanimous vote.**
The Board took a brief recess and reconvened at 8:06 P.M.
- 3.8 Update/Discuss FY21 revenue review for budgeting. Dave reported that revenue is up by 35% from October 2020 to January 2021. Dave will investigate if Vadar will support the Unipay program.
- 3.9 Approve Superintendent to sign off on refunds and adjustments. There was a brief discussion to approve DV as a signatory for refunds, adjustments and payments made in error. **NM moved to approve DV as a signatory for refunds, adjustments and payments made in error. TM seconded. Unanimous vote.**

IV. COMMISSIONERS UPDATES AND REPORTS-VOTES MAY BE TAKEN:

- 4.1 TM updated the Board on the Open Meeting Law Complaint. TM reported that he spoke with the attorney and he found the complaint to be without merit. Decision could be expected soon releasing us of all liability.
MM asked for OT and comp time accruals for the next meeting. DV explained that DEP mandated us to chlorinate the tanks and test until zero residuals. **TM moved to approve \$350.00 per week for on call and 2 hours overtime on Saturday and Sunday at the rate of time and a half. MM seconded NM abstained. Vote passed 2 to 1 in favor.**

V. SUPERINTENDENT'S UPDATES AND REPORTS-VOTES MAY BE TAKEN:

- 5.1 Update on Main St. pump station/water main. Discussed 3.1
- 5.2 Update on Lock Brook Run extension (top of West Meadow Road). Tabled.
- 5.3 Discuss/Review Water Main replacement at the West Meadow Road Bridge Project. Project has been completed.
- 5.4 Update/Discuss on Cross St Well. Waiting for an update from DEP.
- 5.5 Update/Discuss Highland Storage Tank. DV informed the Board that he will have the operating staff perform the painting at the Highland Street Tank. He will be purchasing the paint, power washer and cement mixer to have on hand. DV also discovered that he cannot find any gate prints for the system. MM stated there was a gate in the woods near the Fitchburg Road Tank that needed to be isolated while rehabbing the water tank. The Board had a lengthy discussion on whether to move forward with the \$9,500 gate valve replacement. MM feels that action is not vital.

VI. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS-VOTES MAY BE TAKEN:

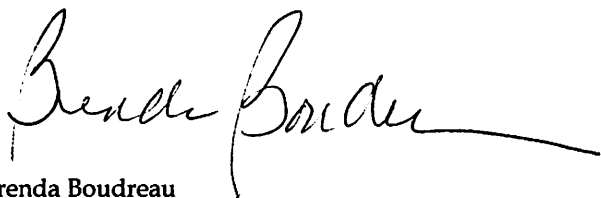
- 6.1 Schedule next BOWC meeting. The next BOWC meeting is scheduled for February 1, 2021.
- 6.2 The Board reviewed Bill Payable Warrants.
- 6.3 The Board reviewed December's Schedule of Bills Receivable report.
- 6.4 The Board reviewed Accounts Receivable Report.
- 6.5 The Board reviewed year to date expenditures.

ADJOURNMENT:

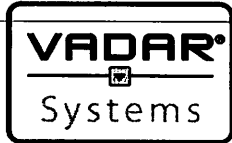
NM moved to review, and sign reports out of session. MM seconded. Unanimous vote.

NM adjourned the BOWC meeting at 9:39P.M.

Respectfully submitted,



Brenda Boudreau
Office Administrator
Townsend Water Department



Utility Suite - Standard Offering

All meter readings will be imported and billed at cubic feet only

EST. 1996

VADAR® Systems, Inc.

Financial Software Proposal for Townsend, MA

Date: 1/8/2021

One Time Set Up Charges:

	<u>Year 1</u>
File Set-Up Utility Master Application	\$ 5,990.00
Meter Reading Import Conversion to Cubic Feet	\$ 2,490.00
Data migration Utility	\$ 2,990.00
Software Installation & Implementation Utility	\$ 1,990.00
User Training Utility (3 live sessions - virtual or onsite TBD)	\$ 2,370.00

Subtotal One Time Charges: \$ 15,830.00

Software Licenses & Support Charges:

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>(Year 4)</u>	<u>(Year 5)</u>	<u>(Year 6)</u>
Utility Billing & Collection - Water Billing & Collection	\$ 7,990.00	\$ 2,990.00	\$ 2,990.00	\$ 2,990.00	\$ 2,990.00	\$ 2,990.00

Annual Software & Support Subtotals: \$ 7,990.00 \$ 2,990.00 \$ 2,990.00 \$ 2,990.00 \$ 2,990.00 \$ 2,990.00

Annual TOTAL Cost before Discount: \$ 23,820.00 \$ 2,990.00 \$ 2,990.00 \$ 2,990.00 \$ 2,990.00 \$ 2,990.00

Current Client Discount: \$ (2,796.50)

6 Year Total

VADAR Cloud - 4 Cloud Users: \$ 2,000.00 \$ 2,000.00 \$ 2,000.00 \$ 2,000.00 \$ 2,000.00 \$ 2,000.00

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>(Year 4)</u>	<u>(Year 5)</u>	<u>(Year 6)</u>	
Total Cost - Traditional Acquisition	\$ 23,023.50	\$ 4,990.00	\$ 4,990.00	\$ 4,990.00	\$ 4,990.00	\$ 4,990.00	\$ 47,973.50 Payment Option #1

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>(Year 4)</u>	<u>(Year 5)</u>	<u>(Year 6)</u>	
Total Cost - 6 Year Payment Plan (0%):	\$ 7,995.58	\$ 7,995.58	\$ 7,995.58	\$ 7,995.58	\$ 7,995.58	\$ 7,995.58	\$ 47,973.50 Payment Option #2

Additional Notes:

Above pricing is reflective of a three (3) year contract; support costs will be held firm for six (6) years (one renewal cycle)

Above pricing includes the following "go live" training: 3 live sessions either virtual or onsite - TBD; additional on-site training is \$790 per day minimum one day billed

Above pricing includes the following data migration services for utility: balance carry forward data, last read data and clerical information only; no historical transactions conversion included; additional data migration services provided on a project basis

Above licensing costs for Utility are for VADAR's standard offering only; specialized processes or out of scope requirements may incur additional costs

The VADAR Utility application is not a work order/scheduling/inventory application; work service fees can be billed and collected, however

No manual data entry included

Approved custom Programming or approved special programming/data migration services quoted on a project basis

This proposal valid through March 31, 2021

1) Current Rate 35 Actual Reversed

Townsend \$4.32 per 100 cu feet = \$5.776 per 100 gal
Witchs \$5.36 per 1000 gallon \$4.01 per 100 cu ft

2) convert
cu feet to gallons
conversion

1 cu foot = 7.48 gallon

\$4.32 per 100 cu feet
convert to 1000 cu ft
 $\times 10$
= \$43.20 per 1000 cu feet
convert to 1000 gal
 $\div 7.48$

= \$5.776 per 1000 gallon

so \$4.32 per 100 cu feet = \$5.776 per 1000 gallons

3) Reverse \$5.36 per 1000 gallon
convert to 100 gallon
 $\div 10$
= \$0.536 per 100 gall
convert to cu feet

$\times 7.48$
= ~~\$4.01~~ \$4.01 per cu foot

1) Constant Rate
 Inverse of $\frac{1}{\text{Rate}} = \text{Time}$
 Inverse of $\frac{1}{\text{Rate}} = \text{Time}$
 Inverse of $\frac{1}{\text{Rate}} = \text{Time}$

2) Constant
 Inverse of $\frac{1}{\text{Rate}} = \text{Time}$
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WITCHES BROOK REV
LOSS Due to Rate MISTAKE
OCT Reading Based

WITCHES Brook

459 CUSTOMER USED 12,956,900 gallon
= 12,956,900 x 1000 gal
WITCHES RATE X 5.36 \$69,444.16

Townsend Rd 12,956
x 5.78
\$74,885.68

Rev Loss \$5,441.52
OCT Quarter
or \$11.86 per cust

Jan 21 Quarter

447 CUSTOMER
-12
From OCT 11,726,100 gall
= 11,726,100 x 1000 gall

Rev Loss \$5,241,522
\$11.73 per cust

Meters over 30 Years old
ARE only accurate to
81.6%

WITCHES BROOK GALLON METER ARE
OVER 30 Years OLD

Jan 21 Quarter 447 Witches Brook

11,726,800 gallon billed

After accounting for 81.6% Loss

11,726,800

$\div 0.816$

14,371,078 Actual water
USED

2,644,278 water Revenue lost
from meter

2,644 1000 gallon

$\times 5.71$

\$15,255.88 money lost
OR \$34.21 per cust
IF WE changed
meter

Total Jan 21 Loss

\$20,500 witch brook gallon
combine Rate & Meter age

Master
of residence fine 234
10.1.18

BOOK PARTIAL
10000 20000 30000

10000 20000 30000

10000 20000 30000

10000 20000 30000

10000 20000 30000

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10000 20000 30000

10000 20000 30000

10000 20000 30000

10000 20000 30000

Townsend ~~3~~³ meter 3
Ft³

1578

USE

3832,700 cu FT

OR 38,327 x 100 cu Ft

\$165

To master of the ship

027

12/18

2888, 200 CO FT

26

2/10

2888, 200 CO FT



Rules-driven, BPMS Platform

Create business applications faster without coding. I automation.

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[VIDEO \(/VIDEOS\)](#)

DR. HANS D. ALLENDER, P.E. | DEC 28, 2000

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DETERMINING THE ECONOMICAL OPTIMUM LIFE OF RESIDENTIAL WATER METERS

Detection

When should you replace a residential water meter? This question has become an evasive one for many Utilities that have to make this decision. On the basis of these meter readings, Utilities assess their water and wastewater customers with the corresponding consumption fees. Therefore, these fees, dictated by the meter's recordings, become the main source of income for the majority of Utilities.

The assumption that aging makes residential water meters become less accurate, leads to the hypothesis that revenues are lost because the consumption of water is not completely recorded. However, replacing residential water meters that are still providing accurate recordings is a waste of resources and an additional economic burden for the Utilities. Between these two economically opposing tendencies, there is a point that economically justifies the cost of meter replacement. The central objective of this article is to provide a methodology for the calculation of the economic optimum age for meter replacement.

This study concentrates in finding the economic optimum replacement time of non-commercial water meters. Data in this study applies to Anne Arundel County (Maryland) and is presented as an example. However, the methodology used can be adapted to any other Agency. In addition, as a secondary objective and in order to find the optimum, this study proves the assumption that water meters actually decay with age, losing their recording capabilities.

After reviewing the latest literature on water meter replacement, it was concluded that no current study recommends the proper age for water meter replacement. Water meter life expectancy, as given by manufacturers, only offers the estimated time the residential water meter can function (mostly for guarantee purposes). However, it does not offer any analysis of the progressive decay of the meter's recording capabilities. Other studies point out the tremendous variations of conditions that water meters are exposed to in different parts of the country. These multiple conditions, ranging from chemical composition of the water, to variations in water temperature and humidity, prevent a universal study on the decay of residential water meter recording capability to be successful. Therefore, the analysis has to focus on zones or districts with identical conditions.

Sample

The first step in the process aimed at producing a sample, for statistical analysis, of the local water meters. The analysis will yield a correlation of the misreading factor with age. Given the number of meters in the zone under analysis and to minimize sampling size while obtaining representative groups, the following experiment was designed. Eight (8) water meters per age group and four (4) age groups were tested by qualified technicians in the Norman Test Bench at the Meter Shop. The four age groups specified were 15, 20, 25 and 30 years-old. With the total sample size being 32 meters (eight water meters in four age groups), each water meter was tested at three levels of flow: low flow (1 gallon per minute); intermediate flow (2 gallons per minute); and fast flow (10 gallons per minute). The results from this experiment are assembled in Table 1. The meter's recording capability diminishes over time. This finding is accentuated when the meter operates at a low intensity flow. The results of the test show that not only the age of water meters diminishes their recording capability, but also the way customers use water affects the readings (i.e., less accuracy at low flow v. better accuracy at high flow). This additional finding complicated the study and compelled an investigation into the way customers use water.

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ADVERTISE (/FORM/MEDIA-KIT-REQUEST)

$$RAM = [(0.93)(0.12) + (1.00)(0.86) + (1.00)(0.02)] = 0.990$$

Meters 25 Years Old

$$RAM = [(0.87)(0.12) + (0.97)(0.86) + (0.98)(0.02)] = 0.958$$

Meters 30 Years Old

$$RAM = [(0.35)(0.12) + (0.90)(0.86) + (0.96)(0.02)] = 0.816$$

A typical household uses on the average about 9,000 gallons of water per month, this according to historical data and considering the summer peak consumption. Knowing the accuracy of meters calculated previously, the gallons of water going through the meters without being recorded can be calculated by subtracting from the average consumption the result of the multiplication of the RAM (the Real Accuracy of Meters) and the average consumption.

The quantity of gallons of water that water meters do not record per month, per age group will be:

Meters 15 Years Old

$$9,000 \text{ Gallons} - (9,000)(0.994) =$$

54 Gallons per month

Meters 20 Years Old

$$9,000 \text{ Gallons} - (9,000)(0.990) =$$

90 Gallons per month

Meters 25 Years Old

$$9,000 \text{ Gallons} - (9,000)(0.958) =$$

378 Gallons per month

Meters 30 Years Old

$$9,000 \text{ Gallons} - (9,000)(0.816) =$$

1,656 Gallons per month

2006

2001 ← Currently most Townsend
meter
IF WE change out 210
METER A Year we
AVOID THIS

1996

1991 ← CURRENTLY 447 meter witch's
Brook

We can now find out the cost of these misreadings. The vast majority of customers in Anne Arundel County use both, water and wastewater services. The payment schedule in Anne Arundel County is:

First 5,000 gallons \$8.82 (water) \$11.58 (wastewater)

Every 1,000 gallons \$1.38 (water) \$2.57 (wastewater)

The combined rate for residential users is \$3.95, which is the rate for water/wastewater consumption above the 5,000 gallons. Since the average household consumer above the initial 5,000 gallons, the calculation will deal only with the rate (\$3.95) that applies to every 1,000 Gallons after the initial 5,000 gallons are consumed.

The annual losses in revenue due to maintaining aging residential water meters are calculated for each age group at:

Meters 15 Years Old

$$12 \times 54/1000 \times \$3.95 = \$2.56$$

<https://www.wwdmag.com/meters/determining-economical-optimum-life-residential-water-meters>

(https://www.facebook.com/WaterWa
sk=wallhttps://www.wwdmag.com/WWDding
(http://feeds.te



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[_format=json&campaign_id=227&domain_address=www.wwdmag.com](https://profilebuilder.app/link-tracker?_format=json&campaign_id=227&domain_address=www.wwdmag.com)

[_format=json&campaign_id=227&domain_address=www.wwdmag.com](https://profilebuilder.app/link-tracker?_format=json&campaign_id=227&domain_address=www.wwdmag.com)

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2002

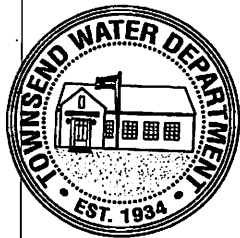
2000

1992

1991

to County West Tennessee
for as much as 200
with a few as
this

County
with water also



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

3. 6
Board of Water Commissioners
Michael MacEachern, Chairman
Todd Melanson, Vice Chairman
Nathan Mattila, Clerk

Superintendent
David W Vigeant

Schedule of Rates and Fee's

Water Rates:	T.W.D. Residential
	Tier 1 0-1500 (cu ft) \$37.50 Unit Chg. + \$4.32/100 (cu ft) Billed Quarterly
	Tier 2 1501-3000 (cu ft) \$37.50 Unit Chg +4.74/100 (cu ft) Billed Quarterly
	Tier 3 3001-4500 (cu ft) \$37.50 Unit Chg +5.17/100 (cu ft) Billed Quarterly
	Tier 4 4501 (cu ft) and up \$37.50 Unit Chg +5.61/100 (cu ft) Billed Quarterly
	T.W.D Industrial/Municipal
	Tier 1 0- 10000 (cu ft) Unit Chg \$13.50 + \$4.32/100 (cu ft) Billed Monthly
	Tier 2 10001-20000 (cu ft) Unit Chg \$13.50+\$4.74/100 (cu ft) Billed Monthly
	T.W.D Commercial
	Tier 1 0-1500 (cu ft) Unit Chg \$13.50+\$4.32/100 (cu ft) Billed Monthly
	Tier 2 1501-3000 (cu ft) Unit Chg \$13.50 +4.74/100 (cu ft) Billed Monthly
	Tier 3 3001-4500 (cu Ft) Unit Chg \$13.50+5.17/100 (cu ft) Billed Monthly
	Tier 4 4501 (cu ft) and up Unit chg \$13.50+5.61/100 (cu ft) Billed Monthly
Meter Valve Replacement:	Labor Rate \$50.00/1 hour. Meter valve plus 10% and miscellaneous parts if needed
Meter Tampering:	\$1,000.00/per offence and water usage averaged and repairs or triple the amount of damages whichever is greater.
System Development Charges:	1" and under ~ \$2,500.00
	1 1/2" ~ \$3,500.00
	2" ~ \$8,000.00
	3" & Over ~ \$25,000.00
	Main and Sprinkler/connection ~ \$5,000.00
	For existing homes \$25.00 per quarter for 2
	Remaining balance comes due on sale of
Sprinkler Charge:	According to size of the fire line at a rate of \$6.00per inch monthly
Overdue Accounts:	1 1/2% interest of amount due after 30 days.
Material:	Cost + 10%
Labor:	Cost + 20%
Turn On Fee:	\$50.00
Final Readings:	\$50.00
Fire Flow Tests:	\$250.00/Nozzle
Hydrant Use:	\$250.00 + water used
Meter Testing:	\$50.00.
Labor Charges:	For 1 man \$65.00 per hour minimum 1 hour.
	For 2 men \$115.00 per hour minimum 1 hour.
Backhoe Rate:	\$200.00/hr.
Backflow Testing Charge:	Backflow Testing Vendor Charge + 10% Admin Fee per Backflow
Water Restriction Violations:	1 st notice ~ written warning N/C
	2 nd notice ~ \$50.00
	3 rd notice ~ \$100.00
	Each additional notice ~ \$100.00
	One violation can be given each day.

**WATER DEPARTMENT
RESOURCES REGULATORY
COMPLIANCE OFFICER**

DEFINITION

Under general direction, the Resources Regulatory Compliance Officer implements the regulatory actions of the Water Department; interface with Federal, State and local regulatory agencies; performs legislative and administrative research and analysis; serves as the departments Public Information Officer and spokesmen with other agencies, associations and citizen groups; conduct public meetings; provides technical and complex management assistance; carries out special projects as assigned; and performs other duties as assigned.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Ensures compliance with all applicable internal and external policy, but not limited to, work site safety, OSHA Compliance, MUTCD Safety and Compliance, AWWA testing standards and environmental laws and regulations; Completes Dig Safe requests as required.
- Responsible for ensuring proper preventative maintenance and care of vehicles, tools and other town assets involved in Water Operations is carried out in full. Arranges for repair and maintenance of town vehicles, equipment, and tools outside of daily cleaning and preventative maintenance. Reports Vehicles and Tools out of service to the Supervisor.
- Acts in the absence of the Water Superintendent in processing assigning personnel, overseeing operations, completing daily work reports and other forms and reports. Work requires regular contact with the public primarily to furnish information or to service complaints.
- Work involves direct supervision over the Distribution Manager and Water Treatment Manager, responsible for developing work methods, assigning work, solving work problems, reviewing the work of subordinates, and maintaining work schedules.
- Responds to weather related emergencies and other emergencies as required.
- Submits recommendations for more efficient and economical operations.
- Develops compliance programs or strategies; provide compliance review services and consultation to a variety of field and office personnel.
- Acts a departmental liaison with Federal, State, and local regulatory agencies.

SUPERVISION RECEIVED

Under general direction of the Water Superintendent.

SUPERVISION EXERCISED

The Resources Regulatory Compliance Officer, as a regular and continuing part of the job, leads the Distribution Manager and Water Treatment Manager in accomplishing assigned work and performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The employee provides on-the-job training to new employees, reports to the supervisor on disciplinary problems, performance, and training needs.

JUDGMENT AND COMPLEXITY

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting, and applying federal, state, and local regulations.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations, or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

EDUCATION AND EXPERIENCE

High school diploma; five to seven years of experience in utility construction or maintenance, including heavy motor equipment operation; supervisory experience; or an equivalent combination of education and experience.

Special Requirements

Massachusetts Class 2A, 1B Hoisting Engineer's License

Certified Massachusetts Drinking Water Supply Facilities Operator Grade D2 and T2

OSHA 10 Certification

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of practices, procedures, equipment, materials and tools relative to public works data collection and municipal water system construction and maintenance operations. Working knowledge of water system principles, practices and methods as applicable to a municipal setting. Working knowledge of town procurement procedures, and Massachusetts Public Ethics Laws. Knowledge of Federal, State and Local rules, regulations, policies and legislation as they pertain to public safety.

Abilities: Ability to supervise workers operating light, heavy, and special motor equipment. Ability to supervise public works crews and projects. Ability to operate light, heavy, and special motor equipment safely. Ability to make minor repairs and adjustments to equipment. Ability to

accept and complete required training. Ability to work in confined spaces. Ability to establish and maintain effective working relationships with the public. Ability to communicate effectively orally and in writing. Ability to work for extended periods under adverse conditions.

Skills: Skill in the use and operation of all required tools, equipment, and software. Strong written and oral communication skills. Skill in handling public complaints tactfully and effectively.

WORK ENVIRONMENT

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work may be continually performed outdoors, regardless of weather conditions.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work requires moderate intermittent physical strength and effort daily, such as lifting heavy objects, carrying the object(s) and stacking them or moving them. In addition, pulling, pushing, standing, or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level.

Motor Skills

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

WATER DEPARTMENT

Water Treatment Manager

DEFINITION: Under direction of the Resources Regulatory Compliance Officer, the Water Treatment Manager supervises and participates in the operation, direction, adjustment, repair and maintenance of the water treatment related assignments and related equipment; plans, organizes, schedules and assigns work at the plants and performs related work as required.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties may include, but are not necessarily limited to:

- Supervises and participates in the operation and maintenance of municipal water purification plants and wells involving complete treatment processes to ensure compliance with all federal, state, and local health codes.
- Prepares operation and maintenance work schedules and assigns personnel; reviews work of subordinates during projects and upon completion; instructs, trains, and evaluates subordinates. Maintains time records.
- Determines daily water requirements of distribution system and amounts required for treatment to meet needs of consumers and reservoirs.
- Interprets meter and gauge data and regulates treatment processes.
- Plans, supervises, and assists in the repair and replacement of plant equipment.
- Performs emergency troubleshooting work; determines quantity and type of supplies and equipment required in maintenance work.
- Coordinates safety in-service training of subordinates and ensures compliance with safety procedures in the plant; sits on the safety committee.
- Tracks, orders, and maintains records of water treatment operations and maintenance, and requisitions plant materials and supplies.
- Makes regular and special written and verbal reports; evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; assists in the preparation of the annual budget and supervises expenditures from approved budget.
- Assists in the preparation of specifications for construction and other plant improvements.
- Submits justifications for staff, equipment, supplies and materials, modifications, and repairs of water well, treatment facility and related equipment.
- Performs preventative maintenance and minor repairs on vehicles and equipment.
- Clears/removes snow and ice from roadways, parking lots, walkways, ramps, and steps.
- Operates equipment as directed during snow and ice events.
- Responds to weather related emergencies and other emergencies as required.
- Respond to emergencies such as inclement weather, infrastructure failures including water main breaks; Emergency overtime is mandatory, scheduled overtime may also be necessary,

acceptance of overtime is expected.

- Maintains digital and/or manual records of water quality data, pumping data, and daily work performed; creates and revises as necessary diagrams of water services and mains.
- Attends seminars and training classes required to maintain various licenses.
- Performs similar or related work as required, or as the situation dictates.

SUPERVISION RECEIVED

Under general supervision of the Resources Regulatory Compliance Officer.

JUDGMENT AND COMPLEXITY

The work involves numerous standardized practices, procedures, or general instructions that govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors, and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

EDUCATION AND EXPERIENCE

High School diploma or equivalent; one to three years of related work experience or technical training to perform assigned duties at the journeyman level; or any equivalent combination of education and experience. Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background are courses in water treatment and water works practice and four years of increasingly responsible experience in water treatment plant operation, including three years of supervisory experience.

Special Requirements

Massachusetts D2 and T2 Drinking Water Licenses
Massachusetts Class 2B/1C Hoisting Engineer's License
OSHA 10 Certification.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of practices, procedures, equipment, materials, and tools relative to public works and municipal water system construction and maintenance operations. Working knowledge of water system principles, practices and methods as applicable to a municipal setting. General knowledge of the layout of the town; Knowledge of motor equipment maintenance requirements. Principles and practices of water treatment and water quality analysis.

Abilities: Ability to operate heavy construction and maintenance related equipment safely and effectively; Ability to apply knowledge and experience to various departmental functions; ability to work effectively as a member of a crew or independently. Able to be on-call 24 hours per day. Ability to work for extended periods under adverse conditions. Ability to read and understand maps, plans, technical manuals, and specifications. Ability to communicate effectively with the public.

Skills: Skill in the operation of all required tools, equipment, and software applications. Skill in handling public complaints tactfully and effectively.

WORK ENVIRONMENT

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may be continually performed outdoors, regardless of weather conditions.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work requires moderate intermittent physical strength and effort daily, such as lifting heavy objects, carrying the object(s) and stacking them or moving them. In addition, pulling, pushing, standing or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level.

Motor Skills

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

WATER DEPARTMENT Water Distribution Manager

DEFINITION:

Under general direction, plans, coordinates, supervises, and directs the construction and maintenance of water services; supervises the water distribution system and equipment maintenance operations; performs a variety of meter service duties; may act as Water Manager in their absence; performs other related duties, as required.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Supervise water distribution, maintenance operations, construction services, and emergency services.
- Handle customer issues effectively and courteously.
- Prepare and present a variety of reports to include staff reports and presentations.
- Coordinate contract work.
- Conduct staff meetings and instruct staff in safety procedures.
- Facilitate employee training in the operation of tools and equipment and the function and operation of facilities.
- Complete employee evaluations and make recommendations for job performance improvement. Inform Resources Regulatory Compliance Officer of problems or unusual developments within the department.
- Meet with customers to evaluate complaints and address the issues to resolve the complaint.
- Interface with other departments in a cooperative manner.
- Inspect meter boxes, lids, and meters to ensure proper maintenance and functionality.
- Perform repairs or orders replacements of meter boxes, lids, and meters, as needed.
- Locate and read meters, when required.
- Ensure that meters are flow tested.
- Investigate leaks and reports service interruptions.
- Turn water service on and off.
- Supervise the meter replacement and rotation programs.
- May participate in emergency call, stand-by duty on a rotation basis.
- Attend meetings and conferences, as necessary.
- Operates light, medium trucks and Class B trucks. May operate Class 2 and 4 hydraulic equipment normally assigned to a public works equipment operator. Type of equipment varies by the assigned task.
- Inspect equipment prior to operation to assure that all controls and safety devices are functioning properly. Lubricate and otherwise service the equipment as part of a programmed preventive maintenance schedule. Report malfunctions to the Foreman. Assists in making repairs.
- Performs preventative maintenance and minor repairs on vehicles and equipment.

- Clears/removes snow and ice from roadways, parking lots, walkways, ramps, and steps.
- Operates equipment as directed during snow and ice events.
- Responds to weather related emergencies and other emergencies as required.
- Respond to emergencies such as inclement weather, infrastructure failures including water main breaks; emergency overtime is mandatory, scheduled overtime may also be necessary, acceptance of overtime is expected.
- Maintains digital and/or manual records of water quality data, pumping data, and daily work performed; creates and revises as necessary diagrams of water services and mains.
- Attends seminars and training classes required to maintain various licenses.
- Performs similar or related work as required, or as the situation dictates.

SUPERVISION RECEIVED

Under supervision of the Resources Regulatory Compliance Officer. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

JUDGMENT AND COMPLEXITY

The work involves numerous standardized practices, procedures, or general instructions that govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors, and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations, or guidelines to render service, plan, or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

EDUCATION AND EXPERIENCE

High School diploma or equivalent; one to three years of related work experience or technical training to perform assigned duties at the journeyman level; or any equivalent combination of education and experience.

Special Requirements

Massachusetts D2 and T2 Drinking Water Licenses
Massachusetts Class 2B/1C Hoisting Engineer's License
OSHA 10 Certification.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of practices, procedures, equipment, materials, and tools relative to public works and municipal water system construction and maintenance operations. Working knowledge of water system principles, practices, and methods as applicable to a municipal setting. General knowledge of the layout of the town; Knowledge of motor equipment

maintenance requirements.

Abilities: Ability to operate heavy construction and maintenance related equipment safely and effectively; Ability to apply knowledge and experience to various departmental functions; ability to work effectively as a member of a crew or independently. Able to be on-call 24 hours per day. Ability to work for extended periods under adverse conditions. Ability to read and understand maps, plans, technical manuals, and specifications. Ability to communicate effectively with the public.

Skills: Skill in the operation of all required tools, equipment, and software applications. Skill in handling public complaints tactfully and effectively.

WORK ENVIRONMENT

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work may be continually performed outdoors, regardless of weather conditions.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work requires moderate intermittent physical strength and effort daily, such as lifting heavy objects, carrying the object(s) and stacking them or moving them. In addition, pulling, pushing, standing, or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level.

Motor Skills

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

WATER DEPARTMENT Office Manager

DEFINITION

Under general supervision, manages, organizes, and evaluates the Water Departments business operations and office staff; performs responsible secretarial, administrative, and general office work to ensure the proper functioning of the office; performs or supervises accounts receivable, accounts payable, and payroll; responds to customer complaints and concerns. Performs additional work as required.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties may include, but are not necessarily limited to:

- Performs or supervises all office work regarding customer accounts including billing, processing payments, applications for service, final notices to discontinued customers, computer system updating, inquiries and complaints, etc.
- Performs or supervises bookkeeping work related to processing of accounts receivables invoicing, accounts payable, and payroll including reviewing for accuracy, calculating monthly journal entries, balancing to general ledger, and filing of required reports to State and Federal government.
- Performs confidential administrative tasks for the Water Superintendent when requested; keeps the Water Superintendent fully informed regarding all office activities and issues.
- Supervises, schedules, plans, monitors, and evaluates work of clerical staff responsible for accounting, customer services, and billing; recommends corrective actions, as necessary.
- Plans, prepares, reviews, and monitors operational budgets for office supplies and expenses, benefit insurance, employee retirement, and payroll taxes.
- Prepares, creates, and files reports such as capital expenditures, statistics, capital projects, payroll distribution, and monthly water sample reports.
- Carries out related banking functions such as deposits, transfers, and record keeping.
- Processes general ledger: inputs into computer, calculates monthly journal entries, performs trial balance, creates income statements.
- Organizes and maintains office filing system including general, financial, personnel, and payroll files.
- Prepares financial and other reports as directed by the Water Superintendent; prepares final reports drafted by the Water Superintendent and other staff members.
- Provides administrative services to the Water Department by performing a variety of administrative, technical, fiscal, and clerical responsibilities.
- Acts as staff liaison to Board of Water Commissioners; attends meetings and provides necessary administrative support.
- Prepares agendas and materials for all regular and special meetings (or hearings) of the Board.
- Attends and participates in all meetings of the Board; performs all necessary follow-up for

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decisions or inquiries made in those meetings and between those meetings.

- Oversees the issuance of various decisions, determinations, and permits under the jurisdiction of the Boards. Maintains public records and prepares reports as required.
- Provides extensive customer service in person, over the telephone and via e-mail; Interacts frequently with members of the public, vendors, Town departments and state and outside agencies.
- Enters new services and new water meters; Schedules and performs water meter reading using various systems; processes final water readings; issues payment demands and files liens, as necessary.
- Coordinate with private vendor to process the mailing of water bills; download and record payments to customer accounts. Apply abatements and/or refunds to water accounts; balance water receivables with Accounting office.
- Prepares and processes departmental payroll and payables; receives and processes applications; deposits fees with the Treasurer.
- Maintains department records and documentation, updates department records, electronic and paper files.
- Responds to complaints and prepares reports of investigations and related material for possible Board or legal action; provides educational information to the general public.

SUPERVISION RECEIVED

Under the general direction of the Water Superintendent.

JUDGMENT AND COMPLEXITY

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting, and applying federal, state, and local regulations.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Employee has unlimited access to confidential information in the performance of their duties.

EDUCATION AND EXPERIENCE

High school diploma or equivalent, Associates Degree preferred, and three to five years of related experience required, or any equivalent combination of education, training, certification, and experience. Motor Vehicle Operator's License. Pass the D1/T1 Water Operator Class within

1 year and obtain a D1 License. Take and pass a course in procurement within 1 year.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of municipal and municipal utility finance and budgeting. Working knowledge of the Code of the Town of Townsend. Knowledge of related federal, state, and local laws, rules and regulations Knowledge of software commonly utilized by municipalities for billing, word processing, financial analysis, and presentations. Working knowledge of GIS mapping applications. Familiarity of office procedures and equipment. Working knowledge of Public Records, Open Meeting, Public Procurement, and Public Ethics laws.

Abilities: Ability to communicate effectively both orally and in writing. Ability to understand and explain various types of correspondence, reports, and media. Ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials, and the public. Ability to be diplomatic, professional, and courteous when dealing with others, especially in contentious or confrontational situations. Ability to meet deadlines. Ability to work independently and prioritize tasks. Ability to provide excellent customer service. Ability to keep accurate and detailed records; ability to use computers; ability to interact with the public in a professional and courteous manner; ability to handle multiple tasks in an effective manner.

Skills: Excellent organizational skills. Strong customer service skills. Strong research skills. Proficient in the use of computers and software applications for data management, word processing, mapping, and presentations. Detail orientated.

WORK ENVIRONMENT

The work is performed in a typical office environment.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

The work involves sitting, standing, walking, and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

**WATER DEPARTMENT
ACCOUNTS MANAGER**

DEFINITION

Head of Accounts Receivable and Payable as well as HR for the Water Department.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Reporting financial information and managing accounting staff.
- Achieves accounting operational objectives by contributing accounting information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; and implementing change.
- Meets accounting financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
- Confirms financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; and preparing special reports.
- Maintains accounting controls by establishing a chart of accounts and defining accounting policies and procedures.
- Guides other departments by researching and interpreting accounting policy and applying observations and recommendations to operational issues.
- Maintains financial security by establishing internal controls.
- Avoids legal challenges by understanding current and proposed legislation, enforcing accounting regulations, and recommending new procedures.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
- Accomplishes accounting and organization mission by completing related results as needed.
- Provides administrative services to the Water Department by performing a variety of administrative, technical, fiscal, and clerical responsibilities.
- Leads in the preparation and administration of water billing; schedules final meter readings, prepares the lien list for transmittal to the Assessor's Office; processes notices and payment plans for delinquent accounts; reconciles accounts receivable with the Town Accountant monthly.
- Provides extensive customer service in person, over the telephone and via e-mail.
- Interacts frequently with members of the public, vendors, and Town departments.

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- Handles phone and email inquiries from ratepayers, members of the public, and businesses; Processes in-coming and outgoing mail.
- Processes departmental payroll and accounts payable in a timely manner; posts to accounts payable and reconciles monthly with the Town Accountant.
- Processes work orders for action by operations personnel.
- Performs clerical tasks including but not limited to typing, filing, copying, and scanning.
- Maintains accurate records, files, and correspondence.

Attends and participates in all meetings of the Board; performs all necessary follow-up for decisions or inquiries made in those meetings and between those meetings.

SUPERVISION RECEIVED

Under general direction of the Office Manager, employee plans and prioritizes most of the work independently, in accordance with standard practices. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

JUDGMENT AND COMPLEXITY

The work involves numerous standardized practices, procedures, or general instructions that govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Employee has access to sensitive information in the performance of their duties.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and one to three years of related experience required, or any equivalent combination of education, training, certification, and experience. Motor Vehicle Operator's License. Take and pass the D1/T1 Drinking Water Introduction Course within 1 year. Take and pass the Procurement Course within 1 year.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of office practices and procedures. Thorough knowledge of departmental policies and practices regarding utility billing and payroll. Basic understanding of the Water Department operations. Working knowledge of public ethics, records, procurement, and open meeting laws.

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Abilities: Ability to communicate orally and in writing departmental policies, rules, and application procedures to the public. Ability to type, file, maintain records, and prepare reports. Ability to perform math. Ability to keep accurate and detailed records; ability to use computers; ability to interact with the public in a professional and courteous manner; ability to handle multiple tasks in an effective manner.

Skills: Skill in using a computer keyboard, typing, creating, and using word processing and spreadsheet applications.

WORK ENVIRONMENT

The work is performed in a typical office environment.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

The work involves sitting, standing, walking, and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

Master Activity Report Summary

3.8

Townsend Water Department

07/01/2020 through 12/30/2020 INCLUDES ALL ACCOUNTS FROM 0001 TO 70000

Code	Count	Used	Start Balance	Count	Charges	Count	Payments	Count	Ajustments	End Balance
Water										
W01 Water (Residential)	1,489	7,817,134	34,310.45	1489	293,041.32	1397	284,560.35	66	-10,490.45	32,300.97
W02 Water (Municipal)	13	89,800	-77.98	13	3,587.64	13	3,612.28	0	0.00	-102.62
W03 Water (Commercial)	30	170,000	2,083.53	30	6,412.08	30	8,745.62	0	0.00	-250.01
W04 Water (Agricultural)	3	169,700	0.00	3	6,521.88	3	6,521.88	0	0.00	0.00
W05 Water (Recreational)	1	11,500	0.00	1	496.80	1	496.80	0	0.00	0.00
W06 Water (Restaurant)	12	319,600	1,274.82	12	12,555.36	12	13,678.79	0	0.00	151.39
W07 Water (Retail)	16	75,800	269.20	16	2,746.56	16	2,962.45	0	0.00	53.31
W08 Water (Schools)	9	176,000	-180.00	9	7,299.60	9	7,119.60	0	0.00	0.00
W09 Water (Condo)	15	548,200	14.08	15	19,913.64	15	19,444.82	0	0.00	482.90
W10 Water (Service Station)	2	5,000	0.00	2	184.32	2	184.32	0	0.00	0.00
W11 Water (Industrial)	8	286,300	93.00	8	10,644.24	8	10,936.47	1	199.23	0.00
W12 Water (Church)	4	2,000	-46.50	4	78.48	4	31.98	0	0.00	0.00
W13 Water (Day Care)	2	3,200	0.00	2	129.00	2	129.00	0	0.00	0.00
WATR Water-Res. (Witches Brc	474	25,337,400	14,939.08	473	111,795.20	453	112,501.68	21	-2,860.00	11,372.60
WR Unit Charge		0	31,276.54	2100	191,362.50	1968	199,343.83	62	-7,502.10	15,793.11
Group Totals	2,078	35,011,634	83,956.22	4,177	666,768.62	3,933	670,269.87	150	-20,653.32	59,801.65
Miscellaneous										
CONN CONNECTION CHARGE		0	From Fy 20.00	2	4,000.00	2	4,000.00	1	-1,600.00	-1,600.00
Group Totals			0.00	2	4,000.00	2	4,000.00	1	-1,600.00	-1,600.00
Late Charges										
LAT Late Charge		0	4,631.41	920	10,626.75	756	9,255.72	47	-3,004.78	2,997.66
Group Totals			4,631.41	920	10,626.75	756	9,255.72	47	-3,004.78	2,997.66
Backflow										
BKF18 BACKFLOW DEVICE		0	180.00	0	0.00	1	180.00	0	0.00	0.00
BKF20 BACKFLOW DEVICE			0.00	1	1,100.00	1	1,100.00	0	0.00	0.00
BKFL1 BACKFLOW DEVICE		0	147.69	18	990.00	18	1,025.54	1	-44.53	67.62
BKFL2 BACKFLOW DEVICE		0	218.90	7	770.00	10	988.90	0	0.00	0.00
BKFL3 BACKFLOW DEVICE		0	0.00	5	825.00	5	825.00	0	0.00	0.00
BKFL5 BACKFLOW DEVICE		0	0.00	1	275.00	1	275.00	0	0.00	0.00
BKFL7 BACKFLOW DEVICE		0	0.00	2	770.00	2	770.00	0	0.00	0.00
BKFL8 BACKFLOW DEVICE		0	400.00	0	0.00	1	400.00	0	0.00	0.00
Group Totals			946.59	34	4,730.00	39	5,564.44	1	-44.53	67.62

Master Activity Report Summary

Townsend Water Department

07/01/2020 through 12/30/2020 INCLUDES ALL ACCOUNTS FROM 0001 TO 70000

Code	Count	Used	Start Balance	Count	Charges	Count	Payments	Count	Ajustments	End Balance
Services										
SERV SERVICE CHARGES		0	2,544.71	75	5,300.35	61	5,501.68	4	-137.50	2,205.88
SPKL1 SPRINKLER		0	903.78	17	3,570.00	16	3,603.49	2	-641.54	228.75
SPKL2 SPRINKLER		0	420.00	6	1,680.00	6	2,093.43	0	0.00	6.57
SPKL3 SPRINKLER		0	430.39	1	420.00	1	850.39	0	0.00	0.00
SPKL4 SPRINKLER			0.00	3	2,520.00	3	2,520.00	0	0.00	0.00
SPKL6 SPRINKLER			0.00	1	2,520.00	1	2,520.00	0	0.00	0.00
Group Totals			4,298.88	103	16,010.35	88	17,088.99	6	-779.04	2,441.20
Report Totals			\$93,833.10	5236	\$702,135.72	4818	\$706,179.02	205	-\$26,081.67	\$63,708.13

Service
to
Sprinklers

superintendent things to do

Phone

Cross St

Called Amy from DEP

5087672720

6-Jan-21 on vacation till 10 jan

Install horn on hyd

shut off system gate

pump check

Run to waste

testing

results

give resultd to Tigh bond planing

Main St Well

Called Amy DEP

5087672720

6-Jan-21 on vacation till 10 Jan

remove iron scrape

7-Jan-21 1 load

Highland Tank

Got paint quote

6172858670

27-Dec-20 Joe from Harmond Paint

\$7,614.11

building

power washer

Generator

Fitchburg Tank

visited site

7-Jan-21 valve in non working condition

Test gate

7-Jan no gate on line

insertion valve

978-422-9001

8-Jan-21 called hydro tect for quote

GIS

set up computer

Completed

acquire Ipad

Verizon service to ipad

waterpoint

gate prints

service print

mapping mile

mapping services

mapping gates

mapping hydrant

hyd card

meter cards

South at Main

check main st inline

27 turns

8in

call hydro tech

978-422-9001

called 8-jan

inserion valve 10in ci

call hydro tech

978-4229001

called 8-jan

inserion valve 10in ac

design

replace T gate with 3gates

12in

Tigh and Bond

called Lou Soracco

978-501-4911

6-Jan-21 no answer left message

called Lou Soracco

7-Jan-21 set up meeting 230pm

reveiwed master plan

7-Jan-21 made changes to master plan

Witches brook

fix garage door

estimator Monday 1pm

fix electric

day tank well 2

wednsday

Meter replacement

vadar

Letter sent out

30

6-Jan-21

Meters arrived

24

8-Jan-21

meters ordered

60

8-Jan-21

6.4

FISCAL YEAR 21 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
December 31, 2020

UNCOLLECTED FROM JUNE 30, 2020

93,833.10

CHARGED	07/01/20 12/31/20	12/31/2020	Previous Balance	Total
USER CHARGES		1,695.64	665,072.98	666,768.62
SERVICE CHARGES		762.50	15,247.85	16,010.35
CONNECTION CHARGES		0.00	4,000.00	4,000.00
LATE CHARGES		1,475.47	9,151.28	10,626.75
BACKFLOW		0.00	4,730.00	4,730.00
SUBTOTAL		3,933.61		
TOTAL CHARGES				702,135.72
				795,968.82

RECEIVED	07/01/20 12/31/20	12/31/2020		
USER CHARGES		16,137.45	657,890.28	674,027.73
SERVICE CHARGES		633.90	16,455.09	17,088.99
CONNECTION CHARGES		0.00	4,000.00	4,000.00
LATE CHARGES		437.00	8,883.64	9,320.64
BACKFLOW		0.00	5,564.44	5,564.44
SUBTOTAL		17,208.35		
TOTAL RECEIPTS				710,001.80

SENT TO LIEN		26,291.35
LIENS COLLECTED		
ABATEMENTS		-757.02
ADJUSTMENTS		547.34
AJD TO MASTER		
UNCOLLECTED		59,885.35
		795,968.82

OUTSTANDING:		
USER CHARGES	56,043.79	
SERVICE CHARGES	2,441.20	
CONNECTION CHARGES	-1,600.00	
LATE CHARGES	2,932.74	
BACKFLOW	67.62	
TOTAL OUTSTANDING	59,885.35	

	Jul - Dec 20	Budget	\$ Over (Under) Budget	% of Budget
Ordinary Income/Expense				
Expense				
061.000 · General Operations 000				
<u>061.001 · Personal Services 1</u>				
5100 · Salaries & Wages-Water Super	\$ 8,139.44	\$ 110,000.00	\$ (101,860.56)	7.40%
5110 · Salary & Wages-Oper Staff	\$ 75,214.71	\$ 168,135.55	\$ (92,920.84)	44.70%
5112 · Salary & Wages-Support Staff	\$ 31,339.60	\$ 70,624.22	\$ (39,284.62)	44.40%
5130 · Additional Gross	\$ 3,995.83	\$ 14,240.00	\$ (10,244.17)	28.10%
5134 · Additional Gross-Reg&SpecOncall	\$ 7,146.44	\$ 20,363.10	\$ (13,216.66)	35.10%
5190 · Other Stipened-Longevity	\$ -	\$ 1,200.00	\$ (1,200.00)	0.00%
5191 · Other - Stipend BOWC	\$ -	\$ 3.00	\$ (3.00)	0.00%
5192 · Other-Certification/Stipend	\$ 1,500.00	\$ 1,500.00	\$ -	100.00%
5193 · Retirement Benefit	\$ -	\$ -	\$ -	0.00%
5195 · Other-Clothing Allowance	\$ -	\$ -	\$ -	0.00%
5197 · Vehicle Allowance -Super	\$ -	\$ -	\$ -	0.00%
5198 · Snow Storm Stipend	\$ -	\$ 4,000.00	\$ (4,000.00)	0.00%
Total 061.001 · Personal Services 1	\$ 127,336.02	\$ 390,065.87	\$ (262,729.85)	32.60%
<u>061.002 · Purchased Services 2</u>				
5210 · Energy	\$ 34,343.08	\$ 80,000.00	\$ (45,656.92)	42.90%
5240 · Repair & Maint Building	\$ 670.86	\$ 50,000.00	\$ (49,329.14)	1.30%
5245 · Repair & Maint Equipment	\$ 3,698.46	\$ 40,000.00	\$ (36,301.54)	9.20%
5245006 · Repair & Maintain Equip SCADA	\$ 5,922.50	\$ 10,500.00	\$ (4,577.50)	56.40%
5245007 · Repair & Maintain-Distribution	\$ 4,800.00	\$ 30,000.00	\$ (25,200.00)	16.00%
5270 · Rentals	\$ 750.00	\$ 1,050.00	\$ (300.00)	71.40%
Total 061.002 · Purchased Services 2	\$ 50,184.90	\$ 211,550.00	\$ (161,365.10)	23.70%
<u>061.003 · Purchased Services 3</u>				
5300-02 · Proff Legal Expense	\$ -	\$ 12,000.00	\$ (12,000.00)	0.00%
5300 · Professional Services	\$ 24,764.85	\$ 63,000.00	\$ (38,235.15)	39.30%
5300100 · Proff Service Backflow	\$ 4,300.00	\$ 9,500.00	\$ (5,200.00)	45.30%
5340 · Communication	\$ 10,847.68	\$ 21,000.00	\$ (10,152.32)	51.70%
5380 · Other Services	\$ -	\$ 2,730.00	\$ (2,730.00)	0.00%
Total 061.003 · Purchased Services 3	\$ 39,912.53	\$ 108,230.00	\$ (68,317.47)	36.90%
<u>061.004 · Purchased Supplies 4</u>				
5420 · Office Supplies	\$ 1,836.33	\$ 5,250.00	\$ (3,413.67)	35.00%
5430 · Building Supplies	\$ 108.93	\$ 1,575.00	\$ (1,466.07)	6.90%
5435 · Equipment Maint Supplies	\$ -	\$ 1,575.00	\$ (1,575.00)	0.00%
5460 · Groundskeeping Supplies	\$ 86.95	\$ 525.00	\$ (438.05)	16.60%
5480 · Vehicular Supplies	\$ 1,881.95	\$ 9,000.00	\$ (7,118.05)	20.90%
Total 061.004 · Purchased Supplies 4	\$ 3,914.16	\$ 17,925.00	\$ (14,010.84)	21.80%
<u>061.005 · Purchased Supplies 5</u>				
5530 · Public Works Supplies	\$ 36,363.68	\$ 55,000.00	\$ (18,636.32)	66.10%
5531 · Chemicals	\$ 10,377.96	\$ 24,150.00	\$ (13,772.04)	43.00%
5580 · Other Supplies	\$ -	\$ 1,050.00	\$ (1,050.00)	0.00%
5585 · Clothing Allowance	\$ 2,145.76	\$ 5,250.00	\$ (3,104.24)	40.90%
Total 061.005 · Purchased Supplies 5	\$ 48,887.40	\$ 85,450.00	\$ (36,562.60)	57.20%
<u>061.007 · Other Charges & Exp 7</u>				
5710 · Travel/mileage-in state	\$ -	\$ 1,155.00	\$ (1,155.00)	0.00%
5720 · Out of State Travel	\$ -	\$ -	\$ -	0.00%
5730 · Dues and Memberships	\$ 2,560.00	\$ 4,300.00	\$ (1,740.00)	59.50%
5780 · Other Charges	\$ -	\$ 525.00	\$ (525.00)	0.00%

5785 · Water Assessment D.E.P.	\$ 1,946.25	\$ 2,200.00	\$ (253.75)	88.50%
5850 · New Equipment	\$ 1,213.28	\$ 10,500.00	\$ (9,286.72)	11.60%
Total 061.007 · Other Charges & Exp 7	\$ 5,719.53	\$ 18,680.00	\$ (12,960.47)	30.60%
061.400 · Special Projects 400				
5012 · System Enhancement	\$ -	\$ 122,632.92	\$ (122,632.92)	0.00%
5805 · Meadow Rd Main Replacement	\$ 30,480.50	\$ 41,435.98	\$ (10,955.48)	73.60%
5895 · Main Line Gate/Valve Replacemen	\$ 8,929.78	\$ 60,000.00	\$ (51,070.22)	14.90%
5902-18 · Main St Cleaning	\$ -	\$ -	\$ -	0.00%
Total 061.400 · Special Projects 400	\$ 39,410.28	\$ 224,068.90	\$ (184,658.62)	17.60%
061.500 · Special Articles 500				
5000 · Water Oper Emergency Res Fund	\$ -	\$ -	\$ -	0.00%
5005-18 · Update Master Plan	\$ 15,500.00	\$ 25,000.00	\$ (9,500.00)	62.00%
5020 · Storage Tank Maintenance	\$ -	\$ 5,198.40	\$ (5,198.40)	0.00%
5803-19 · Generator 540 Main St	\$ -	\$ 30,000.00	\$ (30,000.00)	0.00%
5804-16 · Upgrade Witches Brook	\$ -	\$ 40,000.00	\$ (40,000.00)	0.00%
5809-17 · Highland Street Storage Tank	\$ -	\$ 75,000.00	\$ (75,000.00)	0.00%
5895-21 · Witches Brook Daytank	\$ 36,145.12	\$ 75,000.00	\$ (38,854.88)	48.20%
590218 · STM ART Utility Billing	\$ -	\$ 18,000.00	\$ (18,000.00)	0.00%
Total 061.500 · Special Articles 500	\$ 51,645.12	\$ 268,198.40	\$ (216,553.28)	19.30%
Total 061.000 · General Operations 000	\$ 367,009.94	\$ 1,324,168.17	\$ (957,158.23)	27.70%
061.009 · Debt Service 9				
5910 · Long Term Debt-East Side Phase1	\$ -	\$ 37,962.00	\$ (37,962.00)	0.00%
5911 · Long Term Debt-East Side Ph 2	\$ -	\$ 54,078.00	\$ (54,078.00)	0.00%
5920 · Long term Interest-Phase1	\$ -	\$ 4,412.00	\$ (4,412.00)	0.00%
5921 · Long Term Int East Side Ph2	\$ -	\$ 7,505.00	\$ (7,505.00)	0.00%
Total 061.009 · Debt Service 9	\$ -	\$ 103,957.00	\$ (103,957.00)	0.00%
063.400 · Projects				
5805-18 · West End-Water Main	\$ 46,146.37	\$ 70,884.23	\$ (24,737.86)	65.10%
Total 063.400 · Projects	\$ 46,146.37	\$ 70,884.23	\$ (24,737.86)	65.10%
Total Expense	\$ 413,156.31	\$ 1,499,009.40	\$ (1,085,853.09)	27.60%
Net Ordinary Income	\$ (412,196.08)	\$ (1,499,009.40)	\$ 1,086,813.32	27.50%
Net Income	\$ (412,196.08)	\$ (1,499,009.40)	\$ 1,086,813.32	27.50%

Main St.

9,063.26

6.5

Group as: ***-111-***-***

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	% Var.
061-04-000-5530-0000-000	WATER - PUBLIC WORKS SUPPLIES	-36,183.82	55,000.00	55,000.00	-36,183.82	18,816.18	65.79
061-04-000-5530-0001-000	WATER - PUBLIC WORKS SUPPLIES - C	-10,444.92	24,150.00	24,150.00	-10,444.92	13,705.08	43.25
061-04-000-5580-0000-000	WATER - OTHER SUPPLIES	0.00	1,050.00	1,050.00	0.00	1,050.00	0.00
061-04-000-5585-0000-000	WATER- UNIFORM ALLOWANCE	-2,014.79	5,250.00	5,250.00	-2,014.79	3,235.21	38.38
061-04-000-5710-0000-000	WATER - TRAVEL/MILEAGE-IN STATE	0.00	1,155.00	1,155.00	0.00	1,155.00	0.00
061-04-000-5720-0000-000	WATER - OUT OF STATE TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
061-04-000-5730-0000-000	WATER - DUES & MEMBERSHIPS	-2,710.00	4,300.00	4,300.00	-2,710.00	1,590.00	63.02
061-04-000-5780-0000-000	WATER - OTHER CHARGES	0.00	525.00	525.00	0.00	525.00	0.00
061-04-000-5785-0000-000	WATER - ASSESSMENT D.E.P.	-1,946.25	2,200.00	2,200.00	-1,946.25	253.75	88.47
061-04-000-5850-0000-000	WATER - NEW EQUIPMENT	-1,213.28	10,500.00	10,500.00	-1,213.28	9,286.72	11.56
061-04-000-5910-0000-000	WATER - LT DEBT SERVICE - MWPAT - E	-37,962.00	37,962.00	37,962.00	-37,962.00	0.00	100.00
061-04-000-5910-0001-000	WATER - LT DEBT SERVICE - MWPAT EA	-58,100.94	54,078.00	54,078.00	-58,100.94	-4,022.94	107.44
061-04-000-5920-0000-000	WATER - LT INTEREST - MWPAT - EAST	-2,395.88	4,412.00	4,412.00	-2,395.88	2,016.12	54.30
061-04-000-5920-0001-000	WATER - LT INTEREST - MWPAT - EAST	0.00	7,505.00	7,505.00	0.00	7,505.00	0.00
061-04-000-5925-0000-000	WATER-INT ON ST LOANS/ISSUANCE CO	0.00	23,300.00	23,300.00	0.00	23,300.00	0.00
Total Group 3: Expenses		-245,427.46	577,092.00	577,092.00	-245,427.46	331,664.54	42.53
		-372,763.86	967,157.87	967,157.87	-372,763.86	594,394.01	38.54
Total Group 1: Segment 3: Department Code: 000 - General		-372,763.86	967,157.87	967,157.87	-372,763.86	594,394.01	38.54
Group 1: Segment 3: Department Code: 400 - Water Construction Projects							
Special							
061-04-400-5012-0000-000	SYSTEM ENHANCEMENTS	0.00	0.00	114,632.92	0.00	114,632.92	0.00
Total Group 3: Special		0.00	0.00	114,632.92	0.00	114,632.92	0.00
Expenses							
061-04-400-5805-2018-000	WATER ENT- A14 ATM05/07/17 MEADOW	-30,480.50	0.00	41,435.98	-30,480.50	10,955.48	73.56
061-04-400-5895-2018-000	WATER ENT- A14 ATM05/07/17 MAIN LINE <i>gate repair</i>	-8,929.78	0.00	60,000.00	-8,929.78	51,070.22	14.88
Total Group 3: Expenses		-39,410.28	0.00	101,435.98	-39,410.28	62,025.70	38.85
		-39,410.28	0.00	216,068.90	-39,410.28	176,658.62	18.24
Total Group 1: Segment 3: Department Code: 400 - Water Construction		-39,410.28	0.00	216,068.90	-39,410.28	176,658.62	18.24
Group 1: Segment 3: Department Code: 500 - Water Special Articles							
Special							
061-04-500-5005-2018-000	WATER ENT- A14ATM05/07/17 UPDATE M	-15,500.00	0.00	25,000.00	-15,500.00	9,500.00	62.00

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Filter by: Segment 1: 061

Group as: ***-111-****-****-***

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department		Code: 000 - General					
Personnel							
061-04-000-5100-0000-000	WATER - SALARY - SUPERINTENDENT	-6,541.54	110,000.00	110,000.00	-6,541.54	103,458.46	5.95
061-04-000-5110-0000-000	WATER - WAGES-OPER STAFF	-73,643.51	168,135.55	168,135.55	-73,643.51	94,492.04	43.80
061-04-000-5112-0000-000	WATER - WAGES-SUPPORT STAFF	-32,617.44	70,624.22	70,624.22	-32,617.44	38,006.78	46.18
061-04-000-5130-0000-000	WATER - ADDITIONAL GROSS - OVERTI	-4,336.01	14,240.00	14,240.00	-4,336.01	9,903.99	30.45
061-04-000-5134-0000-000	WATER - ADDITIONAL GROSS - REG & S	-7,100.00	20,363.10	20,363.10	-7,100.00	13,263.10	34.87
061-04-000-5190-0000-000	WATER - OTHER - STIPEND - LONGEVIT	0.00	1,200.00	1,200.00	0.00	1,200.00	0.00
061-04-000-5191-0000-000	WATER - OTHER - STIPENDS - BOARD O	0.00	3.00	3.00	0.00	3.00	0.00
061-04-000-5192-0000-000	WATER - OTHER-STIPENDS - LICENSE &	-1,500.00	1,500.00	1,500.00	-1,500.00	0.00	100.00
061-04-000-5193-0000-000	WATER - OTHER - RETIREMENT BENEFI	0.00	0.00	0.00	0.00	0.00	0.00
061-04-000-5195-0000-000	WATER - OTHER - CLOTHING ALLOWAN	-600.00	0.00	0.00	-600.00	-600.00	0.00
061-04-000-5197-0000-000	WATER- VEHICLE ALLOWANCE	-997.90	0.00	0.00	-997.90	-997.90	0.00
061-04-000-5198-0000-000	WATER- OTHER STIPEND- SNOW STOR	0.00	4,000.00	4,000.00	0.00	4,000.00	0.00
Total Group 3: Personnel		-127,336.40	390,065.87	390,065.87	-127,336.40	262,729.47	32.64
Expenses							
061-04-000-5210-0000-000	WATER - ENERGY	-30,849.90	80,000.00	80,000.00	-30,849.90	49,150.10	38.56
061-04-000-5240-0000-000	WATER - REPAIR & MAINT BUILDING	-697.40	50,000.00	50,000.00	-697.40	49,302.60	1.39
061-04-000-5245-0000-000	WATER - REPAIR & MAINT EQUIPMENT	-3,348.02	40,000.00	40,000.00	-3,348.02	36,651.98	8.37
061-04-000-5245-0006-000	WATER - REPAIR & MAINTAIN - SCADA S	-5,922.50	10,500.00	10,500.00	-5,922.50	4,577.50	56.40
061-04-000-5270-0000-000	WATER - REPAIR & MAINTAIN-DISTRIBU	-4,800.00	30,000.00	30,000.00	-4,800.00	25,200.00	16.00
061-04-000-5270-0000-000	WATER - RENTALS	-750.00	1,050.00	1,050.00	-750.00	300.00	71.43
061-04-000-5300-0000-000	WATER - PROFESSIONAL SERVICES	-25,721.42	63,000.00	63,000.00	-25,721.42	37,278.58	40.83
061-04-000-5300-0001-000	WATER - PROF SVS - BACKFLOW SURV	-4,300.00	9,500.00	9,500.00	-4,300.00	5,200.00	45.26
061-04-000-5307-0000-000	WATER- PROF & TECH - LEGAL	0.00	20,000.00	20,000.00	0.00	20,000.00	0.00
061-04-000-5340-0000-000	WATER - COMMUNICATION	-11,338.26	21,000.00	21,000.00	-11,338.26	9,661.74	53.99
061-04-000-5380-0000-000	WATER - OTHER SERVICES	0.00	2,730.00	2,730.00	0.00	2,730.00	0.00
061-04-000-5420-0000-000	WATER - OFFICE SUPPLIES	-1,668.09	5,250.00	5,250.00	-1,668.09	3,581.91	31.77
061-04-000-5430-0000-000	WATER - BUILDING SUPPLIES	-108.93	1,575.00	1,575.00	-108.93	1,466.07	6.92
061-04-000-5435-0000-000	WATER - EQUIPMENT MAINT SUPPLIES	0.00	1,575.00	1,575.00	0.00	1,575.00	0.00
061-04-000-5460-0000-000	WATER - GROUNDSKEEPING SUPPLIES	-86.95	525.00	525.00	-86.95	438.05	16.56
061-04-000-5480-0000-000	WATER - VEHICULAR SUPPLIES	-2,864.11	9,000.00	9,000.00	-2,864.11	6,135.89	31.82

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Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Town of

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	% Var.
Total Group 3: Special		-15,500.00	0.00	25,000.00	-15,500.00	9,500.00	62.00
Expenses							
061-04-500-5245-2006-000	STORAGE TANK MAINT FUND ATM 5/06 A	0.00	0.00	5,198.40	0.00	5,198.40	0.00
061-04-500-5640-0000-100	WATER OPER 000 PRIOR YEAR ENCUMB	-2,105.91	0.00	7,090.00	-2,105.91	4,984.09	29.70
061-04-500-5780-2020-000	STM 07/25/2020 ART 4 MVP GRANT MATC	0.00	0.00	2,000.00	0.00	2,000.00	0.00
061-04-500-5803-2019-000	WATER-ATM 05/01/18 ART8 GENERATOR	0.00	0.00	30,000.00	0.00	30,000.00	0.00
061-04-500-5804-2016-251	WATER-A28ATM5/15 - WITCHS BROOK R	0.00	0.00	40,000.00	0.00	40,000.00	0.00
061-04-500-5809-2017-002	WATER-A18ATM5/3/16-HIGHLAND ST ST	0.00	0.00	75,000.00	0.00	75,000.00	0.00
061-04-500-5895-2021-000	ATM 07/25/2020 Art. 7- WITCHES BROOK	-36,145.12	0.00	75,000.00	-36,145.12	38,854.88	48.19
061-04-500-5902-2018-000	WATER-STM 05/01/18 ART 3 UTILITY BILL	0.00	0.00	18,000.00	0.00	18,000.00	0.00
Total Group 3: Expenses		-38,251.03	0.00	252,288.40	-38,251.03	214,037.37	15.16
		-53,751.03	0.00	277,288.40	-53,751.03	223,537.37	19.38
Total Group 1: Segment 3: Department Code: 500 - Water Special Articles		-53,751.03	0.00	277,288.40	-53,751.03	223,537.37	19.38
55 Account(s) totaling:		-465,925.17	967,157.87	1,460,515.17	-465,925.17	994,590.00	31.90