



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

Todd Melanson, *Chairman*  
David Vigeant, Superintendent

*Vice-Chairman*  
(978) 597-2212

1.5  
  
Christopher Jones, *Clerk*  
Email [water@townsendwater.org](mailto:water@townsendwater.org)

**WATER COMMISSIONERS MEETING MINUTES**

**November 8, 2021 – 7:00 P.M.**

**Water Department 540 Main Street, Meeting Room**

**NOTE REGARDING ACCESS AND PARTICIPATION**

Governor Baker updated the State of Emergency to respond to COVID-19 on June 16, 2021 and ordered an extension of certain provisions of the Open Meeting Law M.G.L. c. 30A, s 20 put into effect on March 12, 2020, until April 1, 2022 at which time the extension will be repealed.

<https://us02web.zoom.us/j/87959168414?pwd=NWJtNlBhZ1hCMVNaaisORTQ3Zmc0Zz09>

**Meeting ID: 879 5916 8414 Passcode: 926147 Log on Monday November 8, 2021, at 7:00 P.M. to participate.**

**I. PRELIMINARIES:**

- 1.1 TM called the meeting of the Board of Water Commissioners to order at 7:06PM at 540 Main St and by Zoom.
- 1.2 TM announced that the meeting is being recorded on Zoom.
- 1.3 Roll call showed members present: Todd Melanson (TM)-Chairman, Christopher Jones (CJ)-Clerk. Roll call showed citizens present: Chaz Sexton-Diranian (CSD)-Board of Selectmen, David Vigeant (DV)-Water Superintendent, Stephen & Tammy Mitchell-25 Hickory Drive.
- 1.4 Chairman's additions or deletions. TM announced that Michael MacEachern has resigned from the Board and thanked him for his contributions. The vacancy will be posted with the Town Clerk for 10 days. The term will end at the next election. After the 10 days, a meeting will be held to review all people interested. This has been scheduled for November 29, 2021, at 7:00PM.
- 1.5 Approve Meeting Minutes of September 13, 2021, and October 4, 2021. Tm requested a correction on the October 4<sup>th</sup> meeting. A name was written incorrectly, and TM requested it to be fixed. **TM motioned to accept the September 13, 2021, minutes as submitted and the October 4, 2021, minutes with the one correction. CJ seconded.**  
**Unanimous vote.**
- 1.6 Review correspondence. None available.

**II. APPOINTMENTS-VOTES MAY BE TAKEN**

- 2.1 7:05 Tammy Mitchell, 25 Hickory Drive and Robin Derome, 27 Hickory Drive. RE Ongoing water issues. The dead end of Hickory Drive has been getting very dirty water. The department has flushed several times and continuous flushing will only cause more problems. The Witches Brook 2 well may be causing a bit of the problem since it needs to be cleaned. TM suggested that the Mitchells call him to review some options to help their problem. TM requested that DV investigate an auto flushing unit for the hydrants.

**III. MEETING BUSINESS-VOTES MAY BE TAKEN:**

- 3.1 Update/Discuss Cross Charge Agreement. The updated amount of the charges is more favorable, but having a formal inter-municipal agreement is preferable. This can be discussed for the upcoming budgets. TM requested a list of departments and the amount that the Water Department uses them.
- 3.2 Discuss/Review 169 Main St and Greely Rd. DV reported that progress is being made on the easements.
- 3.3 Update/Discuss PFAS. Levels have gone up at the other wells. Witches Brook 2 is rising, and monthly testing is expected once we are notified by DEP.
- 3.4 Update/Discuss DEP staffing plan for Harbor Trace treatment plant. DV reported that all documents say that the distribution system and treatment plant must be manned separately. TM said that he will put out some questions regarding a recommendation from DEP regarding our situation because staffing things like that can be costly. DV spoke with members of the Select Board regarding money for PFAS from the ARPA funds. CSD mentioned that

other funding may become available. TM requested that a meeting be set up with Senator Cronin and Representative Harrington to create an earmark in the state budget for the PFAS treatment plant. TM will write a letter to ask to submit to the state's attorney prior to requesting a meeting. TM will send the base of the letter to DV to fill out the specific details based on the system's needs.

- 3.5 Discuss/Review Rate Study. Tabled.
- 3.6 Discuss/Review Capital Planning. PFAS plant is priority for the capital plan. DV discussed getting funding for a tank on Lunenburg Rd. TM suggested that DV gather a survey of people in the area that can be serviced that would be willing to connect, prior to making any decisions. TM reminded DV to keep in mind the costs associated with the project, since additional distribution lines will be needed. The prospective tank on West Meadow Drive is on hold because the project owner needs to renew the project with the town before anything can happen. CSD will ask the Montachusett Regional Planning Commission (MRPC) to see if a District Local Technical Assistance (DLTA) grant can help conduct the survey of residents.
- 3.7 Discuss Employee Reimbursement. DV reported that Zoom is being paid by an employee. A Water Department needs to be set up to remedy this. TCAM could facilitate the meetings. This will be discussed further at the next meeting.
- 3.8 Review/Discuss IT contract. DV contacted 7 companies, only 3 responded. White Mountain IT Services, the existing provider, submitted 2 bids. One version is all-inclusive for additional support, the other bills support at \$120.00 an hour. After a brief discussion, it was decided that the all-inclusive bid would be the most beneficial to the department's needs. TM asked for DV to send the full contract to CSD for Town Counsel's review. **TM motioned to accept the bid for IT support services ITB #10-22-2021 in the amount of an annual contract of \$22,236.00 for a three-year term. CJ seconded. Unanimous vote.**
- 3.9 Review/Discuss Phone System Upgrades. The department phones restart sporadically throughout the day. The Water Department is not part of the Guardian IT coverage and would like to move to Zoom as the phone service provider protected by White Mountain. CSD is concerned that he has not heard anything since he manages any Guardian issues. TM requested that DV write up the issues and send it to CSD in the morning. TM suggested not going to the Interim Town Administrator, but to go to the liaison, CSD, instead.

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

- 4.1 Review/Discuss Dig Safe Procedure. Dig Safe's are printed, completed, then put together in a folder. TM asked DV to write an SOP for the process. TM asked that the website be updated to announce that the department does belong to Dig Safe and receives the emails. An SOP will be posted as soon as it is approved by the Board.
- 4.2 Addition: TM asked DV for an update on Highland St. The final part is on order and should be in next week. There have been supply chain issues for the parts needed.

#### **V. LIASON UPDATES AND REPORTS-VOTES MAY BE TAKEN:**

5.1

#### **VI. SUPERINTENDENT'S UPDATES AND REPORTS-VOTES MAY BE TAKEN:**

- 6.1 Update/Discuss Harbor Trace Treatment Plant. The rate study is being worked on. Warrant articles for Special Town Meeting are also in place to start the process to secure funding for the construction. The department is waiting for approval from the State Revolving Fund
- 6.2 Update/Discuss Main Street Well. DV reported that the water line installation is just about finished. A walkthrough with Maher is scheduled for next week and drilling for the final well should start in a few weeks. The well is anticipated to be finished in February or March. From there everything will be connected to await final approval by DEP in the early spring.
- 6.3 Review/Discuss Lead and Copper Rule Requirements. DV reported that the list has been sent to DEP for review. TM suggested dropping off letters to houses to explain why they are picked and an explanation of how to take the sample and fill out the form. TM also mentioned that having an information meeting either in the Great Hall or over Zoom may be beneficial. DV explained that there was not enough time to hold a meeting and still meet the compliance deadlines set by DEP. It was decided that a round of letters would be delivered, followed by the bottles a week or two later.
- 6.4 Update/Discuss Employee Education. Mistie and Kevin are halfway through the T2 class. DV will be taking two procurement classes starting soon.



- 6.5 Update/Discuss 12 South St-Deluxe. DV reported that he is waiting for a construction date regarding this.
- 6.6 Update/Discuss Meter Exchange Program. 16% of the town has the upgraded cellular meters. There are only 14 accounts remaining on Route 1. The Commissioners would like to discuss the number of days or notices that should be sent before compliance is strictly enforced. Discussion about whether they should come before the board and explain, or simply shut off the water. TM expressed that there is only so long that the department can be out of compliance and these meters need to be changed.
- 6.7 Update/Discuss 2016 Ford Fusion. DV would like to hold on to the car for now in case it is needed for the treatment plant.
- 6.8 Update/Discuss 2021 Liens. DV recognized that there were multiple properties on the lien list that are also part of the out-of-compliance Route 1 meters. TM said that there is going to be a program with funding available through LIHEAP for unpaid water bills if it is due to the COVID-19 pandemic. CSD said the Affordable Housing Trust is responsible for filing out the paperwork for energy and fuel assistance
- 6.9 Review/Discuss Trench Safety. Pneumatic devices have been received to replace the traditional trench box. These are lighter, safer, and less cumbersome.
- 6.10 Update/Discuss Beaver Controls. Beavers continue to dam the Cross St area. The dam is being breached every few days to keep water flowing.

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

- 7.1 The BOWC scheduled their next meeting for November 29, 2021, at 7:00PM to review any volunteers for the open Commissioner position. The following meeting will be held December 13, 2021, at 7:00PM.
- 7.2 **TM motioned to review and sign October's month end reports out of session. CJ seconded. Unanimous vote.**

**ADJOURNMENT:**

**TM motioned to adjourn the meeting of the Board of Water Commissioners at 9:42PM. CJ seconded. Unanimous vote.**

Respectfully Submitted,



Mistie Demazure

Accounts Manager

Townsend Water Department

**Mistie Demazure**

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**From:** Brenda Boudreau  
**Sent:** Wednesday, October 20, 2021 11:38 AM  
**To:** Mistie Demazure  
**Subject:** FW: Resending attachments  
**Attachments:** trim.168D47C7-D47D-45DC-A095-C5C26AF596DA.MOV;  
 2D1C1FA7-869C-4546-80DF-6EB7F1B2C644.jpeg; 7C3448E2-813C-479E-  
 A004-897867F8718A.jpeg

**From:** Water  
**Sent:** Wednesday, October 20, 2021 11:38 AM  
**To:** Todd Melanson <tdzilla66@gmail.com>; Michael MacEachern (mmaceachern@grotonma.gov)  
 <mmaceachern@grotonma.gov>; cejones1587@gmail.com  
**Cc:** David Vigeant <dvigeant@townsendwater.org>  
**Subject:** FW: Resending attachments

Good afternoon,

I was requested to send along these photos for a property on Hickory Drive. They will be at the November 8<sup>th</sup> meeting to discuss the ongoing water quality issues.

Please see a copy of her original email below.

Brenda

Good morning

Please find attached a short video and pictures of what the water looked like coming out of my bathroom faucet on October 8th. This also happened yesterday October 19 and numerous times over the past year. There is no pattern as to when it happens, no specific time of day or weather conditions, example, heavy rain or prolonged dry weather.

There have been times the water is so discolored it leaves a layer of sediment on the bottom of the tub and/or toilet. Running the water for 5 minutes or so usually clears it up.

We originally thought it was rust from our hot water heater building up so we drained and flushed it, in doing so we saw a very concerning amount of sediment coming out, then about a month after flushing the hot water heater it started leaking all over the basement causing floor damage and needed to be replaced in February 2021, the heater was less than 8 years old and we believe the sediment build up damaged the heater.

Naturally we are concerned about the safety of the water and further damage to our new hot water heater or worse our pipes.

Thank you for your attention in this matter  
 Tammy and Stephen Mitchell  
 25 Hickory Drive, Townsend





# PRO FORMA CALCULATIONS THROUGH JUNE 30, 2021

To: Water Commissioners

## WATER AGREEMENT COSTS FISCAL 2021

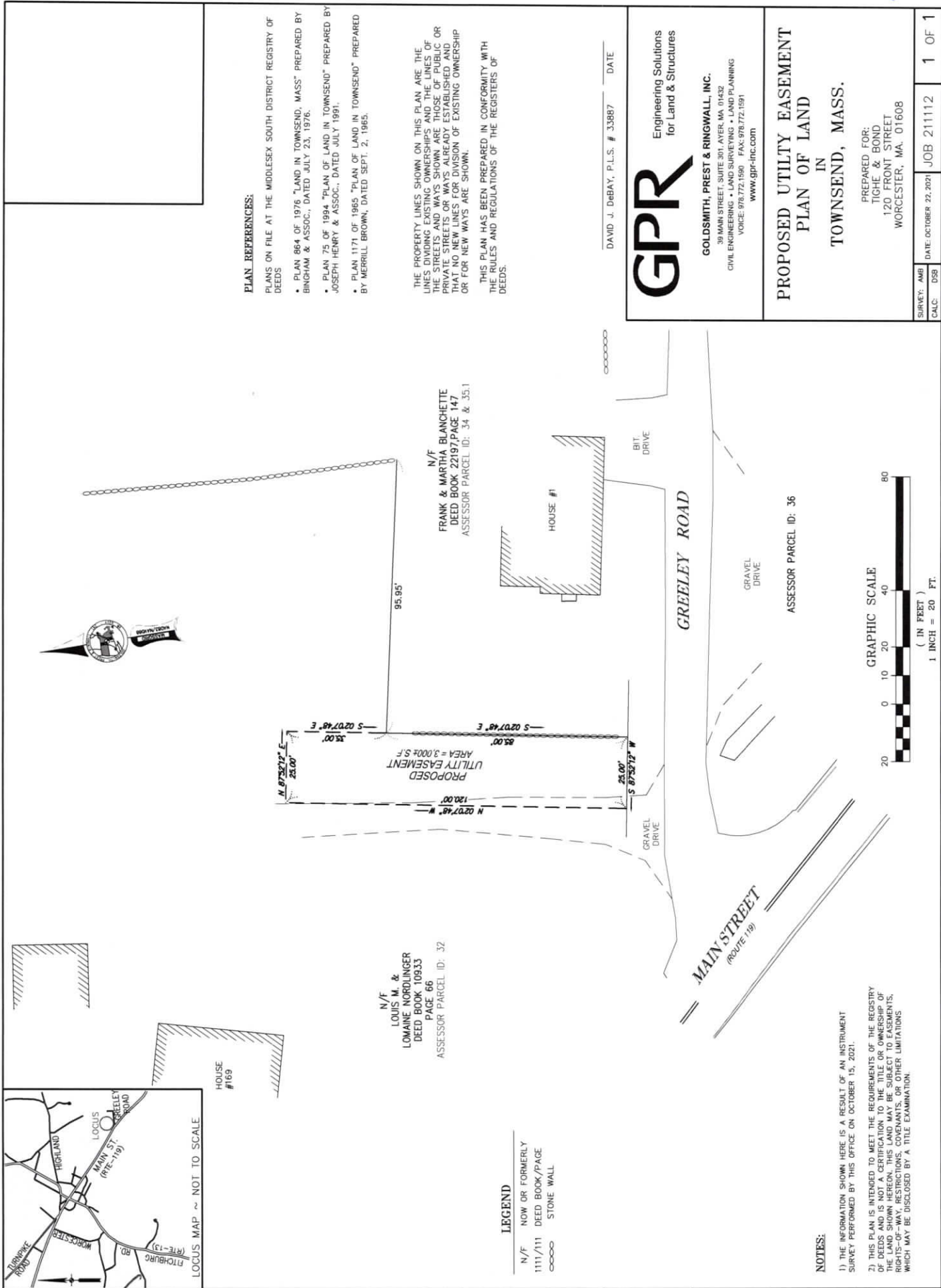
Total Gross Payroll	\$	4,199,190.26
Water Dept. Payroll	\$	345,624.30
Percent to Total Payroll		8.2307%

	<u>Total</u>		<u>Water Costs</u>
County Retirement	\$ 911,165.00		\$ 74,995.59
Medicare Town Share		1.45%	\$ 5,011.55
Workers Compensation			\$ 4,611.37
General Liab. Insurance			\$ 5,050.95
Professional Liability			\$ 2,470.62
Property Insurance			\$ 12,885.20
Excess Liability			\$ 1,417.12
Vehicle Insurance			\$ 1,815.51
Debt Service Landfill Trans WBWC			\$ 11,852.23

	2 EE's	Monthly	#Mos	
Health Insurance		\$ 1,774.58	12	\$ 42,589.92
	1 EE	1,774.58	5	\$ 8,872.90
	1 EE	682.58	12	\$ 8,190.96

Administrative Costs				\$	56,069
Life Insurance	\$	2.00	12	\$	<u>24.00</u>
Total Gross Amount				\$	235,856.81
Less Interest Earned				\$	<u>(1,731.72)</u>
Total Due to Town				\$	234,125.09
Less Amounts Previously Authorized					
Additional Amount Due				\$	234,125.09

3.2



**PLAN REFERENCES:**

- PLANS ON FILE AT THE MIDDLESEX SOUTH DISTRICT REGISTRY OF DEEDS
- PLAN 864 OF 1976 "LAND IN TOWNSEND, MASS" PREPARED BY BINGHAM & ASSOC., DATED JULY 23, 1976.
  - PLAN 75 OF 1994 "PLAN OF LAND IN TOWNSEND" PREPARED BY JOSEPH HENRY & ASSOC., DATED JULY 1991.
  - PLAN 1171 OF 1985 "PLAN OF LAND IN TOWNSEND" PREPARED BY MERRILL BROWN, DATED SEPT. 2, 1985.

THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE LINES DIVIDING EXISTING OWNERSHIPS AND THE LINES OF PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN.

THIS PLAN HAS BEEN PREPARED IN CONFORMITY WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS.

DAVID J. DeBAY, P.L.S. # 33887 DATE

**GPR**

Engineering Solutions  
for Land & Structures

**GOLDSMITH, PREST & RINGWALL, INC.**  
39 MAIN STREET, SUITE 301, AVER, MA 01432  
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www.gpr-inc.com

**PROPOSED UTILITY EASEMENT  
PLAN OF LAND  
IN  
TOWNSEND, MASS.**

PREPARED FOR:  
TIGHE & BOND  
120 FRONT STREET  
WORCESTER, MA. 01608

SURVEY: AMR	DATE: OCTOBER 22, 2021	JOB: 211112	1 OF 1
CALC: DSB			

**NOTES:**

- 1) THE INFORMATION SHOWN HERE IS A RESULT OF AN INSTRUMENT SURVEY PERFORMED BY THIS OFFICE ON OCTOBER 15, 2021.
- 2) THIS PLAN IS INTENDED TO MEET THE REQUIREMENTS OF THE REGISTRY OF DEEDS AND IS NOT A CERTIFICATION TO THE TITLE OR OWNERSHIP OF THE LAND SHOWN HEREON. THIS LAND MAY BE SUBJECT TO EASEMENTS, RIGHTS-OF-WAY, RESTRICTIONS, COVENANTS, OR OTHER LIMITATIONS WHICH MAY BE DISCLOSED BY A TITLE EXAMINATION.



**David Vigeant**

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**From:** David Vigeant  
**Sent:** Monday, November 1, 2021 11:02 AM  
**To:** Armand Buonanno  
**Subject:** RE: Web site inquiry follow up  
**Attachments:** TownsendWaterDept\_RFP-ITServices\_2021-09-4 (003).docx

Hi Armand, Hi is the IT Invitation to Bid and what we need. David

**From:** Armand Buonanno <abuonanno@cmitsolutions.com>  
**Sent:** Monday, November 1, 2021 10:58 AM  
**To:** David Vigeant <dvigeant@townsendwater.org>  
**Subject:** Web site inquiry follow up

Hi David,

Following up my voice mail earlier in response to your recent visit to our web site.

I welcome the opportunity to learn about your IT interests/challenges and explain what CMIT Solutions does.

We can serve as a resource to help address IT problems as well as help in suggesting other solutions should we not be the right fit.

Regards,

**Armand Buonanno**

President

CMIT Solutions of The Merrimack Valley

800 Turnpike Street, Suite 300

North Andover, MA 01845

Work Phone – 978-651-1900

Cell Phone—978-314-5097

[abuonanno@cmitsolutions.com](mailto:abuonanno@cmitsolutions.com)

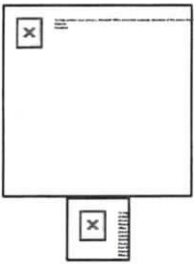
**David Vigeant**

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**From:** Brian Bartlett <bbartlett@milestechnologies.com>  
**Sent:** Friday, October 29, 2021 7:32 AM  
**To:** David Vigeant  
**Subject:** Invitation to Bid - Information Technology Support Services

Good morning David, I wanted to let you know that, after reading through the full RFP document, that Miles Technologies will not be submitting a bid. I appreciate the consideration of being included in the process and look forward to the possibility of working with you and Townsend at some point in the future.

At Your Service,

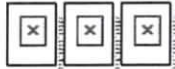
**Brian Bartlett**

Vice President, IT Services

(800) 496-8001 x131

Use this [link to schedule an appointment](#) with me.

[milestechnologies.com](http://milestechnologies.com)



TOWNSEND WATER

PRICE PROPOSAL

Monthly Fee for Help Desk and Onsite Support Services:	\$ 800 <sup>00</sup>
Monthly Fee for Backup Support Services:	\$ 229 <sup>00</sup>
Monthly Fee for Server Support Services:	\$ 398 <sup>00</sup>
Monthly Fee for Network Support Services:	\$ 139 <sup>00</sup>
Monthly Fee for Other Services (please specify):	\$ 287 <sup>00</sup>
Total Monthly Fee for all IT Support Services:	\$ 1,853 <sup>00</sup>

Estimated 12 Months

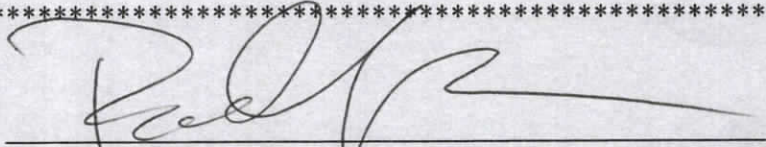
x 12

Total Annual Price :

\$ 22,236<sup>00</sup>

\*\*\*\*\*

Proposer's Signature:



Proposer's Name:

PETER PALADINO

Proposer's Company:

White Mountain IT

Company Address:

33 MAIN ST - Suite 302  
NASHUA NH 03064

Proposer's Phone Number:

603-231-2681

Proposer's Email Address:

PPALDINO@whitemtn.com



Townsend Water  
IT Support Services (ITB #10-22-  
2021) Due at 2PM on 11-5-2021

TOWNSEND WATER

PRICE PROPOSAL

Monthly Fee for Help Desk and Onsite Support Services:	\$ 400 <sup>00</sup>
Monthly Fee for Backup Support Services:	\$ 229 <sup>00</sup>
Monthly Fee for Server Support Services:	\$ 398 <sup>00</sup>
Monthly Fee for Network Support Services:	\$ 139 <sup>00</sup>
Monthly Fee for Other Services (please specify):	\$ 287 <sup>00</sup>
Total Monthly Fee for all IT Support Services:	\$ 1453 <sup>00</sup>

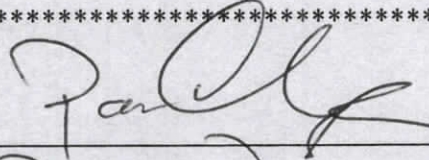
Estimated 12 Months x 12

Total Annual Price :

\$ 17,432<sup>00</sup>

\*\*\*\*\*

Proposer's Signature:



Proposer's Name:

PATRICK PALADINO

Proposer's Company:

White Mountain IT

Company Address:

33 MAIN ST Suite 302  
NASHUA NH 03064

Proposer's Phone Number:

603 231 2681

Proposer's Email Address:

PPALDINO@WhitMtn.com

**UPDATING  
THE  
TOWNSEND WATER DEPARTMENT  
PHONE SYSTEM**

The water department is a 7 day a week 24 hours a day operation. Where one worker and the superintendent are on call 24 hours a day.

With the new treatment plant workers will be manning the treatment plant 7 days a week. Communications are critical to bring clean water to the town residents.

The water department does not use the town IT (Guardian) the Water Department has there own (White Mountain). IT is separated due to State risk -resilience mandate. As in the case in Florida in March 2021 where someone hacked into the Treatment Plant and changed a chemical setting endangering the health and safety of residents.

Right now, Guardian controls the security of the phone system leaving a major hole in the Water Department security. The Water Department has no say in the phone system and has unique security needs.

White Mountain by switching over will close all holes in security.

At Present an employee is paying for ZOOM out of there own pockets and get reimbursed \$15.95 a month this should not happen.

The current phone bill is from TPX is 109.99 a month.

The proposed bill from ZOOM is 104.99 a month. For a total savings of \$20.95 a month.

**Feature needed for the water department besides security.**

- 1) Park button**
- 2) View other offices in the department actively on the phone.**
- 3) Forward phone calls to designated outside phones. Example transfer call to Superintendents or other managers cell phones in the field. On weekends and nights call forwarded to emergency dispatch. This is a big hole! Right now, a resident has to, hang up look up the emergency number on the web site and recall or call 911.**
- 4) The current phones system cannot the above needs.**

**Thank You David Vigeant**



6.8

## 2021 Water Liens

Balance on 9/30/2021	Last Payment	Date	User	Payment Date	Late	Total Due
565.73	Lien	7/11/1905	530.34		35.39	565.73
611.42	757.48	11/23/2020	579.83		31.59	611.42
587.60	840.72	11/18/2022	549.55		38.05	587.60
676.78	699.31	8/10/2020	627.73		49.05	676.78
985.58			932.87		52.71	985.58
810.99			753.61		57.38	810.99
546.78			526.70		20.08	546.78
481.77			443.47		38.30	481.77
1,257.09			1159.29		97.80	1,257.09
938.03			873.82		64.21	938.03
877.65			821.25		56.40	877.65
631.05			612.44		18.61	631.05
703.59			657.63		45.96	703.59
1369.55			1262.11		107.44	1,369.55
788.07			729.43		58.64	788.07
704.19			649.37		54.82	704.19
1260.58			1162.92		97.66	1,260.58
621.30			610.86		10.44	621.30
1,693.75			1560.52		133.23	1,693.75
522.18			489.66		32.52	522.18
860.14			793.27		66.87	860.14
704.92			651.38		53.54	704.92
598.56			553.71		44.85	598.56
527.17			502.06		25.11	527.17
655.89			606.35		49.54	655.89
943.27			878.37		64.90	943.27
566.11			524.22		41.89	566.11
710.99			654.50		56.49	710.99
675.27			623.33		51.94	675.27
761.37			705.44		55.93	761.37
607.60			606.71		0.89	607.60
725.13			669.43		55.70	725.13
562.32			522.24		40.08	562.32
504.02			467.31		36.71	504.02
1019.05			945.96		73.09	1,019.05
1013.46			933.98		79.48	1,013.46
502.27			464.87		37.40	502.27
783.55			723.72		59.83	783.55
686.21			633.76		52.45	686.21
649.63			598.86		50.77	649.63
772.45			749.12		23.33	772.45
602.13			559.29		42.84	602.13
1187.66			1092.68		94.98	1,187.66
805.02			744.35		60.67	805.02
514.49			477.69		36.80	514.49
778.54			717.09		61.45	778.54
791.39			727.79		63.60	791.39
1,374.91			1,272.92		101.99	1,374.91
836.03			782.08		53.95	836.03
1,295.48			1,211.05		84.43	1,295.48

Balance on 9/30/2021	Last Payment	Date	User	Payment	Payment Date	Late	Total Due
965.38			895.32			70.06	965.38
563.88			521.97			41.91	563.88
644.84			597.57			47.27	644.84
659.91			626.48			33.43	659.91
603.90			586.26			17.64	603.90
652.43			604.48			47.95	652.43
43,739.05			40,759.01			2980.04	43,739.05

7.2

**FISCAL YEAR 22 SUMMARY**  
**TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE**  
**October 31, 2021**

UNCOLLECTED FROM JUNE 30, 2021

68,102.18

<u>CHARGED</u>	<u>07/01/21</u>	<u>10/31/21</u>	<u>10/31/2021</u>	<u>Previous Balance</u>	<u>Total</u>	
USER CHARGES			340,558.88	324,077.18	664,636.06	
FEES			550.00	1,350.00	1,900.00	
SERVICE CHARGES			9,318.43	7,080.00	16,398.43	
BACKFLOW			4,785.00	385.00	5,170.00	
SUBTOTAL			<b>355,212.31</b>			
TOTAL CHARGES						<u>688,104.49</u> <u>756,206.67</u>

<u>RECEIVED</u>	<u>07/01/20</u>	<u>10/31/21</u>	<u>10/31/2021</u>			
USER CHARGES			221,060.16	308,364.04	529,424.20	
FEES			500.00	1,207.78	1,707.78	
SERVICE CHARGES			7,314.07	6,511.58	13,825.65	
LATE CHARGES			233.16	456.71	689.87	
BACKFLOW			3,960.09	342.80	4,302.89	
SUBTOTAL			<b>233,067.48</b>			
TOTAL RECEIPTS						549,950.39

SENT TO LIEN						
LIENS COLLECTED						
ABATEMENTS						650.00
ADJUSTMENTS						-530.68
AJD TO MASTER						
UNCOLLECTED						<u>206,136.96</u> <u>756,206.67</u>

<u>OUTSTANDING:</u>						
USER CHARGES			200,630.03			
FEES			275.00			
SERVICE CHARGES			3,320.57			
LATE CHARGES			1,031.48			
BACKFLOW			879.88			
TOTAL OUTSTANDING			<b>206,136.96</b>			



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Accrual Basis

## Townsend Water Department

## Budget vs. Actual

July through October 2021

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
061.000 · General Operations 000				
061.001 · Personal Services 1				
5100 · Salaries & Wages-Water Super	26,166.16	102,600.00	-76,433.84	25.5%
5110 · Salary & Wages-Oper Staff	51,115.68	180,000.00	-128,884.32	28.4%
5112 · Salary & Wages-Support Staff	29,817.22	100,000.00	-70,182.78	29.8%
5120 · Wages - Temp. Help	6,832.50	12,000.00	-5,167.50	56.9%
5130 · Additional Gross	3,700.20	25,000.00	-21,299.80	14.8%
5134 · Additional Gross-Reg&SpecOncall	5,200.00	20,000.00	-14,800.00	26.0%
5190 · Other Stipened-Longevity	0.00	1,300.00	-1,300.00	0.0%
5191 · Other - Stipend BOWC	0.00	3.00	-3.00	0.0%
5192 · Other-Certification/Stipend	0.00	3,000.00	-3,000.00	0.0%
5193 · Retirement Benefit	0.00	0.00	0.00	0.0%
5195 · Other-Clothing Allowance	600.00	600.00	0.00	100.0%
5197 · Vehicle Allowance -Super	4,000.00	6,000.00	-2,000.00	66.7%
Total 061.001 · Personal Services 1	127,431.76	450,503.00	-323,071.24	28.3%
061.002 · Purchased Services 2				
5210 · Energy	19,015.51	100,000.00	-80,984.49	19.0%
5240 · Repair & Maint Building	10,396.87	50,000.00	-39,603.13	20.8%
5245 · Repair & Maint Equipment	1,967.43	40,000.00	-38,032.57	4.9%
5245006 · Repair & Maintain Equip SCADA	13,821.50	15,000.00	-1,178.50	92.1%
5245007 · Repair & Maintain-Distribution	0.00	0.00	0.00	0.0%
5270 · Rentals	375.00	1,700.00	-1,325.00	22.1%
Total 061.002 · Purchased Services 2	45,576.31	206,700.00	-161,123.69	22.0%

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Accrual Basis

## Townsend Water Department

## Budget vs. Actual

July through October 2021

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
<b>061.003 · Purchased Services 3</b>				
5300 · Professional Services	45,747.92	85,500.00	-39,752.08	53.5%
5300100 · Proff Service Backflow	4,350.00	10,000.00	-5,650.00	43.5%
5340 · Communication	9,139.37	23,000.00	-13,860.63	39.7%
5380 · Other Services	0.00	2,730.00	-2,730.00	0.0%
<b>Total 061.003 · Purchased Services 3</b>	<b>59,237.29</b>	<b>121,230.00</b>	<b>-61,992.71</b>	<b>48.9%</b>
<b>061.004 · Purchased Supplies 4</b>				
5420 · Office Supplies	1,596.38	5,500.00	-3,903.62	29.0%
5430 · Building Supplies	0.00	2,000.00	-2,000.00	0.0%
5435 · Equipment Maint Supplies	0.00	0.00	0.00	0.0%
5460 · Groundskeeping Supplies	0.00	1,000.00	-1,000.00	0.0%
5480 · Vehicular Supplies	8,506.85	8,118.00	388.85	104.8%
<b>Total 061.004 · Purchased Supplies 4</b>	<b>10,103.23</b>	<b>16,618.00</b>	<b>-6,514.77</b>	<b>60.8%</b>
<b>061.005 · Purchased Supplies 5</b>				
5530 · Public Works Supplies	58,598.22	100,000.00	-41,401.78	58.6%
5531 · Chemicals	4,956.77	26,000.00	-21,043.23	19.1%
5580 · Other Supplies	0.00	1,000.00	-1,000.00	0.0%
5585 · Clothing Allowance	1,485.92	6,000.00	-4,514.08	24.8%
<b>Total 061.005 · Purchased Supplies 5</b>	<b>65,040.91</b>	<b>133,000.00</b>	<b>-67,959.09</b>	<b>48.9%</b>
<b>061.007 · Other Charges &amp; Exp 7</b>				
5710 · Travel/mileage-in state	0.00	1,100.00	-1,100.00	0.0%
5720 · Out of State Travel	0.00	0.00	0.00	0.0%
5730 · Dues and Memberships	8,336.00	8,000.00	336.00	104.2%
5780 · Other Charges	0.00	525.00	-525.00	0.0%
5785 · Water Assessment D.E.P.	0.00	2,400.00	-2,400.00	0.0%
5850 · New Equipment	12,159.00	10,000.00	2,159.00	121.6%
<b>Total 061.007 · Other Charges &amp; Exp 7</b>	<b>20,495.00</b>	<b>22,025.00</b>	<b>-1,530.00</b>	<b>93.1%</b>

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Accrual Basis

## Townsend Water Department

## Budget vs. Actual

July through October 2021

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
<b>061.400 · Special Projects 400</b>				
061-596 · Capital Project Fund- BAN	0.00	100,000.00	-100,000.00	0.0%
5012 · System Enhancement	13,184.00	51,217.67	-38,033.67	25.7%
5895-20 · ATM 5/21 Main St-South St Loop	0.00	70,000.00	-70,000.00	0.0%
<b>Total 061.400 · Special Projects 400</b>	<b>13,184.00</b>	<b>221,217.67</b>	<b>-208,033.67</b>	<b>6.0%</b>
<b>061.500 · Special Articles 500</b>				
54.60 · Prior Year Encumbrance	2,431.86	3,661.51	-1,229.65	66.4%
5780-20 · STM 7/20 MVP Grant	0.00	2,000.00	-2,000.00	0.0%
5806-22 · Emergency Van	62,947.34	70,000.00	-7,052.66	89.9%
<b>Total 061.500 · Special Articles 500</b>	<b>70,376.49</b>	<b>75,661.51</b>	<b>-5,285.02</b>	<b>93.0%</b>
<b>Total 061.000 · General Operations 000</b>	<b>411,444.99</b>	<b>1,246,955.18</b>	<b>-835,510.19</b>	<b>33.0%</b>
<b>061.009 · Debt Service 9</b>				
5910 · Long Term Debt-East Side Phase1	38,729.00	40,000.00	-1,271.00	96.8%
5911 · Long Term Debt-East Side Ph 2	55,170.51	58,000.00	-2,829.49	95.1%
5920 · Long term Interest-Phase1	2,016.26	5,000.00	-2,983.74	40.3%
5921 · Long Term Int East Side Ph2	3,482.01	8,000.00	-4,517.99	43.5%
5925-01 · Int Temp Loans/Bond Iss Fee	0.00	23,000.00	-23,000.00	0.0%
<b>Total 061.009 · Debt Service 9</b>	<b>99,397.78</b>	<b>134,000.00</b>	<b>-34,602.22</b>	<b>74.2%</b>
<b>063.400 · Projects</b>				
5895-22 · Main St Well-Improvements	97,240.34	350,000.00	-252,759.66	27.8%
<b>Total 063.400 · Projects</b>	<b>97,240.34</b>	<b>350,000.00</b>	<b>-252,759.66</b>	<b>27.8%</b>
<b>Total Expense</b>	<b>608,083.11</b>	<b>1,730,955.18</b>	<b>-1,122,872.07</b>	<b>35.1%</b>
<b>Net Ordinary Income</b>	<b>-603,992.81</b>	<b>-1,730,955.18</b>	<b>1,126,962.37</b>	<b>34.9%</b>
<b>Net Income</b>	<b>-603,992.81</b>	<b>-1,730,955.18</b>	<b>1,126,962.37</b>	<b>34.9%</b>