



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Todd Melanson, *Chairman*
David Vigeant, *Superintendent*

Nathan Mattila, *Vice-Chairman*
(978) 597-2212

, *Clerk*
water@townsendwater.org

WATER COMMISSIONERS MEETING MINUTES

January 25, 2023 – 7:00 P.M.

Water Department 540 Main Street, Meeting Room

On July 16, 2022, Governor Baker signed into law An Act Relative to Extending Certain State of Emergency Accommodations, which, among other things, extends the expiration of the provisions pertaining to the Open Meeting Law to March 31, 2023. Specifically, this extension allows public bodies to continue holding meetings remotely without a quorum of the public body physically present at a meeting location, and to provide "adequate, alternative" access to remote meetings. The Act does not make any new changes to the Open Meeting Law other than extending the expiration date of the temporary provisions regarding remote meetings from July 15, 2022, to March 31, 2023

Join Zoom Meeting

<https://us06web.zoom.us/j/85861388856?pwd=YjRYSVdXQ2ZFSUszVTI4NnFyYmpBUT09>

Meeting ID: 858 6138 8856 Passcode: 815236 Log on Wednesday, January 25, 2023, at 7:00 P.M. to participate.

I. PRELIMINARIES:

- 1.1 TM began recording and called the meeting to order @ 7:03pm and announce meeting is by Zoom.
- 1.2 Announce that the meeting is being recorded to YouTube.
- 1.3 Roll Call showed members present: Todd Melanson (TM)-Chairman and Nathan Mattila (NM)-Vice Chairman. Roll call showed citizens present: David Vigeant (DV)-Water Superintendent, Chaz Sexton-Diranian (CSD)-Liaison for the Board of Selectmen Guests Present: Brian Urda, 14 Horseshoe Drive. Brahm Schatia, 9 Turnpike Road, Lou Soracco & Mike Schrader from Tighe & Bond.
- 1.4 Chairman's additions or deletions.
- 1.5 Approve Meeting Minutes of December 12, 2022. **NM moved to accept the meeting minutes of December 12, 2022. TM Seconded. Unanimous.**
- 1.6 Review correspondence. Public Comments. The board discussed the EPA letter that notifies our department to participate in the next unregulated contaminants monitoring rule. TM briefly described the EPA new regulations. TM also recognized the gratitude from the customers of Greely Road\Main Street. TM stated he had heard from several people how professional everyone was during the project.

II. APPOINTMENTS-VOTES MAY BE TAKEN

- 2.1 7:30 Siaw Emma, 4 Bayberry Hill Road. RE: Bill Adjustment. TM stated Mr. Siaw asked to attend the February BOWC meeting.
- 2.2 7:45 Brian Urda, 14 Horseshoe Drive. RE: July 2022 Bill adjustment due to leak in Irrigation. Brian explained that his summer bill was 4X the cost of his normal water bill. He did follow all of the drought precautions and reduced his water usage after sometime he noticed a pool of water in his yard and discovered he had a leak. Brian then called his irrigation company, and they repaired the leak. He is hoping for some relief after submitting his invoice for the repairs. TM asked if he has upgraded his meter and told him to review the DEP guidelines as they have some helpful tips. NM also stated its best to let his grass grow longer during a drought. TM stated that for customers who have a leak and can produce documents showing the repair that they would have their bill calculated at the first tier. **TM motioned to reduce 224 unit to the first tier for account 60207. NM seconded. Unanimous vote.**
- 2.3 8:00 Brahm Schatia, 9 Turnpike Road. RE: Bill Adjustment due to leak. Brahm explained the received his water bill and it was quite a bit higher than usual and realized it was his toilet leaking. He then had his

toilet repaired by a plumber. He is asking for an abatement. TM reminded him to check his meter often to ensure he has no leaks. **TM motioned to reduce the 65 units to the first tier. NM seconded. Unanimous vote.**

III. MEETING BUSINESS-VOTES MAY BE TAKEN:

Discuss/Review rates and budget. Tighe & Bond reviewed the Rate study which showed the water department should raise the rates 5% beginning FY24. After the presentation the board had a lengthy discussion on the matter. Ultimately, they felt Tighe & Bond was making the best decision for the water department. TM wanted to be sure that we have small increases yearly rather than a very large increase every few years. DV received a letter from EPA stated we are eligible for two categories for forgiveness: 1 is for PFAS funded that will allow for 20% forgiveness. Another federal \rural water program is for disadvantaged communities who have PFAS in their wells and the forgiveness for that program is 25%. A third program from the state allows us to receive 13.2% forgiveness totaling 58.2 % forgiveness on the project. We are looking at anywhere between 48-58%forgivness. CSD stated that the goal has to be more fiscally responsible, and Tighe & Bond put this report together to help adjust some of the areas and to keep focus on the needs of the department. TM stated he doesn't want the public to think the that the BOWC didn't take the rate increase seriously. NM stated no one wants to have a rate increase. **After a lengthy discussion TM made a motion to increase its rate structure 5% on March 1, 2023, to reflect in the July 1, 2023, billing cycle. NM seconded. Unanimous vote.**

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

4.1

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

5.1 CSD mentioned there were several water department articles on the special town meeting. CSD will update us on the procedures moving forward. And on whether we can amend or carry forward the previous articles. After the BOS reorganize the board CSD will ask to keep his position as liaison due to the enormous project ahead.

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

- 6.1 Update/Discuss PFAS\Harbor Trace Treatment Plant. DV reported witches brook well 2 has elevated PFAS numbers of 18.8 for December 2022 test results. DV is hoping the numbers will go down in June when the waterline goes in and we have the ability to blend the water. DV reported that he received the green light letter for the funding of the Harbor Trace Treatment Plant in the amount of 14.9 million. Other dates to keep in mind. February 13, 2023, meeting with the planning board. February 16, 2023, Bids go out for the building and April 6, 2023, Bid opening. The waterline bid will go out February 23, 2023, and the bid opening will be on April 3, 2023.
- 6.2 Update/Discuss New Hire and Training. DV would like to have the new hire in place by April 1st so they can begin classes April 7, 2023. We will post in town for ten days & then post publicly. DV will mail all resumes to the BOWC. DV has also reach out to the high school and all the Tech schools. DV will also look for youth programs as well.
- 6.3 Update/Discuss FY24 Budget. The Board reviewed the FY24 budget the board reviewed and discussed the FY24 budget the budget increased mainly due to the 2 new employees that will be hired. **NM moved to accept the FY24 water department budget with the corrections noted in the Board of Water Commissioners meeting on 1/25/2023 in the amount of 1,804,908.00. TM seconded. Unanimous vote.**
- 6.4 Update/Discuss Generators at Main Street and Cross Street Stations. Ewing Electric won the bid for the project. CSD asked if the generators will be in both locations. DV responded that due to funding there is only enough money to cover the cost for the Main Street Generator.

7.1 OFFICE UPDATES AND REPORTS-VOTES MAY BE TAKEN:

7.1 TCAM request to video all future meetings. The board discussed TCAM recording all future meetings and they thought it was a good idea and approved moving forward with TCAM recording all future BOWC meetings and putting them on the water department YouTube page for the public.

7.2 Schedule next BOWC meeting. The next board meeting is scheduled for February 13, 2023, at 7:00 PM.

7.3 Review and sign end of month reports and bill payable warrants. **NM moved to review the reports and budget out of session. TM seconded. Unanimous vote.**

ADJOURNMENT

NM motioned to adjourn the Board of water Commissioners meeting at 9:23 P.M.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Brenda', with a stylized flourish extending to the right.

**Brenda Boudreau
Office Manager
Townsend Water Department**

DAVE -

1.6

THANK YOU FOR SEEING
TO IT THAT OUR 20+ YEAR
ISSUE WAS FINALLY RESOLVED.
YOU ARE A GOOD MAN AND
WE ARE GRATEFUL THAT YOU
WERE AT THE HELM.

ALL THE BEST TO YOU AND
YOUR FAMILY FOR A MERRY
CHRISTMAS AND A HAPPY 2023!

CHEERS!

DAVE WERLIN &
BEV NAPIOR
169 MAN ST.

May the beauty of nature fill your heart with
peace and joy throughout the year.

David J. Werlin

1.6

December 21, 2022

Dear Mike,

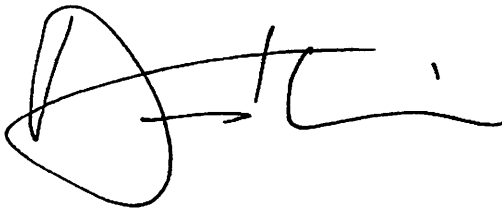
Please accept this gift as a small token of our gratitude for all of your assistance and support getting our water line issue finally resolved.

Dave Vigeant, Gary Shepard, Randy and the whole crew were instrumental in the process for sure, but I really don't think we could have quite survived it without your positive attitude, your unremitting availability, and your patient and calm demeanor tolerating my extreme frustration on more than one occasion.

You are a good man, Mike, not to mention very smart.

Wishing you and your family a pleasant holiday season and a very healthy and happy 2023.

Cheers!

A handwritten signature in black ink, appearing to read 'Dave Werlin & Beverly Napier'. The signature is stylized with a large, loopy initial 'D' and a horizontal line extending to the right.

Dave Werlin & Beverly Napier

169 Main Street
Townsend, Massachusetts 01469
617.371.5215
dave@greatnortheast.com



Notification Letter

Unregulated Contaminant Monitoring Rule (UCMR5)

January 6, 2023

1.6.

Dear Public Water System:

The purpose of this letter is to notify you that your public water system (PWS) has been selected to participate in the next Unregulated Contaminants Monitoring Rule (UCMR 5), published on December 27, 2021 (86 FR 73131). UCMR 5 requires certain PWSs to collect drinking water samples for 29 per- and polyfluoroalkyl substances (PFAS) and lithium during a 12-month period between 2023 and 2025.

The Safe Drinking Water Act (SDWA) requires the U.S. Environmental Protection Agency (EPA) to establish criteria for a program to monitor unregulated contaminants in drinking water and to identify contaminants to be monitored every five years. The UCMR 5 dataset is one of the primary sources of information on occurrence and population exposure EPA uses to develop regulatory decisions for contaminants in the public drinking water supply.

SDWA was amended in 2018 and now specifies that PWSs serving between 3,300 and 10,000 people as of February 1, 2021, including those that purchase all their water, are among the PWSs required to participate in UCMR. **For any PWS serving 10,000 or fewer people, such as yours, EPA will pay for the cost of shipping the samples to an EPA-designated laboratory as well as the cost of analysis.** EPA's contractor will supply your PWS with sampling kits and instructions.

For more information: <https://www.epa.gov/dwucmr/fifth-unregulated-contaminant-monitoring-rule>

We look forward to working with you to carry out the UCMR 5 monitoring and will be assisting your PWS throughout the process. Thank you in advance for your cooperation.

United States Environmental Protection Agency
Office of Ground Water and Drinking Water
26 West Martin Luther King Drive
Mail Stop-140
Cincinnati, OH 45268

**Town of Townsend
Townsend Water Department**

PO Box 321
Medford, MA 02155
978-597-2212
Water@Townsendwater.org

SIAM EMMA
4 BAYBERRY HILL ROAD
TOWNSEND, MA 01469

**Remittance Coupon Please Return
With Payment**

Account Number: 60809

New Charges: \$330.55
Credits: \$0.00
Past Due: \$2,245.52
Interest: \$101.88
Total Due: 01/31/23 \$2,677.95

04 00 001926 0000267795 013123 00002677958

Account #	Service Location	Parcel Identifier	Billing Date	Due Date	Total Due
60809	4 BAYBERRY HILL ROAD	17-14-0	1/1/2023	1/31/2023	\$2,677.95

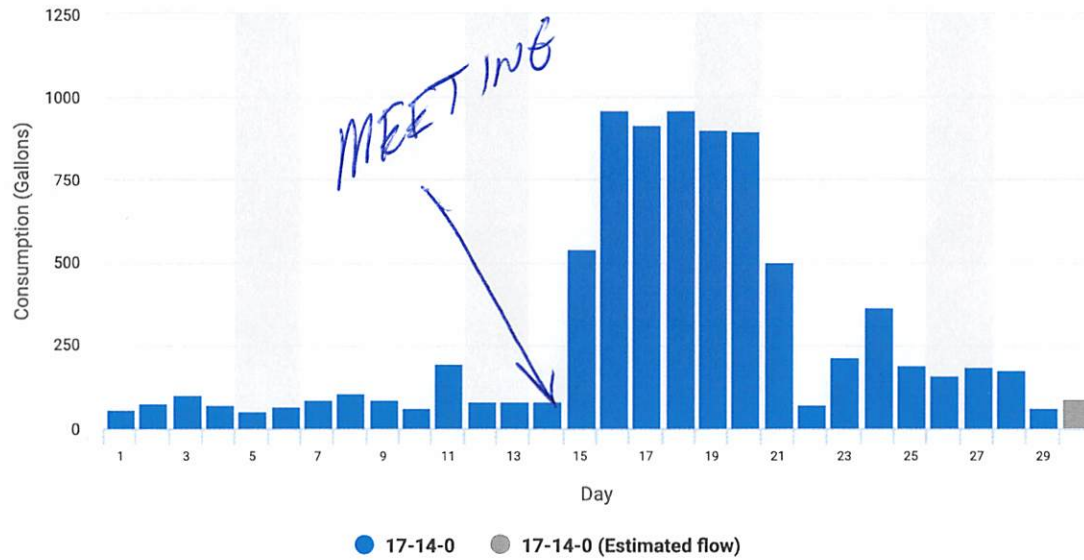
Meter Readings				Usage Summary		New Charge Summary			
Meter	Date	Type	Read	Rate	Total Usage	Charge	Quantity	Amount	Total
220869463	12/7/2022	ACT	1,390	TWD CUBIC	3,879	Water		\$285.55	\$285.55
220869463	10/18/2022	SET	0			WR	1	\$45.00	\$45.00
35358534	10/18/2022	TRN	198,919						
35358534	9/2/2022	ACT	196,430						

*7 day leak
10/20 - 10/27.*

Tax Payer Message	Rate Information										
<p>New Online Payment system City Hall Systems, please follow the link on the Townsend Water Department web page. DOXO is not affiliated with the Townsend Water Department.</p> <p>Updated PFAS information can be found on our website.</p> <p>Please visit our website Townsendwater.org and like our facebook page TOWNSEND WATER DEPARTMENT for important updates.</p> <p>In case of emergencies, please contact the office at 978-597-2212 Monday-Friday 9-3. For after-hour emergencies, please call 978-597-6214 or 911.</p> <p>Payments can be made online through City Hall Systems at Townsendwater.org, in person at the Treasurers Department in Memorial Hall or by mail to PO Box 321 Medford, MA 02155.</p>	<p>\$45.00 Unit charge</p> <table> <tr> <td>TWD Rates</td><td>WATR Rates</td></tr> <tr> <td>\$5.18 0-15 Units</td><td>\$6.92 1-15 Units</td></tr> <tr> <td>\$7.78 15-30 Units</td><td>\$10.40 15-30 Units</td></tr> <tr> <td>\$10.37 30-45 Units</td><td>\$13.86 30-45 Units</td></tr> <tr> <td>\$12.96 45 Units and up</td><td>\$17.33 45 Units and up</td></tr> </table> <p>Water bills are mailed quarterly January, April, July and October</p> <p>Interest will now be accrued daily totaling a rate of 1.5% monthly on all unpaid invoices over 30 days.</p> <p>Please be sure to include your account number on your check when mailing in your payment to ensure proper posting. Thank you!</p>	TWD Rates	WATR Rates	\$5.18 0-15 Units	\$6.92 1-15 Units	\$7.78 15-30 Units	\$10.40 15-30 Units	\$10.37 30-45 Units	\$13.86 30-45 Units	\$12.96 45 Units and up	\$17.33 45 Units and up
TWD Rates	WATR Rates										
\$5.18 0-15 Units	\$6.92 1-15 Units										
\$7.78 15-30 Units	\$10.40 15-30 Units										
\$10.37 30-45 Units	\$13.86 30-45 Units										
\$12.96 45 Units and up	\$17.33 45 Units and up										

▼ Print/Download

Daily for November 2022



4 Bayberry Hill

Meeting Nov 14th

Leak started 11/15

Meter put in Aug 20th.

Nov.

Day after ~~Oct~~ may leak for 7 days only.



Greg's Irrigation
35 Wachusett Street
Leominster, MA 01453
978-833-8997
www.gregsirrigation.com

BILL TO
Bryan Urda
14 Horseshoe Drive
West Townsend, Ma 01474

INVOICE 4690

DATE 08/02/2022 **TERMS** Net 30

DUE DATE 09/01/2022

DATE	ACTIVITY	QTY	RATE	AMOUNT
08/02/2022	Pipe Repair Repair section of pipe or fitting that is leaking	1	65.00	65.00
PAYMENT				65.00
TOTAL DUE				\$0.00

PAID

THANK YOU FOR YOUR BUSINESS

Town of Townsend
Townsend Water Department
540 Main Street
West Townsend, MA 01474
978-597-2212

0.2

Reading History Report

Account: 60207

Location: 14 HORSESHOE DRIVE

Route: 11 Beacon

Owner: URDA BRYAN

Meter #:	35357067	Read Date	Read Type	Reading	Usage	Bill Date	Comments
Serial #:	35357067	10/25/2022	TRANSFE	672,505	3,205		
Head #:		9/2/2022	ACTUAL	669,300	22,400	2 MONTH	Read Import on 9/6/2022
Head Type:		6/1/2022	ACTUAL	646,900	8,500	3 MONTH	Read Import on 6/2/2022
Walk Seq.:	5860	2/28/2022	ACTUAL	638,400	2,500		Read Import on 3/3/2022
Dials:	8	12/9/2021	ACTUAL	635,900	4,100		Read Import on 12/13/20
Brand:		9/1/2021	ACTUAL	631,800	11,700		Read Import on 9/16/202
Type:	Radio	6/11/2021	ACTUAL	620,100	7,300		Read Import on 6/14/202
Size:	NA	3/12/2021	ACTUAL	612,800	2,100		Read Import on 3/23/202
Exchange:	02	12/1/2020	ACTUAL	610,700	0		
Install Date							
Replace Date:	10/25/2022						
Status:	InActive						
Location:							

Meter #:	220869462	Read Date	Read Type	Reading	Usage	Bill Date	Comments
Serial #:	130211933	12/7/2022	ACTUAL	703	703		Read Import on 12/7/202
Head #:		10/25/2022	SET	0	0		
Head Type:							
Walk Seq.:	5860						
Dials:	8						
Brand:							
Type:	Radio						
Size:	.625						
Exchange:	05						
Install Date	10/25/2022						
Replace Date:							
Status:	ACTIVE						
Location:							

Town of Townsend
Townsend Water Department
540 Main Street
West Townsend, MA 01474
978-597-2212
as of January 04, 2023

Balance: \$333.56

Account	Owner	Parcel	Location
60207	URDA BRYAN	11-35-12	14 HORSESHOE DRIVE

Commitments

Billing Date	Due Date	Charges	Interest	Credit	Balance	Total Due
1/1/2023	1/31/2023	\$333.56	\$0.00	\$0.00	\$333.56	\$333.56
10/1/2022	10/31/2022	\$2,714.79	\$0.00	\$2,714.79	\$0.00	\$0.00
7/1/2022	7/30/2022	\$913.35	\$0.00	\$913.35	\$0.00	\$0.00
4/1/2022	4/30/2022	\$145.50	\$0.00	\$145.50	\$0.00	\$0.00
1/1/2022	1/31/2022	\$214.62	\$7.51	\$222.13	\$0.00	\$0.00
10/1/2021	10/31/2021	\$542.94	\$0.00	\$542.94	\$0.00	\$0.00
7/1/2021	7/31/2021	\$352.86	\$0.54	\$353.40	\$0.00	\$0.00
4/5/2021	5/5/2021	\$128.22	\$0.00	\$128.22	\$0.00	\$0.00
2/24/2021	2/24/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total		\$5,345.84	\$8.05	\$5,020.33	\$333.56	\$333.56

Repaired
8/2/2022

Transactions

Type	Effective Date	PostDate	Batch	Total	Comments
Payment	10/5/2022	10/6/2022	CHS-40	\$2,714.79	Generic Payment
Payment	7/12/2022	7/13/2022	#2-ELB	\$911.44	Lockbox
Transfer Out	7/1/2022	6/23/2022	Billing transfers	(\$1.91)	Transfer Out
Transfer In	7/1/2022	6/23/2022	Billing transfers	\$1.91	Transfer In
Payment	4/12/2022	4/14/2022	133-ELB	\$369.54	Lockbox
Payment	10/27/2021	11/2/2021	CLB-70	\$543.48	Lockbox
Payment	8/3/2021	8/4/2021	CLB-23	\$352.86	Lockbox
Payment	4/28/2021	4/29/2021	#78-CLB	\$128.22	Lockbox
Grand Total				\$5,020.33	

Town of Townsend
Townsend Water Department
540 Main Street
West Townsend, MA 01474
978-597-2212

2.3

Usage History Report

Account: 60480

Location: 9 TURNPIKE ROAD

Route: 11 Beacon

Owner: SCHATIA BRAHM

Meter #:	35358807	Read Date	Read Type	Reading	Usage	Bill Date	Comments
Serial #:	35358807	9/16/2022	TRANSFE	278,117	2,117	10/1/2022	
Head #:		9/2/2022	ACTUAL	276,000	6,500	10/1/2022	Read Import on 9/6/2022
Head Type:		6/1/2022	ACTUAL	269,500	1,900	7/1/2022	Read Import on 6/2/2022
Walk Seq.:	8420	2/28/2022	ACTUAL	267,600	2,900	4/1/2022	Read Import on 3/3/2022
Dials:	8	12/9/2021	ACTUAL	264,700	1,800	1/1/2022	Read Import on 12/13/20
Brand:		9/1/2021	ACTUAL	262,900	1,400	10/1/2021	Read Import on 9/16/202
Type:	Radio	6/11/2021	ACTUAL	261,500	1,700	7/1/2021	Read Import on 6/14/202
Size:	NA	3/12/2021	ACTUAL	259,800	2,000	4/5/2021	Read Import on 3/23/202
Exchange:	02	12/1/2020	ACTUAL	257,800	0	2/24/2021	
Install Date							
Replace Date:	9/16/2022						
Status:	InActive						
Location:							

Meter #:	211623098	Read Date	Read Type	Reading	Usage	Bill Date	Comments
Serial #:	130197115	12/7/2022	ACTUAL	1,117	1,117	1/1/2023	Read Import on 12/7/202
Head #:		9/16/2022	SET	0	0	10/1/2022	
Head Type:							
Walk Seq.:	8420						
Dials:	8						
Brand:							
Type:	Radio						
Size:	.625						
Exchange:	05						
Install Date	9/16/2022						
Replace Date:							
Status:	ACTIVE						
Location:							

$$65 \times 518 = 336.70$$

$$\begin{array}{r} + 45.00 \\ \hline 381.70 \end{array}$$

$$\begin{array}{r} 928.51 \\ - 336.70 \\ \hline \end{array}$$

591.81 Abated

MIKE SODANO

PLUMBING & HEATING
Townsend, MA
www.MikeSodano.com

MA LIC. #12112



10
1469

OK #
1449
\$174.50

Gas, Oil, Propane
Service, Repairs, New Installations
Certified in Top Brands High Efficiency Boilers

978-597-0900

Mike@MikeSodano.com

PHONE

ADDRESS

Townsend Ma 01469

CUSTOMER ORDER NO.

JOB NAME AND LOCATION

DESCRIPTION OF WORK

Repair toilet leak.

ORDER TAKEN BY

DATE ORDERED

9-16-12

DATE PROMISED

☒ A.M.

☐ P.M.

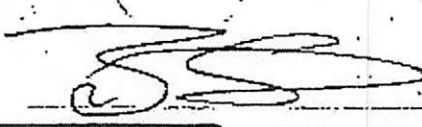

☒ DAY WORK

☐ CONTRACT

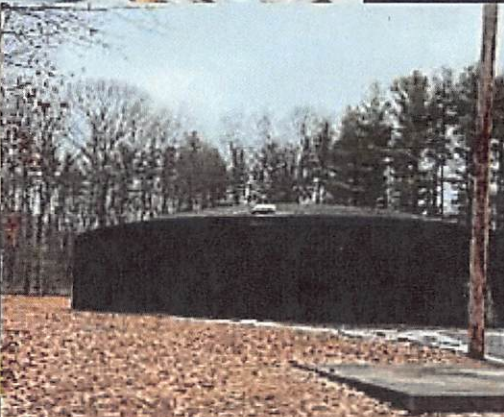
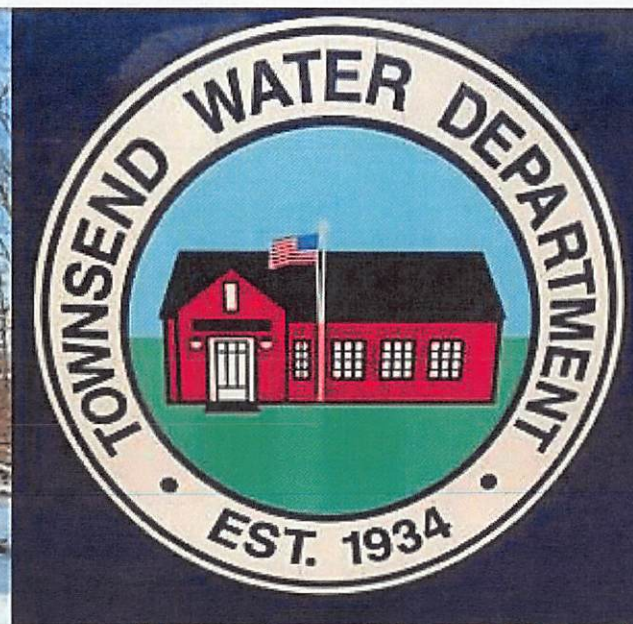
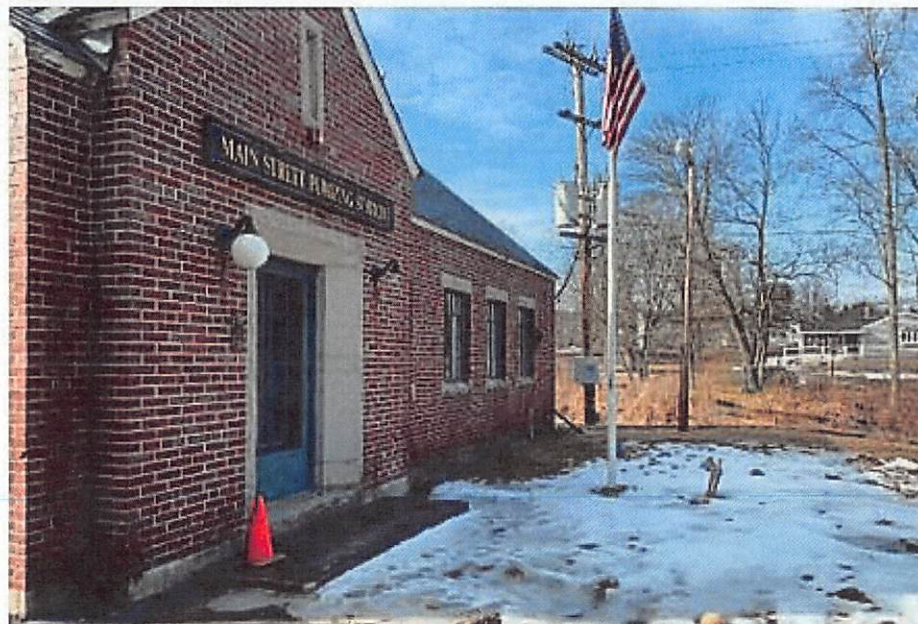
☐ EXTRA

QUANT.	DESCRIPTION OF MATERIAL USED	PRICE	AMOUNT
1	Plaid Master Water Tank Valve		18 95
<div>175 00 18 95 193 95 19 35 174 50</div>			
HOURS	LABOR	AMOUNT	TOTAL
1	3/4 @ 175.00		175 00
	@		
I hereby acknowledge the satisfactory completion of the above described work:			TOTAL LABOR
DUE UPON RECEIPT			TOTAL

(978) 423-6629

Brahm Schalia Elizabeth Schalia 4 Turnpike Road Townsend, MA 01469 (978) 597-6787		9/16 2022		1449 53-7373/2113	
Pay to the Order of <u>Mike Sodano</u>		\$ 174.56			
<u>One hundred and Seventy-Four</u>		<u>56</u>		Dollars	
Rollstone Bank & Trust Fitchburg, MA 01420					
For <u>Bam Toilet Repair</u>					
					

3.1



WATER RATE EVALUATION UPDATE

Townsend, MA

January 2022

EXPENSE SUMMARY

Town of

Townsend

Water Enterprise Financial Model

	Budget FY21	Budget FY22	Budget FY23	Budget FY24	Projected FY25	Projected FY26	Projected FY27	Projected FY28
Operating Expenses								
Personnel Services	\$395,316	\$455,200	\$575,503	\$610,953	\$641,501	\$673,576	\$707,254	\$742,617
Purchase Of Services	\$197,280	\$228,930	\$251,578	\$271,230	\$298,353	\$328,188	\$361,007	\$397,108
Supplies	\$98,125	\$143,618	\$182,400	\$254,100	\$261,723	\$269,575	\$277,662	\$285,992
Repair & Maint Bldg	\$50,000	\$50,000	\$50,000	\$80,000	\$82,400	\$84,872	\$87,418	\$90,041
Repair & Maint Equip	\$40,000	\$40,000	\$45,000	\$45,000	\$46,350	\$47,741	\$49,173	\$50,648
Repair & Maint Dist	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges And Expenses	\$15,270	\$22,025	\$21,880	\$26,025	\$26,806	\$27,610	\$28,438	\$29,291
Repair & Maint SCADA	\$10,500	\$15,000	\$16,000	\$17,000	\$17,510	\$18,035	\$18,576	\$19,134
Subtotal	\$836,491	\$954,773	\$1,142,361	\$1,304,308	\$1,374,642	\$1,449,596	\$1,529,529	\$1,614,830
	▲ 11.8%	▲ 12.4%	▲ 16.4%	▲ 12.4%	▲ 5.1%	▲ 5.2%	▲ 5.2%	▲ 5.3%
Indirects	\$234,125	\$300,205	\$273,000	\$300,000	\$320,750	\$336,788	\$353,627	\$371,309
as % of Personell services	59%	66%	47%	49%	50%	50%	50%	50%
Capital Expenses								
Capital Outlay	\$180,343	\$0	\$0	\$526,000	\$544,000	\$0	\$0	\$0
Articles	\$371,634	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0
Debt Service	\$127,257	\$134,000	\$127,257	\$134,000	\$134,000	\$134,000	\$134,000	\$134,000
New Debt Service (SRF)	\$0	\$0	\$0	\$0	\$120,198	\$642,298	\$639,259	\$636,219
New Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$679,234	\$234,000	\$127,257	\$660,000	\$798,198	\$776,298	\$773,259	\$770,219
	▼ 163.4%	▼ 190.3%	▼ 83.9%	▲ 80.7%	▲ 17.3%	▼ 2.8%	▼ 0.4%	▼ 0.4%
Capital Outlay (ARPA)*		\$0	\$425,000	\$0	\$0	\$0	\$0	\$0
* NOT included in Total Expenses								
TOTAL BUDGET	\$1,749,850	\$1,488,978	\$1,542,618	\$2,264,308	\$2,493,590	\$2,562,682	\$2,656,415	\$2,756,358
	▼ 57.7%	▼ 17.5%	▲ 3.5%	▲ 31.9%	▲ 9.2%	▲ 2.7%	▲ 3.5%	▲ 3.6%

CAPITAL IMPROVEMENT PLAN

Capital Improvement Planner

System Component	Scope	Description	Funding source	Interest Rate	Estimated Cost	Cost Year	Escalated Cost	Start Year	Term
Source	Other	Main St & Cross Street Wellhouse Generator	ARPA		\$ 220,000	2023	\$ 220,000	2023	1
Treatment	Engineering	PFAS Water Treatment Plant - Prelim Engineering	ARPA		\$ 205,000	2023	\$ 205,000	2023	1
Treatment	Engineering	PFAS Water Treatment Plant - Design	Rate		\$ 495,000	2021	\$ 526,000	2023	1
Treatment	Construction	PFAS Water Treatment Plant	SRF	0.4%	\$ 16,578,800	2025	\$ 16,579,000	2025	30
Enterprise	Other	Trailer Mounted Gate Exerciser with vacuum	Rate		\$ 85,000	2021	\$ 96,000	2025	1
Enterprise	Engineering	Utility Truck plus equipment	Rate		\$ 60,000	2021	\$ 68,000	2025	1
Enterprise	Engineering	Lunenburg Connection - Tank	Rate		\$ 337,500	2021	\$ 380,000	2025	1
Distribution	Engineering	Year 4 - Watermain Replacement 1,850' New Fitchburg Road	Rate		\$ 75,000	2021	\$ 96,000	2029	1
Distribution	Construction	Year 4 - Watermain Replacement 1,850' New Fitchburg Road	Debt	4.0%	\$ 730,000	2021	\$ 953,000	2030	20
Distribution	Engineering	Year 5 - Watermain Replacement 1,650' New Fitchburg Road	Rate		\$ 70,000	2021	\$ 92,000	2030	1
Distribution	Construction	Lunenburg Connection - Watermain	Rate		\$ 337,500	2021	\$ 468,000	2032	20
Total					\$19,193,800		\$ 19,683,000		

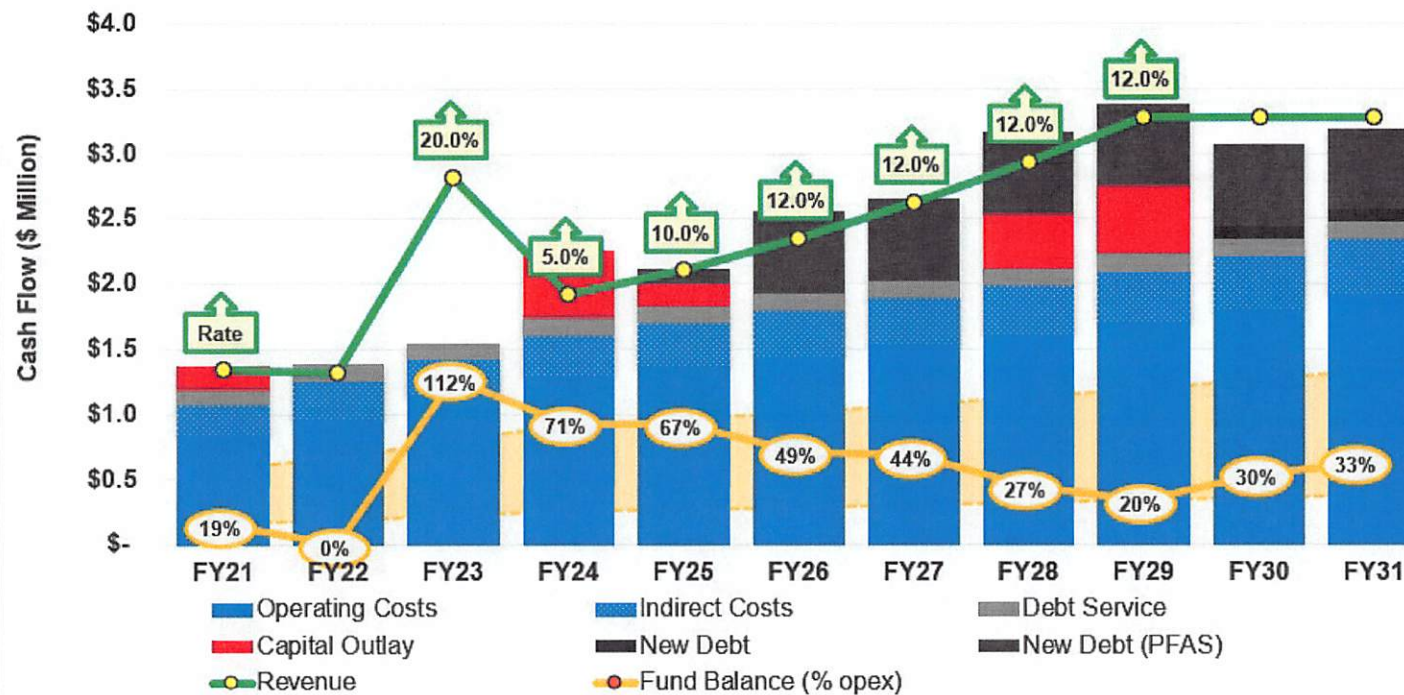
1. Total project cost \$14.9M + \$4.2M for PFAS WTP and Watermain construction. Assumed financing = 30 yrs @ 0.4% with 13.2% Principal Forgiveness

PROFORMA

Tiered Rate Structure

	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Revenue	Rate Increase		20.0%	5.0%	10.0%	12.0%	12.0%	12.0%
Rate Revenue	\$ 1,231,920	\$ 1,206,945	\$ 1,718,369	\$ 1,804,288	\$ 1,984,716	\$ 2,222,882	\$ 2,489,628	\$ 2,788,383
Non Rate Revenue	\$ 106,127	\$ 114,860	\$ 112,264	\$ 114,978	\$ 120,675	\$ 128,196	\$ 136,620	\$ 146,054
MBTE Funds			\$ 987,000					
TOTAL REVENUE	\$ 1,338,046	\$ 1,321,805	\$ 2,817,633	\$ 1,919,265	\$ 2,105,392	\$ 2,351,079	\$ 2,626,248	\$ 2,934,438
delta previous	▲ 33.0%	▼ 2.0%	▲ 42.4%	▲ 5.0%	▲ 10.0%	▲ 12.0%	▲ 12.0%	▲ 12.0%
Net Revenue (Revenue-Expense)	\$ (278,907)	\$ (202,982)	\$ 1,275,015	\$ (345,043)	\$ (8,199)	\$ (211,604)	\$ (30,167)	\$ (237,921)
Retained Earnings Balance	\$156,875	\$0	\$1,275,015	\$929,972	\$921,773	\$710,170	\$680,003	\$442,082
(as % OpEx)	19%	0%	112%	71%	67%	49%	44%	27%

Water Proforma - Tiered Rates



1. MBTE funds, assume added to FY23
2. Assumed pending results of final revenue and expenses for FY22. FY24 increase based upon the zero fund balance assumption for FY22.

RESIDENTIAL FINANCIAL BURDEN & AFFORDABILITY



Measuring Affordability. Affordability, like temperature, is highly subjective. To determine whether or not water and sewer costs represents a financial burden we use the two most common and appropriate indicators.

Annual Cost

Scenario	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Tiered Rates	\$ 461	\$ 584	\$ 614	\$ 675	\$ 756	\$ 847	\$ 948
Increase	\$ -	\$ 123	\$ 29	\$ 61	\$ 81	\$ 91	\$ 102

The Residential Indicator. Adopted from EPA guidance developed in the late 90's to determine the cost impacts of federal regulatory programs, this indicator divides the total annual cost of water and sewer and divides it by the median household income. A score of 2% or more is considered to be a financial burden.

Residential Indicator Annual Cost as % MHI

Scenario	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Tiered Rates	0.6%	0.8%	0.8%	0.9%	1.0%	1.2%	1.2%

The Household Burden Indicator. Introduced in 2019, this indicator is based the lowest quintile income (the lowest 20%), which is more representative of household financial status. The second component, the Poverty Prevalence Indicator is the percentage of the community below 200% of the Federal Poverty Level. The burden is determined by using the chart below. This indicator is based upon the cost of water and sewer, so \$500 per year is included to represent septic system costs.

Household Burden - LQI Escalated at 1% per year

Scenario	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Tiered Rates	5.3%	6.0%	6.1%	6.3%	6.7%	7.1%	7.6%

Townsend Income Data (US Census)

Median Household Income: \$72,500

Lowest Quintile Income: \$17,265

Poverty Prevalence Indicator: 18%

Household Burden Indicator	Poverty Prevalence Indicator		
	>= 35%	20% to 35%	<20%
> = 10%	Very High Burden	High Burden	Moderate – High Burden
7% to 10%	High Burden	Moderate – High Burden	Moderate - Low Burden
<7%	Moderate - High Burden	Moderate - Low Burden	Low Burden



Monitoring Review Sheet Instructions

- Review the information on the MRS. Fill in any missing information using the examples and options listed below. Cross out incorrect information and write the correct information near it.
- Return your Monitoring Review Sheet in the enclosed envelope or email to MRS@GLEC.com by 1/27/2023

Sampler Contact Section

This person will serve as the point of contact for sampling purposes. They will receive:

- Reminders of upcoming sampling.
- Sampling supplies via FedEx at the address provided. FedEx does not deliver to PO Boxes; please provide a physical address.
- Communication from EPA regarding the samples if any questions arise. It is critical you provide a valid email address as that will be the primary means of communication.

EPA will pay for shipping, supplies and analysis. The only expense to your system will be the time it takes to collect the samples.

Sampling Locations: Entry Points to the Distribution System Section

List a sampling location on the MRS for each entry point to the distribution system after treatment that is in routine use and non-emergency.

Facility ID: Letters and numbers only, maximum of 11 characters. If you don't have one, leave it blank.

Type: Use one of the following codes:

- TP *Treatment Plant*
- CC *Consecutive Connection*
- SS *Sampling Station*
- OT *Other*

Facility Name: Maximum of 50 characters. Examples:

- Nothville Treatment Plant*
- Consecutive Connection to Westville*
- Eastville Well Field*

Water Type: Use one of the following codes:

- GW *Groundwater*
- SW *Surface water*
- GU *Groundwater under the influence of surface water*
- MX *Mixed combination of two or more of the above unique types*

Sample Point ID: Letters and numbers only, maximum of 25 characters. If you don't have one, leave it blank.

Unique Sample Point Name: Select a name easily recognizable by the sampler. Maximum of 50 characters. Examples:

- Northville Treatment Plant Sample Tap - Post Treatment*
- Westville Connection Master Meter Sample Tap*
- Eastville Well Field Sampling Station*



Have questions about anything UCMR related? Contact Great Lakes Environmental Center (EPA's UCMR Contractor).

We're here to help! Email MRS@GLEC.com anytime, or phone (231) 941-9216 9-5 EST, M-F



FACT SHEET

Bipartisan Infrastructure Law: State Revolving Funds Implementation Memorandum March 2022

President Biden signed the Bipartisan Infrastructure Law (BIL) on November 15, 2021. The law's investment in the water sector is nothing short of transformational. It includes \$50 billion to the Environmental Protection Agency (EPA) to strengthen the nation's drinking water and wastewater systems—the single largest investment in clean water that the federal government has ever made. A significant portion of water infrastructure dollars will flow through the Clean Water and Drinking Water State Revolving Funds (SRFs), which represent a partnership between the Agency, states, tribes, territories, and local communities. EPA is committed to maximizing the impact of these funds in addressing urgent water challenges facing communities.

EPA's implementation memorandum provides information and guidelines on how EPA will administer the SRF capitalization grants appropriated to states under the law. The implementation memorandum is expected to be applicable to all five years of BIL appropriations.

Provide Flexibility to Meet Local Water Needs

A fundamental principle of the SRFs is the flexibility provided to states and borrowers to address a wide variety of local water quality and public health challenges. EPA continues to support and actively encourages flexibility in the implementation of SRF funding included in the BIL. With supplemental funding to the CWSRF and DWSRF—and creation of dedicated funding within the SRFs to tackle lead and emerging contaminants—states will have a great deal of flexibility in program administration.

Increase Investment in Disadvantaged Communities

A key priority of the Bipartisan Infrastructure Law is to ensure that disadvantaged communities benefit equitably from this historic investment in water infrastructure. Disadvantaged communities can include those with environmental justice concerns that often are low-income and communities of color. Disadvantaged communities experience, or are at risk of experiencing, disproportionately high exposure to pollution—whether in air, land, or water.

The Bipartisan Infrastructure Law mandates that 49 percent of funds provided through the DWSRF General Supplemental Funding and the DWSRF Lead Service Line Replacement Funding must be provided as grants and forgivable loans to disadvantaged communities. The BIL also requires that at least 25 percent of funds provided through the DWSRF Emerging Contaminants Funding be provided as grants and forgivable loans to disadvantaged communities or public water systems serving fewer than 25,000 people. For the CWSRF, the law mandates that 49 percent of funds provided through the CWSRF General Supplemental Funding must be provided as grants and forgivable loans to communities that meet the state's affordability criteria or certain project types, consistent with the Clean Water Act. To accomplish this, states may need to:

- Evaluate and revise, as needed, the DWSRF disadvantaged community definition and CWSRF affordability criteria.
- Evaluate the SRF priority point system for project ranking commensurate with need.
- Use technical assistance funding to help disadvantaged communities identify needs and access funding.
- Engage residents and community stakeholders in disadvantaged communities.

EPA will collaborate with state SRF programs to share models, examples, and build state capacity to target resources to disadvantaged communities.

Make Rapid Progress on Lead Service Line Replacement

The BIL contains a historic \$15 billion in dedicated funding through the DWSRF for lead service line (LSL) identification and replacement. This funding is being provided to states with no match requirement. EPA will collaborate with state SRF programs to share models, guidance, and build state capacity to assist local communities and ensure lead service line funding is effectively and equitably deployed. DWSRF supplemental funding and base funding can be used for LSL identification and replacement. The implementation memorandum provides examples of eligible projects. Any project funded under this appropriation must replace the entire LSL, not just a portion, unless a portion has already been replaced.

Address PFAS and Emerging Contaminants

The BIL provides \$5 billion through the SRFs to reduce people's exposure to perfluoroalkyl and polyfluoroalkyl substances (PFAS) and other emerging contaminants through their drinking water and to help address discharges through wastewater and, potentially, nonpoint sources. By law, these funds must be distributed to communities entirely as forgivable loans or grants. States are not required to provide matching funds. This demonstrates an unprecedented commitment from Congress to addressing PFAS water contamination across the nation. The implementation memorandum provides a description of emerging contaminants for the SRF programs to use in evaluating project eligibility.

Support Resilience and One Water Innovation

One of the defining features of the State Revolving Funds is the broad range of eligible projects that states can fund to flexibly support priority needs. EPA encourages states to utilize the significant increase in SRF funding for infrastructure projects that make water systems more resilient to all threats—whether it is natural disasters, climate change, or threats such as bioterrorism and cyber-attacks.

Support American Workers and Renew the Water Workforce

The Bipartisan Infrastructure Law is not only an opportunity to reinvest in America's water infrastructure, it is an opportunity to invest in the American worker. SRF projects are protected by Davis-Bacon prevailing wage requirements, consistent with federal law. BIL investments will create jobs in construction, operations and maintenance, and other family-supporting careers—at a pivotal moment when more than one-third of the water workforce will retire in the next five years. As it implements BIL, EPA is committed to working with states, tribes, and territories—as well as labor organizations, employers, and educators—to renew America's water workforce and create good-paying jobs in communities across America.

Cultivate Domestic Manufacturing

Acting in a bipartisan fashion, Congress passed the Build America Buy America (BABA) Act in 2021, concurrently with the Bipartisan Infrastructure Law. Congress established this domestic preference program to create long-term opportunities for domestic manufacturers and manufacturing jobs and build resilient domestic supply chains for a wide range of products. BABA expands existing American Iron and Steel (AIS) requirements for SRF recipients to include additional materials and manufactured goods. In the coming weeks, EPA plans to issue implementation procedures for BABA compliance for federal water infrastructure funding programs. EPA will work closely with states, tribes, and territories on technical assistance and training.

Fully Enforce Civil Rights

Under Title VI of the Civil Rights Act, EPA has a responsibility to ensure that federal funds are not being used to subsidize discrimination based on race, color, or national origin. EPA's nondiscrimination regulations prohibit recipients of EPA financial assistance from taking actions in their programs or activities that are intentionally discriminatory and/or have a discriminatory effect based on race, color, national origin, age, disability, or sex. EPA intends to carefully evaluate the implementation of SRF funding under the BIL to ensure compliance with civil rights laws.

Refine State SRFs to Build the Pipeline of Projects

EPA encourages states to strategically use funds from the Bipartisan Infrastructure Law as a catalyst to continue building and maintaining a robust project pipeline of SRF projects. EPA recommends states use practices already exemplified in some SRF programs, such as simplifying and streamlining their application process, using set-asides and technical assistance to build capacity in small and disadvantaged systems, encouraging integrated and regional approaches, and increasing internal and external outreach about the new funding opportunities through the SRF programs.

BIL SRF Funding Details

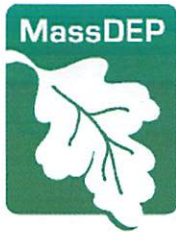
SRF Funding Program	Total Funding	State Match	Additional Subsidy	Eligible for Additional Subsidy
Clean Water SRF Supplemental	\$11,713,000,000	10% in 2022 & 2023 20% in 2024 - 2026	49%	Assistance recipients that meet the state's affordability criteria or project types as described in section 603(i) of the CWA.
Drinking Water SRF Supplemental	\$11,713,000,000	10% in 2022 & 2023 20% in 2024 - 2026	49%	Disadvantaged Communities
Clean Water Emerging Contaminants	\$1,000,000,000	0%	100%	No restriction
Drinking Water Emerging Contaminants	\$4,000,000,000	0%	100%	25% for Disadvantaged Communities or Public Water Systems Serving Fewer Than 25,000 Persons
Drinking Water Lead	\$15,000,000,000	0%	49%	Disadvantaged Communities

And
13.2%
Tier 2

6.1

Town of Townsend, MA								
Purpose	A	B	C	D	E			
	Water Main	Bridge Replacement	Water System Improvements- Design and Construction of a PFAS WTP	Water System Improvements - Design and Construction of a Raw Water Transmission Line	Departmental Equipment - Fire Engine	Departmental Equipment - Fire Vehicle	Departmental Equipment - Highway Truck	Total
Authorization Amount	\$981,200.00	\$200,000.00	\$13,325,000.00	\$1,375,000.00	\$745,000.00	\$75,000.00	\$240,000.00	
Date Authorized	5/1/2018	5/7/2019	5/3/2022	5/3/2022	5/3/2022	5/3/2022	5/3/2022	
Article Number	10	13	11	11	13	13	13	
Chapter of MGL	44	44	44	44	44	44	44	
Section	8	7(1)	8(4)	8(5)	7(1)	7(1)	7(1)	
Max Term (Years)	40	30	30	40	5 per Greenlight Letter, but will authorize longer term up to 20 years	5 per Greenlight Letter, but will authorize longer term up to 20 years	5 per Greenlight Letter, but will authorize longer term up to 20 years	
BANs issued?	Yes	Yes	Yes	Yes	No	No	No	
First BAN date	7/19/2018	5/27/2020	12/15/2022	12/15/2022	N/A	N/A	N/A	
Current BAN Maturity	4/28/2023	4/28/2023	4/28/2023	4/28/2023	N/A	N/A	N/A	
Total BANs issued (\$)	981,200	200,000	340,025	167,475	0	0	0	
BAN principal paydown so far								
5/1/2019	0	0	0	0	0	0	0	
5/1/2020	(100,000)	0	0	0	0	0	0	
4/30/2021	(100,000)	0	0	0	0	0	0	
4/29/2022	(100,000)	0	0	0	0	0	0	
BAN Outstanding	681,200	200,000	340,025	167,475	0	0	0	1,388,700
Minimum required principal paydown at BAN maturity	(19,463)	(7,407)	0	0	0	0	0	
Additional ACTUAL Principal Paydown at Current BAN maturity	(90,200)	(\$10,000)	(25)	(475)	0	0	0	(100,700)
Remaining Authorization	591,000	190,000	340,000	167,000	745,000	75,000	240,000	
Principal amount to be bonded	591,000	190,000	340,000	167,000	745,000	75,000	240,000	2,348,000
Bond Dated Date	4/27/2023	4/27/2023	4/27/2023	4/27/2023	4/27/2023	4/27/2023	4/27/2023	4/27/2023
First Interest Payment	10/15/2023	10/15/2023	10/15/2023	10/15/2023	10/15/2023	10/15/2023	10/15/2023	10/15/2023
First Principal Payment	4/15/2024	4/15/2024	4/15/2024	4/15/2024	4/15/2024	4/15/2024	4/15/2024	4/15/2024
Principal Installments								
	Water Main	Bridge Replacement	Water System Improvements- Design and Construction of a PFAS WTP	Water System Improvements - Design and Construction of a Raw Water Transmission Line	Departmental Equipment - Fire Engine	Departmental Equipment - Fire Vehicle	Departmental Equipment - Highway Truck	Total
4/15/2024	\$40,000.00	\$13,000.00	\$23,000.00	\$12,000.00	\$50,000.00	\$15,000.00	\$24,000.00	\$177,000.00
4/15/2025	\$40,000.00	\$12,000.00	\$23,000.00	\$12,000.00	\$50,000.00	\$15,000.00	\$24,000.00	\$176,000.00
4/15/2026	\$40,000.00	\$13,000.00	\$23,000.00	\$11,000.00	\$50,000.00	\$15,000.00	\$24,000.00	\$176,000.00
4/15/2027	\$40,000.00	\$13,000.00	\$23,000.00	\$11,000.00	\$50,000.00	\$15,000.00	\$24,000.00	\$176,000.00
4/15/2028	\$40,000.00	\$13,000.00	\$23,000.00	\$11,000.00	\$50,000.00	\$15,000.00	\$24,000.00	\$176,000.00
4/15/2029	\$40,000.00	\$13,000.00	\$23,000.00	\$11,000.00	\$50,000.00		\$24,000.00	\$161,000.00
4/15/2030	\$39,000.00	\$13,000.00	\$23,000.00	\$11,000.00	\$50,000.00		\$24,000.00	\$160,000.00
4/15/2031	\$39,000.00	\$13,000.00	\$23,000.00	\$11,000.00	\$50,000.00		\$24,000.00	\$160,000.00
4/15/2032	\$39,000.00	\$13,000.00	\$23,000.00	\$11,000.00	\$50,000.00		\$24,000.00	\$160,000.00
4/15/2033	\$39,000.00	\$13,000.00	\$23,000.00	\$11,000.00	\$50,000.00		\$24,000.00	\$160,000.00
4/15/2034	\$39,000.00	\$13,000.00	\$23,000.00	\$11,000.00	\$50,000.00			\$136,000.00

4/15/2035	\$39,000.00	\$13,000.00	\$23,000.00	\$11,000.00	\$50,000.00			\$136,000.00
4/15/2036	\$39,000.00	\$13,000.00	\$23,000.00	\$11,000.00	\$50,000.00			\$136,000.00
4/15/2037	\$39,000.00	\$13,000.00	\$23,000.00	\$11,000.00	\$50,000.00			\$136,000.00
4/15/2038	\$39,000.00	\$9,000.00	\$18,000.00	\$11,000.00	\$45,000.00			\$122,000.00
	\$591,000.00	\$190,000.00	\$340,000.00	\$167,000.00	\$745,000.00	\$75,000.00	\$240,000.00	\$1,042,000.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$1,306,000.00
				New Money				\$745,000.00
				Total BANs Outstanding	\$1,388,700.00			
				Less BAN paydown from Borrower	(\$100,700.00)			
				BANs to be paid with Bond proceeds				\$1,288,000.00
				Total	\$0.00			\$2,033,000.00



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

100 Cambridge Street 9th Floor Boston, MA 02114 • 617-292-5500

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Bethany A. Card
Secretary

Martin Suuberg
Commissioner

December 29, 2022

David Vigeant, Superintendent
Town of Townsend
272 Main St.
Townsend, MA 01469

RE: Town of Townsend
DWSRF No. 6964
PAC No. DW-22-26
RESTRICTED PAC

Dear Mr. Vigeant:

The Massachusetts Department of Environmental Protection, Division of Municipal Services (the Division), is pleased to inform you that the Project Approval Certificate for the above-referenced project has been signed, with restrictions, and forwarded to the Massachusetts Clean Water Trust (the Trust).

Prior to the Division issuing of the Permission to Advertise, the Applicant or its Consultants shall submit the following documents:

- Additional Appropriation Required to Cover Ineligible Costs
- Detailed Fee Breakdown for Consulting Services
- Contract 1 - Harbor Trace Treatment Plant
 - o Plans and Specifications with Checklist - MassDEP Approval Required
 - o Title / Easements (Legal Opinion)
 - o MassDEP Drinking Water Program Permit(s)
 - o Local Conservation Commission (Orders of Conditions)
 - o MEPA Compliance (ENF, EIR, Below Thresholds)
- Contract 2 - Water Main Improvements Project
 - o Title / Easements (Legal Opinion)
 - o MassDEP Drinking Water Program Permit(s)
 - o Local Conservation Commission (Orders of Conditions)
 - o MEPA Compliance (ENF, EIR, Below Thresholds)

The Trust will now conduct an analysis of the financial information contained in your application. Loan commitments will then be made to you by the Trust, pending an affirmative vote from the Board of Trustees. The process of finalizing the actual loan agreements will begin once the commitments have been executed.

Please refer to the project schedule contained in Exhibit B of your Project Approval Certificate. The schedule is an important condition of the Division's approval. If your project falls behind schedule, you must request a revision to the schedule from the Division. Any such request must be in writing and be supported with adequate documentation, as there is a pressing demand by other municipalities for these limited funds.

We look forward to working with you. Should any issues or questions arise, particularly as they relate to scheduling, please contact Patricia Arp of this office at 508-767-2771.

Sincerely,

A handwritten signature in black ink, appearing to read "Maria E. Pinaud".

Maria E. Pinaud, Director
Division of Municipal Services

Attachment: Project Approval Certificate

Cc: Susan Perez, Executive Director, MCWT
Danielle Teixeira, Tighe & Bond

PAC

DESCRIPTION TRANSMITTAL FORM

TOWNSEND

Local Government Unit

NEW 12/29/2022

Issued

DW-22-26

PAC Number

Project: ***PFAS Water Treatment Improvements***

Project No. ***DWSRF-6964***

Project Description:

The Town of Townsend seeks the construction of a new Water Treatment Plant and raw water transmission main to treat PFAS-contaminated water.

Contract/Transmittal Notes:

DEPARTMENT OF ENVIRONMENTAL PROTECTION
DRINKING WATER STATE REVOLVING FUND PROGRAM

PROJECT APPROVAL CERTIFICATE

A. PROJECT DESCRIPTION

1. Applicant: Town of Townsend
2. Address: Town Hall 272 Main St. Townsend MA 01469
3. Project Contact/Telephone: David Vigeant - Telephone: 978-597-2212
4. Reviewer: Patricia Arp - Telephone: 508-767-2771
5. Project Number / Description: DWSRF-6964 / PFAS Water Treatment Improvements
6. EPA Group of Projects: NO

B. APPROVED FUNDING

Eligible Costs approved for funding from the Calendar Year 2022 IUP: \$14,900,000.00

C. CERTIFICATION

The Department of Environmental Protection (the "Department") hereby determines and certifies to the Massachusetts Clean Water Trust (the "Trust") in accordance with M.G.L. c. 21, s.27A, M.G.L. c. 29C, (the "Enabling Act"), and 310 CMR 45.00 (the "Regulations") (with all capitalized terms not otherwise defined herein having the meaning given such terms in the Regulations) as follows:

1. This Project Approval Certificate (the "Certificate") is issued by the Department in accordance with M.G.L. c. 21, s. 27A, the Enabling Act, and the Regulations, for the Water Pollution Abatement Project (the "Project") of the Applicant (the "Applicant") described above. The Department has approved the Project and hereby certifies to the Trust the total Costs of the Project determined by the Department to be eligible for financial assistance pursuant to Sections 18 of the Enabling Act ("Eligible Costs"). The Department's eligibility determination in Exhibit A complies with the applicable provisions of the Regulations.

2. To the extent the Department has designated the Project as an EPA "Group of Projects" member (as indicated on the face of this Certificate), the Department has determined that (i) the Project is eligible to receive direct assistance under the Safe Drinking Water Act and all Eligible Costs of the Project are costs that are eligible under the Safe Drinking Water Act; (ii) the Project complies, or, as applicable, the Applicant has complied or agreed to comply (such agreement to be incorporated in the Project Regulatory Agreement referred to in Paragraph 3 of this Certificate as a condition to this approval) with all federal cross cutter requirements applicable to the Project; and (iii) the potential environmental impact of the Project has been and shall continue to be reviewed under a state environmental review process conforming to the requirements of the Trust's Federal Capitalization Grants.


3. This Certificate and the Department's approval of the Project is conditioned upon; (i) the Applicant's compliance with the terms and conditions of the Applicant's certification contained in its Application for Drinking Water State Revolving Fund financial assistance; (ii) the Applicant's compliance with the Project schedule contained in Exhibit B and the Special Conditions contained in Exhibit C; (iii) the execution and delivery by the Applicant and the Department of a Project Regulatory Agreement for the Project (the "Project Regulatory Agreement") in form and substance satisfactory to the Department; and (iv) the Applicant's compliance with the executed Project Regulatory Agreement, as determined by the Department. The Project Regulatory Agreement shall be incorporated by reference in the Loan Agreement between the Trust and the Applicant, and failure by the Applicant to comply with the Project Regulatory Agreement shall constitute an event of default under the Loan Agreement.

4. The Project is included on the Department ' s Intended Use Plan Project Listing for the 2022 calendar year.

5. This Certificate is issued by the Department on the basis of information provided by the Applicant in its Application for financial assistance and the representations of the Applicant contained therein. The Applicant has agreed to promptly notify the Department of any material change in the information contained in the Application, which change may be grounds for modification or rescission of this Certificate. This Certificate is further subject to modification or rescission because of any change in law subsequent to the date of this Certificate and prior to the date any financial assistance is provided by the Trust in accordance with this Certificate.

6. The Department has determined that the Applicant has demonstrated adequate technical, financial, and managerial capability.

FOR THE DEPARTMENT OF ENVIRONMENTAL PROTECTION



Date: 12/29/2022

Maria E. Pinaud
Division Director

Exhibit A**ELIGIBILITY DETERMINATION**

<u>ITEM</u>	<u>ELIGIBLE COST</u>	<u>INELIGIBLE COST</u>
<u>Construction</u>		
Contract 1 - Harbor Trace Treatment Plant	\$11,000,000.00	\$0.00
Contract 2 - Water Main Improvements Project	\$1,335,000.00	\$3,665,000.00
<u>Construction Contingency</u>		
Contingency Contract 1	\$1,100,000.00	\$0.00
Contingency Contract 2	\$0.00	\$500,000.00
<u>Construction Services</u>		
Construction Services	\$1,240,000.00	\$0.00
<u>Other</u>		
Police	\$225,000.00	\$0.00
Testing	\$0.00	\$35,000.00
Total:	\$14,900,000.00	\$4,200,000.00

Exhibit B

PROJECT SCHEDULE

<u>Contract No.</u>	<u>Bid Advertisement</u>	<u>Contract Award</u>	<u>Contract Completion</u>
Contract 1 - Harbor Trace Treatment Plant	01/07/2023	04/01/2023	06/01/2025
Contract 2 - Water Main Improvements Project	01/07/2023	04/01/2023	06/01/2025

Exhibit C**SPECIAL CONDITIONS**

(1) The Applicant shall obtain the Department's written approval prior to: (a) advertising any Invitation To Bid or Request for Proposals to procure contracts for the Project; and (b) awarding any contracts for the Project.

(2) The Applicant shall comply with the (a) the Civil Rights Act of 1964, 42 USC s.2000(1) et seq., as amended, Section 13 of the Federal Water Pollution Control Act (FWPCA) of 1972; Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, (b) the Equal Employment Opportunity requirements (Executive Order 11246), and all Executive Orders and regulations promulgated thereunder, and (c) the Affirmative Action and Minority/Women Business Enterprise ('M/WBE') requirements in the Regulations and the federal Disadvantaged Business (DBE) rule. The Applicant shall ensure that any prime contracts or subcontracts for services, construction, goods or equipment for the Project contain the DM/DWBE utilization goals of 4.2% D/MBE and 4.5% D/WBE.

(3) The Applicant shall at all times provide and maintain competent and adequate resident supervision and inspection of the Project under the direction of a licensed professional engineer. Such resident site engineer shall ensure that the implementation of the Project conforms with the approved plans and specifications, and shall certify to the Applicant and the Department at the completion of the Project that the implementation of the Project is in accordance with the Department approved, final plans and specifications for the Project. The Applicant also agrees to submit an executed copy of the contract for resident site engineering services to the Department within sixty (60) days of the date of the contract award. The Applicant understands that no payments for the Project will be processed until such contract has been submitted to the Department.

(4) Prior to receiving final payment for the Project, the Applicant shall certify to the Department that all work included in the Project Regulatory Agreement for the Project, as approved by the Department, has been completed and performed in accordance with the Project Regulatory Agreement.

(5) All change orders or extra work orders not requiring the Department's prior approval shall be submitted to the Department within one (1) month of the time they are executed. In addition, the Borrower shall notify the Department as soon as possible of any pending change orders or extra work orders in excess of \$100,000.

(6) The Applicant shall be solely responsible for the implementation and completion of the Project in accordance with the Department approved plans and specifications and Department permit(s) issued for the Project, and for the economical and efficient operation and administration of the Project. The Applicant's responsibilities include retaining sufficient operating personnel and conducting operational tests and other needed evaluations to ensure the economical and efficient operation and administration of the Project.

(7) The Applicant shall establish accounts for the Project which shall be maintained in accordance with generally accepted government accounting standards.

(8) The Applicant understands and agrees that the Department's issuance of a Project Approval Certificate for this Project or entry into a Project Regulatory Agreement does not constitute the Department's sanction or approval of any changes or deviation from any applicable state regulatory or permit standards, criteria, or conditions, or from the terms or schedules of state enforcement actions or orders applicable to the Project.

(9) The Applicant agrees to provide any Project information and documentation requested by the Department. The Applicant shall maintain all Project records for seven (7) years after the issuance of final payment or until any litigation, appeal, claim, or audit that is begun before the end of the seven (7) year period is completed or resolved, whichever is longer.

(10) The Applicant shall obtain fee simple title or such other property interest in the Project site, including any easements and rights-of-way, necessary to ensure the undisturbed use and possession of the Project site for the purposed of implementation and operation of the Project for its estimated life.

(11) Any proposed change in Project-related contracts which substantially modifies the Project initially proposed shall be submitted to the Department for prior approval.

(12) The Applicant's implementation of the Project, including the procurement of related contracts, shall comply with all applicable requirements of state and local laws, ordinances, by-laws, rules and regulations.

(13) Department representatives shall have access to Project work whenever it is in preparation or progress, and shall be provided proper facilities for such Project access and inspection. All of the Applicant's construction and other relevant contracts shall contain the above provision.

(14) Prior to the Division issuing of the Permission to Advertise, the Applicant or its Consultants shall submit the following documents:

- * Detailed Fee Breakdown
- * Local Appropriation

Contract 1 - Harbor Trace Treatment Plant

- * MEPA Compliance (ENF, EIR, Below Thresholds)
- * Local Conservation Commission (Orders of Conditions)
- * MassDEP Drinking Water Program Permit(s)
- * Plans and Specifications with Checklist

Contract 2 - Water Main Improvements Project

- * MEPA Compliance (ENF, EIR, Below Thresholds)
- * Local Conservation Commission (Orders of Conditions)
- * MassDEP Drinking Water Program Permit(s)
- * Title / Easements (Legal Opinion)

[Join](#)[Contact](#)

G.2

TRAININGS & EVEN

Current Classes

[Chemical Feed Pumps 101](#)

December 15, 2022 (#2022-43) - Foxboro, MA

[Chemical Feed Pumps 201](#)

January 17, 2023 (#2023-01) - Foxboro, MA

[VSS, D1, & T1 Certification Exam Preparatory Course: A 3-I](#)

January 23, 26, & 27, 2023 (#2023-02) - Worcester, MA

Coming Soon...

Low Income Household Water Assistance Program

January 24, 2023 (#2023-03) - Pittsfield, MA

January 31, 2023 (#2023-04) - West Springfield, MA

February 07, 2023 (#2023-05) - Turners Falls, MA

February 23, 2023 (#2023-06) - Brookfield, MA

March 14, 2023 (#2023-07) - Mashpee, MA

Opening for the Season: Seasonal Drinking Water Systems "Startup"

March 01, 2023 (#2023-08) - Pittsfield, MA

April 19, 2023 (#2023-11) - Mashpee, MA

VSS, D1, & T1 Certification Exam Preparatory Course: A 5-Day Course

March 2, 8, 9, 16, 17, 2023 (#2023-09) - Southeast MA

April 18, 25, 26, May 3, 4, 2023 (#2023-10) - Western MA

This is a newly designed course

Drinking Water Emergency Tabletop Exercise

April 27, 2023 (#2023-12) - Mashpee, MA

TBD, 2023 (#2023-13) - Adams Area

We are working on additional classes for Fall 2022 & Winter 2023, and will post them continue to visit our website for the most current class listing and updates! Please anything specific!

The Association provides training seminars all around the State of Massachusetts wastewater topics. We are developing an extensive training program including training, exam preparatory courses, operations and maintenance training, and courses are MA DEP approved for water and/or wastewater license renewals.

Please [email us](#) with any training ideas and suggestions. We will review all recommendations when planning future classes. If you would like your facility to be added to our

Would you like to have MassRWA conduct technical training at your facility?

We can offer your facility the convenience and efficiency of on-site contract training to target your staff's specific needs, such as certification, safety, operations and will work with you to develop a program of classes that are most suited to your

Please [contact us](#) with any questions you may have or to obtain more information.

VIRTUAL CLASSES: ZOOM

During this global pandemic of the coronavirus (COVID-19), we will be holding classes on a virtual platform.

All participants will need access to a computer, tablet, or smartphone that has Zoom installed, and a good internet connection. If you don't yet have Zoom, you can

CANCELLATION POLICY:

Individuals registered for one of our training classes, seminars, and/or conferences are charged the class fee if we have not received notice of cancellation at least 48 hours prior to the class. Anyone contacting MassRWA to cancel enrollment in a training session or the event of an emergency, which would prevent attendance, please contact us for the details.

CONSENT TO USE PHOTOGRAPHIC IMAGES/VIDEO & RECORDINGS:

Registration and attendance at, or participation in, MassRWA's meetings, training sessions, and events, constitutes an agreement by the attendee to MassRWA's use and distribution (both now and in the future) of their image or voice in photographs, videos/videotapes, electronic reproductions, and other media for promotional and educational activities. This includes permission to record streaming events.

Mass Rural Water Association

781 Millers Falls Road, Northfield, MA 01360

Phone: 413-498-5779

Fax: 413-498-9943



MWWA OPERATOR EXAM PREREQUISITE COURSE
Concepts & Practices of Basic Drinking Water Treatment
Remote Evening Class via Zoom

MWWA Course ID #EXM-2012-06

This is a 12-week state-approved course that is being taught remotely using the Zoom format. The course is designed to provide students with the general concepts of drinking water treatment processes. Taking and passing this course is a prerequisite for taking the Massachusetts Grade 2 Drinking Water Operator Treatment License Exam.

Participants will meet using Zoom for 3 ½ hours each week to learn the following concepts: source water protection & management, hydrology, basic math and chemistry, regulations, water sampling & analysis, hydraulics, treatment processes, equipment operation and maintenance, safety, and administrative duties. *(Note: basic math knowledge is required for this course. Individuals not comfortable with math concepts should consider taking a math course before taking this course.)*

Upon successful completion of this course a "Certificate of Completion" will be issued along with a Certificate for up to 37 Training Contact Hours (TCH). Successful completion requires achieving a final score of 70 points through a combination of attendance and active participation (must attend minimum of 10 classes, must participate in polls), homework, midterm exam and final exam. *(Note: Certificates will only be issued when full payment has been received)*

This course is being taught using the Zoom platform. Participants will need to have a reliable highspeed internet connection and computer device **with both video and audio** capability. Please see our Virtual Training Student Expectations at www.masswaterworks.org/education. *(Note: An optional practice session will be held on Tuesday evening April 4th @ 5:30 PM for anyone not familiar with using Zoom)*

LOCATION: Remote Training via Zoom
DATES: Wednesdays, April 5th – June 28th, 2023 (no class 5/17)
TIME: 5:30 – 9:00 PM
INSTRUCTOR: Dan Laprade, MWWA Training Coordinator
COST: Course = \$900 This course requires the following two textbooks that can be purchased from MWWA:
 "Water Treatment Plant Operations", Vol 1, 7th Ed., Sacramento State University, (\$90)
 "Water Treatment Plant Operations", Vol 2, 7th Ed., Sacramento State University, (\$90)
 Textbooks and course binder can either be picked up at the MWWA office by prior arrangement (693 Mass. Ave., Acton, MA) or shipped to the student for an additional fee of \$20.

Registrations must be done on-line (www.masswaterworks.org). If you need registration assistance, please email adminmwwa@masswaterworks.org or call 978-263-1388.

See next page for the refund policy and student information release

WITHDRAWALS AND REFUNDS:

- | | |
|--|-------------|
| 1. Withdraw before course materials are shipped | Full refund |
| 2. Withdraw after the materials are shipped and/or after first class | 90% refund |
| 3. Withdraw after second class | 50% refund |
| 4. Withdraw after third class | No refund |

(Note: Refund is for the course fee only. No refund for the textbooks/shipping fee unless withdrawal is before the textbooks are shipped).

Photograph/Video Release Agreement:

Each weekly Zoom class is recorded. Participation in this course constitutes an agreement by the attendee to allow the Massachusetts Water Works Association (MWWA) to use and distribute of the participant's image in any MWWA-related publication or social media site.



OFFICE OF THE BOARD OF SELECTMEN

272 Main Street, Townsend, MA

(978) 597-1700 eslagle@townsendma.gov

Eric Slagle
Town Administrator

December 22, 2022

To: Department Heads

Re: FY 2024 Budget Process

Folks,

This letter is intended to initiate the FY2024 Budget Process and give guidance to Department Heads in their budget preparation.

Based on the FY2023 budget, the Town is close to the maximum levy limit. Like FY2023, this means the Town's FY2024 total expenses can only increase 2.5% plus any new growth without triggering a proposition 2½ override.

Accordingly, we are asking each department to submit conservative operating budget and capital request along the following guidelines:

- Salary and wages per union contract, which in most cases would be a step increase.
- Level services, i.e. no new employment positions. There may be extenuating circumstances which will require justification, preferably with an additional revenue source.
- All non-salary lines should be level funded from FY2023. Exceptions to this will only be made on a case-by-case basis.
- Please include a summary of Full Time Equivalent (FTE) Personnel.
- Capital requests should only include items for FY 2024, plus anticipated items for FY 2025 thru FY2028.

Please submit all FY2024 to the Town Administrator by **Monday January 9th, 2023.**

Budget submission should use the attached spreadsheet. "FY 24 Budget Worksheets". Start with the LABOR sheet, then the EXPENSE sheet. Some numbers will auto fill the Worksheet.

Please attach back up data as appropriate. Email the Budget worksheets to me with email title:
"FY 24 Budget – {dept/board/committee/organization}"

The Capital request should cover a five-year future plan, starting with FY 23 explaining the status of last year's approved items and FY 24- FY28 requests. For your review, I have included a spreadsheet

of the 5-year plan from last year. Use the attached "FY 24 CIP Form" Summary sheet. Use Forms A & B if applicable. The email title should state:

"FY 24 Capital Requests – {dept/board/committee/organization}"

This year, we will be using a new budgeting program, ClearGov, for the bulk of the budgeting process. There will be training for Department Heads in January on the use of this software. I will follow-up with specifics about the training as soon as they are available.

I will review all budget and capital requests, and we will populate the information into ClearGov. This will be viewable by the Select Board, Finance, and Capital Planning Committees for their review. There will be an all Dept./ Boards/Committee joint FY24 meeting scheduled for **Saturday March 11th, 2023**. Each Dept etc. will be given a scheduled appointment time to present their budget and capital requests.

Any questions, please let me know.

Good luck and Happy Holidays,

R. Eric Slagle

Eric Slagle
Town Administrator

Budget Worksheet

G.B

Department Name	Department Number	Fiscal Year
Water	061	2022

Budget Description	FY 2023	FY 2024	% Change	Town Administrator Recommend
Personal Services	\$512,303.00	\$ 616,953.00	16.96%	
Expenses	\$733.00	877,955	99.92%	Inc. in Prof. & Legal serv. and interest for short term fdg.
Total Dept. Operating Budget	\$513,036.00	\$ 1,494,908.00	65.68%	

Acct. #	Budget Detail	FY 2023	FY 2024	% Change	Town Administrator Recommend
061-04-000-5100-0000-000	Salaries & Wages - Department Head	\$90,000.00	\$92,000	2.17%	
061-04-000-5110-0000-000	Salaries & Wages - Operational Staff	\$207,000.00	\$310,000	33.23%	2 new personnel
061-04-000-5112-0000-000	Salaries & Wages - Office Staff	\$105,000.00	\$ 103,000.00	-1.94%	
061-04-000-5120-0000-000	Salaries & Wages - Temp. Help(Summer Intern	\$25,000.00	\$ 25,000.00		
061-04-000-5130-0000-000	Additional Gross-Overtime	\$30,000.00	\$30,000	0.00%	
061-04-000-5134-0000-000	Additional Gross - Reg. & Spec. On - Call	\$28,200.00	\$21,000	%	
061-04-000-5190-0000-000	Additional Gross - Longevity	\$1,500.00	\$ 2,600.00	42.31%	2 workers reaching 5 years
061-04-000-5191-0000-000	Commissioners Stipends	\$3.00	\$ 3.00		
061-04-000-5192-0000-000	Other-Stipends-Licenses & Certifications	\$3,000.00	\$ 5,750.00		
061-04-000-5193-0000-000	Other - Retirement Benefits	\$0.00	\$0		
061-04-000-5195-0000-000	Other - Supt. Clothing Allowance	\$600.00	\$600		
061-04-000-5197-0000-000	Other - Supt. Vehicle Allowance	\$6,000.00	\$6,000		
061-04-000-5198-0000-000	Pentioned Supt Stipend	\$16,000.00	\$ 21,000.00		
	TOTAL PERSONAL SERVICES	\$512,303.00	\$ 616,953.00	16.96%	with 2 additional workers

Note: There are a few changes;

1. It should be noted that the Intermunicipal Agreement expense is and has been omitted from reflecting it on the budget per Town Accountant several years ago.

This note is from last year. I keep the total the same until we have better info.

2024 Total Budget \$1,494,908.00
 Plus Intermunicipal Agmnt. \$310,000.00
 Total: \$1,804,908.00

Board Of Water Commissioners

Approved _____
 Chairman,

Expense Worksheet

Department	Expense Proposed 2024 Fiscal Year	Account #
Water	2024	61

Acct. #	Description	FY 2023	FY 2024	% Differential	Town Administrator Recommend
5201	Prior Year Unpaid Bills				
061-04-000-5210-0000-000	Energy	110,000	115,000	4.35%	
061-04-000-5240-0000-000	Repairs and Maintenance - Bldg	50,000	80,000	37.50%	
061-04-000-5245-0000-000	Repairs and Maintenance - Equip, Veh	45,000	45,000	0.00%	
061-04-000-5245-0006-000	Repair and Maintain SCADA System	16,000	17,000	5.88%	
061-04-000-5270-0000-000	Rentals	1,848	2,000	7.60%	
061-04-000-5300-0000-000	Professional & Technical Services	95,000	100,000	5.00%	
061-04-000-5300-0001-000	Backflow Prevention Survey and Testing	12,000	13,000	7.69%	
	Leak Detection Services	7,000	7,500		
061-04-000-5300-0002-000	Professional Legal Services	0		0.00%	
061-04-000-5340-0000-000	Communication (Tel,Internet,Post, etc)	23,000	25,000	8.00%	
061-04-000-5380-0000-000	Other Purchased Services	2,730	2,730	0.00%	
061-04-000-5420-0000-000	Office Supplies	6,000	6,200	3.23%	
061-04-000-5430-0000-000	Building Supplies	3,000	3,000	0.00%	
061-04-000-5435-0000-000	Emergency repairs	35,000	60,000	0.00%	
061-04-000-5460-0000-000	Groundskeeping Supplies	1,000	1,000	0.00%	
061-04-000-5480-0000-000	Vehicular Supplies	12,200	12,200	0.00%	
061-04-000-5530-0000-000	Public Works Supplies	100,000	120,000	16.67%	
061-04-000-5530-0001-000	Chemicals (Treatment)	24,150	26,000	7.12%	
061-04-000-5580-0000-000	Other Supplies	1,050	1,000	-5.00%	
061-04-000-5585-0000-000	Clothing Allowance	5,000	6,000	16.67%	
061-04-000-5710-0000-000	Travel, Mileage - In State	1,155	1,100	-5.00%	
061-04-000-5720-0000-000	Travel, Mileage - Out of State	0	-	0.00%	close out
061-04-000-5730-0000-000	Dues and Memberships	8,000	10,000	20.00%	
061-04-000-5780-0000-000	Other Charges	525	525	0.00%	
061-04-000-5785-0000-000	Other Charges - State Water Assess.(DEP)	2,200	2,400	8.33%	Per DEP rates \$9.50/MG
061-04-000-5850-0000-000	New Equipment	10,000	12,000	16.67%	
061-04-000-5870-0000-000	Replacement Equipment	0	-		close out
061-04-000-5910-0000-000	LT Debt Service-MWPAT-Eastside Phase I	37,962	40,000	5.10%	Ends 2026
061-04-000-5901-0001-000	LT Debt Service-MWPAT- Eastside Phase II	54,078	58,000	6.76%	Ends 2027
061-04-000-5920-0000-000	LT Interest-MWPAT-Eastside Phase I	4,412	5,000	11.76%	Ends 2026
061-04-000-5920-0001-000	LT Interest-MWPAT-Eastside Phase II	7,505	8,000	6.19%	Ends 2027
	ST Borrowing-WT Main Rplcmt-Principle	0	75,000	100.00%	Main St water Main and PFAS engr
	ST Borrowing-WT Main Rplcmt-Interest	23,300	23,300	0.00%	interest on Ban
061-04-000-5975-0000-000	Intermunicipal Agreement				
	Total	733,073	877,955	19.76%	

needs updating

Labor Worksheet

Department Name	Acct. Number	Fiscal Year
Water	061	2024

Department Head		Current Annum	FY2024	% Change	Comments/Notes
Name: David Vigeant	Salary & Wages - Base	102,600	102600	0.00%	
Position: Superintendent	On call - Reg. & Holiday	0	0		
Hrs/Wk:40 Rate: (Salary)	Add'l Gross - Overtime				
Current:40.88	Add'l Gross - Reg & Hol. On Call				
Proposed:41.90	Add'l Gross - Longevity	0	0		
	Other - Stipend	13,600	15,000		
Per Collective Bargaining Agrmt.	Other - Certification				
	Employee Total	116,200	117,600	1.19%	

Operational Staff		Current Annum	FY2024	% Change	Comments/Notes
Name: Alec Gaetz					
Position: Water Technician	Salary & Wages - Base	58,000	59,000	1.69%	
Hrs/Wk: 40 Rate: Hourly	Add'l Gross - Overtime	8,250	7000	-17.86%	
Current v26.80	Add'l Gross - Reg. & Hol. On call	6,800	5000	-36.00%	
Proposed 28.00	Add'l Gross - Longevity	0	0		
	Other - Stipend-Clothing	1,000	1000	100.00%	
Per Collective Bargaining Agrmt.	Other - Certification	500	1250	60.00%	
	Employee Total	74,550	73,250.00	-1.77%	

Operational Staff		Current Annum	FY 2024	% Change	Comments/Notes
Name: Kevin Keefe					Distribution Manager
Position Distribution Forman	Salary & Wages - Base	63,000	64,000	1.56%	
Hrs/Wk: 40 Rate: Hourly	Add'l Gross - Overtime	9,000	7500	-20.00%	
Current 29.49	Add'l Gross - Reg. & Hol. On call	6,800	5000	-36.00%	
Proposed 30.00	Add'l Gross - Longevity	0	600		
	Other - Stipend-Clothing Allowance	1,000	1000	100.00%	
Per Collective Bargaining Agrmt.	Other - Certification-Licenses	500	1250	60.00%	
	Employee Total	80,300	79,350.00	-1.20%	

Operational Staff		Current Annum	FY 2024	% Change	Comments/Notes
Name: Ryan Lapierre					3 percent Raise
Position: Foreman	Salary & Wages - Base	68,598	69000	0.58%	
Hrs/Wk: 40 Rate: Hourly	Add'l Gross - Overtime	9,000	7500	-20.00%	
Current 32.33	Add'l Gross - Reg. & Hol. On call	6,590	5000	-31.80%	
Proposed 32.50	Add'l Gross - Longevity	0	600		
	Other - Stipend-Clothing Allowance	1,000	1,000	100.00%	
Per Collective Bargaining Agrmt.	Other - Certification-Licenses	500	1,250	0.00%	
	Employee Total	85,688	84,350.00	-1.56%	

Operational Staff		Current Annum	FY 2024	% Change	Comments/Notes
Name					
Position Water Tech	Salary & Wages - Base		59,000	100.00%	
Hrs/Wk: 40 Rate: Hourly	Add'l Gross - Overtime		7000	100.00%	
Current 0	Add'l Gross - Reg. & Hol. On call	0	5000	100.00%	

Proposed 28.00	Add'l Gross - Longevity	0	0	
	Other - Stipend-Clothing	0	1000	100.00%
Per Collective Bargaining Agrmt.	Other - Certification	0	500	100.00%
	Employee Total	0	72,500.00	100.00%

Operational Staff		Current Annum	FY 2024	% Change	Comments/Notes
Position: Water Technician	Salary & Wages - Base	20,000	59,000	66.10%	
Hrs/Wk: 40 Rate: Hourly	Add'l Gross - Overtime	1,000	7000	85.71%	
Current 26.02	Add'l Gross - Reg. & Hol. On call	1,000	5000	80.00%	
Proposed 26.80	Add'l Gross - Longevity		0		
	Other - Stipend-Clothing	1,000	1000	100.00%	
Per Collective Bargaining Agrmt.	Other - Certification	500	500	0.00%	
	Employee Total	23,500	72,500.00	67.59%	
	Department Name	Acct. Number	Fiscal Year		
	Water	061	2022		

Office Staff		Current Annum	FY 2024	% Change	Comments/Notes
Name: Brenda Boudreau					
Position: Office Manager	Salary & Wages - Base	52,000	53000	1.89%	3 percent Raise
Hrs/Wk: 40 Rate: Hourly	Add'l Gross - Overtime	3,500	3500	0.00%	
Current 22.80	Add'l Gross -				
Proposed 24.00	Add'l Gross - Longevity	1,400	1,400	0.00%	
	Other - Stipend-Clothing Allowance	1,000	1,000	100.00%	
Per Collective Bargaining Agrmt.	Other - Certification-Licenses	500	500	0.00%	
	Employee Total	58,400	59,400.00	1.68%	

Office Staff		Current Annum	FY 2024	% Change	Comments/Notes
Name Jessica Worthly					
Position: Accounts Manager	Salary & Wages - Base	54,000	50,000	-8.00%	Water operator in full min contract and 3 percent raise
Hrs/Wk:30	Add'l Gross - Overtime	2,000	2000	0.00%	
Curren 20.32	Add'l Gross -	0	0	0.00%	
Proposed 24.00	Add'l Gross - Longevity			0.00%	
	Other - Stipend-Clothing Allowance	1,000	1000	100.00%	
	Other - Certification	500	500	100.00%	
	Employee Total	57,500	53500.00	0.00%	

Operational/Office Staff		Current Annum	FY 2023	% Change	Comments/Notes
Name Summer/Temp Help	Salary & Wages - Base	25,000	25,000		
Position: Extra Help	Add'l Gross - Overtime				
Hrs/wk; 40	Add'l Gross - Shift Diff'l				
Proposed 16.50	Add'l Gross - Longevity				
For 12 weeks	Other - Stipend				
	Other - Certification				
	Employee Total	0	25,000		

Labor Worksheet

Department Name	Acct. Number	Fiscal Year
Water	061	2023

6.4

T0354-014
January 3, 2023

David Vigeant
Townsend Water Department
540 Main Street
West Townsend, MA 01474

Re: **Townsend Main Street and Cross Street Generators
Recommendation to Award**

Dear Mr. Vigeant:

On Tuesday, December 13, 2022 at 2:00 PM, the Townsend Water Department received four bids for the Main Street and Cross Street Generators. A summary of the bids received is provided below. A completed tabulation of the bids is provided as Attachment A.

Contractor	Base Bid	Add Alternate	Total Bid
Ewing Electric	\$161,700.00	\$107,700.00	\$269,400.00
CDS Unlimited (Ineligible)	\$148,922.00	\$126,805.00	\$275,727.00
Hub Electric	\$198,644.00	\$121,712.00	\$320,356.00
Elm Electric	\$234,393.00	\$187,080.00	\$412,473.00

Tighe & Bond evaluated the bid information submitted by the apparent low bidder, as well as evaluated performance and financial reference information. The results of our evaluation are described below.

Bid Evaluation

The bid submitted by the apparent low bidder, Ewing Electric, is in conformance with the requirements of the bidding documents and the required attachments were provided. Ewing Electric confirmed that they are not party to any adversarial proceedings and have not been terminated from any projects within the past 5 years. Although CDS Unlimited had the lowest base bid, upon review of their bid package it was determined that they are not DCAMM certified and therefore are not considered an eligible bidder per the requirements included in the bid documents.

Reference Evaluation for Performance

Tighe & Bond reviewed the bid and attachments submitted by Ewing Electric. They have an average DCAMM project rating of 95 and a single project limit of \$8,040,000. Ewing Electric submitted a Bid Bond backed by Western Surety Group which has an AM Best rating of A (excellent).

The project references provided by the bidder included building renovations, interconnections, generators, and water treatment facilities. Based on the references provided, their DCAMM rating, and their bid bond, we believe that Ewing Electric is a qualified contractor capable of completing this project.



Recommendation to Award

It is our opinion that Ewing Electric is the lowest responsible and eligible bidder for the Main Street and Cross Street Generators and can complete the project. The Townsend Water Department currently has an appropriation of \$200,000 for this project. We recommend that the Townsend Water Department consider awarding this contract to this firm at their base bid amount of **\$161,700.00**. If additional funds are appropriated at a later date, the work defined in Add Alternate No.1 can be added via change order during construction. We recommend the award contingent upon the following:

- Receipt of signed agreements
- Receipt of required Performance and Payment Bonds
- Receipt of required Certificates of Insurance

Upon your approval, please sign the attached "Notice of Award" form (Attachment C) and return to Tighe & Bond. We will then notify Ewing Electric that they are the successful bidder and request that they submit the required bonds and certificates of insurance. Once MassDEP authorizes the project, we will prepare the contracts for execution.

We look forward to working with the Townsend Water Department on the construction of the project. If you have any questions or require any additional information, please contact me at 978-501-4911 or Mary Danielson at 207-702-1993.

Very truly yours,

TIGHE & BOND, INC.



Louis Soracco, PE
Senior Project Manager

Attachments:

- A – Bid Summary
- B – Ewing Electric's Bid Form
- C – Notice of Award Form (for signature if awarded)

Copy: Mary Danielson, PE
Thomas Mahanna, PE

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Main Street and Cross Street Generators
Townsend, Massachusetts
General Bid Date: Tuesday December 13, 2022 @ 2:00 p.m.

Summary of Bids

BIDDER	BASE BID AMOUNT	ADD ALTERNATE 1 AMOUNT	TOTAL BID AMOUNT (BASE + ADD ALT 1)	Addenda 1 Acknowledged	Bid Bond	Apparent Rank
Ewing Electric	\$161,700.00	\$107,700.00	\$269,400.00	✓	✓	1
CDS Unlimited	\$148,922.00	\$126,805.00	\$275,727.00	✓	✓	2
Hub Electric	\$198,644.00	\$121,712.00	\$320,356.00	✓	✓	3
Elm Electric	\$234,393.00	\$187,080.00	\$412,473.00	✓	✓	4

BIDS OPENED BY:

David Vigeant

Townsend Water Department

WITNESSED BY:

Mary Danielson, PE

Tighe & Bond

- 5.3 The proposed Contract Price (Base Bid and Add Alternate No. 1) is:

Two Hundred Sixty-Nine Thousand Four Hundred dollars
(words)
(\$ 269,400.00)
(figures)

- 5.4 The subdivision of the proposed Contract Price (Base Bid and Add Alternate No. 1) is as follows:

Item 1 - Base Bid – Main Street Generator: The work of the General Contractor, being all Work other than that covered by Item 2.

One Hundred Sixty-One Thousand Seven Hundred dollars
(Bid in words)
(\$ 161,700.00)
(figures)

Item 2 – Add Alternate No. 1 – Cross Street Generator: The work of the General Contractor, being all Work other than that covered by Item 1.

One Hundred Seven Thousand Seven Hundred dollars
(Bid in words)
(\$ 107,700.00)
(figures)

ARTICLE 6 - TIME OF COMPLETION

- 6.1 Bidder agrees that the Work will be substantially completed and ready for final payment in accordance with paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 6.2 Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times as stated in the Agreement.

ARTICLE 7 - ATTACHMENTS TO THIS BID

- 7.1 The following documents are attached to and made a condition of this Bid:
- A. Bid deposit in the amount of Thirteen Thousand Four Hundred Seventy dollars (\$ 13,470.00), consisting of a bid bond in the amount of five percent of the total amount of Bid
 - B. Evidence of authority to sign
 - C. List of Project References

- D. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such license within the time for acceptance of Bids
- E. Contractor's License or Registration No.: 16868 A or Evidence of Bidder's ability to obtain a license or registration and a covenant by Bidder to obtain said license or registration within the time for acceptance of Bids;
- F. Evidence of Bidder's qualifications in accordance with Article 3 of Section 00200
- G. DCAMM Certificate of Eligibility
- H. DCAMM Update Statement

ARTICLE 8 - BID SUBMITTAL

BIDDER: *[Indicate correct name of bidding entity]*Ewing Electrical Co., Inc.

By:

[Signature]*[Printed name]*Philip E. Davidson*(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)*

Attest:

[Signature]*[Printed name]*Lorraine Davidson

Title:

Secretary

Submittal Date:

12-13-22

Address for giving notices:

3 North Road, P.O. Box 370Deerfield, NH 03037

Telephone Number:

(603) 463-8852

Fax Number:

(603) 463-9323

Contact Name and e-mail address:

Philip E. Davidsonphil@ewingelec.com

Bidder's License No.:

16858 A*(where applicable)*

END OF SECTION

J:\T\T0354 Townsend Water Department\014 - Main St and Cross St Generators\Design\Specifications\Div
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