



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Todd Melanson, *Chairman*

Nathan Mattila, *Vice-Chairman*

Todd Melanson, Clerk

David Vigeant, Superintendent

(978) 597-2212

water@townsendwater.org

WATER COMMISSIONERS MEETING MINUTES

April 10, 2023 – 7:00 P.M.

Water Department 540 Main Street, Meeting Room

On March 29, 2023, Governor Healey signed into law a supplemental budget bill which, among other things, extends the temporary provisions pertaining to the Open Meeting Law to March 31, 2025. Specifically, this further 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 language does not make any substantive changes to the Open Meeting Law other than extending the expiration date of the temporary provisions regarding remote meetings from March 31, 2023, to March 31, 2025

. Join Zoom Meeting

<https://us06web.zoom.us/j/85092399583?pwd=VHZUbGxnMHRBTk9ZcEVyVVlYeEdHdz09>

Meeting ID: 850 9239 9583 Passcode: 733427 Log on Monday, April 10, 2023, at 7:00 P.M. to participate.

I. PRELIMINARIES:

- 1.1 TM called the meeting to order at 7:06 P.M. and announced meeting is by Zoom.
- 1.2 TM announced 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.
- 1.4 Chairman's additions or deletions. None.
- 1.5 Approve Meeting Minutes of March 6, 2023. **NM motioned to accept the meeting minutes of March 6, 2023. TM seconded. Unanimous vote.**
- 1.6 Review correspondence. Public Comments. Groundbreaking will be held on July 11th at 10 A.M. and Senator Cronin will be attending. TCAM will be present to record.

II. APPOINTMENTS-VOTES MAY BE TAKEN

- 2.1 None.

III. MEETING BUSINESS-VOTES MAY BE TAKEN:

- 3.1 Discuss policy for non-payment. DV brought up that the Water Department has not received any money from the town for liens since the new town accountant started, and questioned if we still want to put non-payment to lien. TM asked CSD to check in with the accountant about the water liens. There was a lengthy discussion about how the liens are processed. TM asked CSD or DV to ask the Treasurer to get paperwork on how to file a claim on a bankruptcy. DV reiterated bankruptcy is a minor issue, the main issue our only recourse for non-payment at the moment is to put to lien, but we're not receiving any of that money. CSD will look into it the conversation can be revisited in the future.
- 3.2 Discuss FY24 Budget. DV stated the budget had to be updated because the town came up with updated amounts mostly for retirement and insurance. Commissioners to resign the updated budget.

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

- 4.1 Discuss Groundbreaking commencement at Harbor Trace Treatment Plant. TM restated that Senator Cronin will be attending the groundbreaking and thanked him again for the support in getting the funding for the plant. DV to put together an invitation letter. Sweet & Salty to cater the event.

4.2 Discuss Uniform Policy. NM wanted to discuss the use of company time. He noticed while signing warrants that 2 water techs were buying clothing in Fitchburg during working hours. He would like time used by employees to be managed appropriately/efficiently. TM agreed and mentioned the possibility of a clothing company coming to us and having orders delivered. DV has Cintas coming in June for this issue. TM asked DV to remind the water techs not to shop on company time and not to send more than 1 tech to a store unless necessary.

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

5.1 CSD asked if anyone from the Water Department would be present for the warrant/article discussion taking place the next day. TM volunteered to go. CSD also mentioned the special Town meeting coming up and to make sure someone from the Water Department is there as well. CSD offered support if anything is needed from him for the groundbreaking in July. TM asked CSD if we could borrow a mobile podium from Town Hall, CSD to look into it.

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

6.1 Update/Discuss PFAS/Harbor Trace Treatment Plant. For the water lines, the lowest bidder was Shepherd. Winston Builders won the bid for the treatment plant. DV ended the update stating the loan for these projects will be given 58% forgiveness.

6.2 Discuss clothing Policy. Duplicate.

VII. OFFICE UPDATES AND REPORTS-VOTES MAY BE TAKEN:

7.1 Schedule next BOWC meeting. The Board scheduled the next meeting on May 8, 2023 @ 7pm.

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

ADJOURNMENT

TM moved to adjourn the BOWC meeting at 7:40 P.M. NM seconded. Unanimous vote.

Respectfully submitted,



Jessica Worthley
Accounts Manager
Townsend Water Department

1.6

Brenda Boudreau

From: David Vigeant
Sent: Thursday, March 30, 2023 10:46 AM
To: Todd Melanson; 'Nathan Mattila'
Cc: Water
Subject: FW: From the Office of Sen. John J. Cronin

Follow Up Flag: Follow up
Flag Status: Completed

Ground breaking day is set

From: Templeton, Susan (SEN) <Susan.Templeton@masenate.gov>
Sent: Thursday, March 30, 2023 10:16 AM
To: David Vigeant <dvigeant@townsendwater.org>
Cc: Chaz Sexton-Diranian <CSexton-Diranian@townsendma.gov>
Subject: Re: From the Office of Sen. John J. Cronin

Good morning, Sup't and I am looping in Chaz,

You are in the calendar for Tuesday, 07.11.23 at 10 am. You made an EXCELLECENT choice not selecting a Monday.

Susan

Susan C. Templeton
District Director
Office of State Senator John J. Cronin
Worcester & Middlesex District
The State House
Room 504
Boston, MA 02133-1054
Boston: 617-722-1230
Cell: 978-660-6511
Email: susan.templeton@masenate.gov

From: David Vigeant <dvigeant@townsendwater.org>
Sent: Thursday, March 30, 2023 6:24 AM
To: Templeton, Susan (SEN) <Susan.Templeton@masenate.gov>
Cc: Chaz Sexton-Diranian <CSexton-Diranian@townsendma.gov>
Subject: RE: From the Office of Sen. John J. Cronin

You don't often get email from dvigeant@townsendwater.org. [Learn why this is important](#)

Hi Susan can we do Tuesday the 11th of July 10am Thank You David

DAVID W VIGEANT
SUPERINTENDENT
TOWNSEND WATER DEPARTMENT

FY24 +/-				
Health Insurance		6.40%		
Dental Insurance		-3.18%		
Vision Insurance		0.00%		
HEALTH INSURANCE COVERAGE OPTIONS		FY23 MONTHLY RATES	FY24 % +/-	UPDATED FY24 MONTHLY RATES
PPO Blue Care Elect	Individual	\$1,084.32	\$69.40	\$1,153.72
Deductible \$250	Family	\$2,819.01	\$180.42	\$2,999.43
HMO Blue New England	Individual	\$976.87	\$62.52	\$1,039.39
Deductible \$250	Family	\$2,539.65	\$162.54	\$2,702.19
HMO Blue Select	Individual	\$849.88	\$54.39	\$904.27
Deductible \$250	Family	\$2,209.49	\$141.41	\$2,350.90
* HEALTH INSURANCE: MONTHLY AND BY PAYCHECK CONTRIBUTIONS (FOR BUNDLED COVERAGE)				
HEALTH INSURANCE COVERAGE OPTIONS		MONTHLY BUNDLED RATES	FY24 % +/-	UPDATED FY24 MONTHLY RATES
PPO Blue Care Elect	Individual	\$1,078.90	\$69.05	\$1,147.95
Deductible \$250	Family	\$2,804.91	\$179.51	\$2,984.42
HMO Blue New England	Individual	\$971.99	\$62.21	\$1,034.20
Deductible \$250	Family	\$2,526.95	\$161.72	\$2,688.67
HMO Blue Select	Individual	\$845.63	\$54.12	\$899.75
Deductible \$250	Family	\$2,198.45	\$140.70	\$2,339.15
Bundled rates are if along with Health coverage, you also take Dental and Vision coverage.				
BOSTON MUTUAL LIFE INSURANCE				
\$2,000	Employee	\$2.00		
Employee	Health	Health * 12 months	Life	
Boudreau, Brenda	\$2,688.67	\$32,264.10	\$1.00	
Worthley, Jessica	\$2,339.15	\$28,069.81	\$0.00	
Keefe, Kevin	\$2,688.67	\$32,264.10	\$0.00	
LaPierre, Ryan	\$2,688.67	\$32,264.10	\$1.00	
Vigeant, Dave	\$899.75	\$10,797.00	\$1.00	
Mullins, Mark	\$2,688.67	\$32,264.10	\$1.00	
Funaiolo, Brian	\$1,039.39	\$12,472.68	\$1.00	
Gaetz, Alec	\$1,034.20	\$12,410.37	\$0.00	
	\$16,067.19	\$192,806.25	\$5.00	

PRO FORMA CALCULATIONS THROUGH JUNE 30, 2024

FISCAL 2024

WATER AGREEMENT COSTS
To: Water Commissioners

PAYROLL PERCENTAGE CALC	%	AMOUNT	TAB/CALC	LINE
Total Gross Payroll		\$5,274,990.79	FY24 Town Payroll Budget	E143
Water Dept. Payroll		\$679,600.00	FY24 Water Payroll Budget	
Percent to Total Payroll		12.88%	Calc: D5/D7	
WATER COSTS				
Retirement				
County Retirement		\$891,023.00	FY24 Town Omnibus (Actual Invoice)	F750
	12.88%	\$114,794.37	Calc: B18*C17	
Medicare				
Medicare Water Payroll		\$691,953.00	Calc: =D10	
	1.45%	\$10,033.32	Calc: C22*B22	
Liabilities/Other Insurances				
Workers Compensation		\$5,530.07		
Unemployment Compensation				
General Liability Insurance		\$840.44		
Professional Liability		\$126.61		
Property Insurance		\$16,102.66		
Excess Liability		\$310.07		
Vehicle Insurance		\$3,775.82		
		\$26,685.66		
Debt				
Debt Service Landfill Trans WBWC	12.88%	\$12,174.85	FY24 Landfill Debt (\$94,500 (Principal + Interest) * 12.88%)	
		\$12,174.85		
Health Insurance (Town Share 75%)				
Boudreau, Brenda		\$24,198.07	FY24 Insurance Rates	
Worthley, Jessica		\$21,052.36	FY24 Insurance Rates	
Keefe, Kevin		\$24,198.07	FY24 Insurance Rates	
LaPierre, Ryan		\$24,198.07	FY24 Insurance Rates	
Mullins, Mark		\$24,198.07	FY24 Insurance Rates	
Vigeant, Dave		\$8,097.75	FY24 Insurance Rates	
Funaiolo, Brian		\$9,354.51	FY24 Insurance Rates	
Gaetz, Alec		\$9,307.78	FY24 Insurance Rates	
		\$144,604.69		D62
Life Insurance				
		\$60.00	FY24 Insurance Rates (# of Employees * \$1.00 * 12 Months)	E62
Administrative Costs				
		\$76,829.00	FY24 Town Admin Costs	G97
Total Gross Amount				
		\$385,181.88		

COST SHARE AGREEMENT BETWEEN TOWN OF TOWNSEND AND WATER ENTERPRISE DEPT

The following agreement between the Town of Townsend (hereafter called the Town) and the Water Dept. on _____, is effective for the Fiscal Year 2024.

The agreed upon amount is to be paid from the Water Dept. to the Town by date _____ through an internal fund transfer.

The following costs are agreed upon as the categories from the Town's services that reflect shared costs for the Water Dept. as listed on the Pro Forma Calculations Worksheet:

- Payroll Services including Health Insurance, Life Insurance, County Retirement, and Medicare
- Liabilities and Other Insurances
- Debt

The following Town departments Personnel and Expense Costs are used in the Pro Forma Calculations Worksheet at the stated corresponding percentages:

- | | |
|-----------------------|-----|
| • Board of Selectman | 10% |
| • Accounting | 10% |
| • Board of Assessors | 1% |
| • Treasurer/Collector | 10% |
| • Legal | 3% |

Signatures:

BOS

Water Commission

**Townsend Water Department`
DOR Worksheet**

	FY 2023 Rate	FY 2024 Rate	\$ Change	% Change	FY 2023 Usage	Estimated Usage	Estimated Revenue
Town Tier 1	5.18	5.44				11,000,000	598,400.00
Town Tier 2	7.78	8.17				7,000,000	571,900.00
Town Tier 3	\$10.37	\$10.89			4,174,234	1,800,000	196,000.00
Town Tier 4	\$12.96	\$13.61			18,078,657	800,000	108,880.00
Town Cubic Feet 2021				total		-	0.00
Irrigation							0.00
Unit Charge \$190.00 per unit per year 2558 units							
Unit Charge fee	\$45.00	\$47.25				460,440	486,020.00
Late Charges	\$6,500.00	\$7,000.00					7,000.00
Backflow Charges	\$18,000.00	\$18,900.00					18,900.00
Service Charges	\$10,505.00	\$11,030.00					11,030.00
sprinkler charges	\$35,000.00	\$36,750.00					36,750.00
Connection fees	\$1,200.00	\$12,600.00					12,600.00
MISC Scarpe	\$5,000.00	\$5,000.00					5,000.00
							2,052,400.00

Total Enterprise Fund Budget

1,955,089.88

Revenue increases projected next year due to meter change outs and billing upgrades

97,310.12

**Total Estimated revenue must be equal to or greater than line 1.a, column (b) on the form A-2

Budget Worksheet

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 bdy.
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	0.00%	
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	-25.50%	
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	0.00%	
061-04-000-5192-0000-000	Other-Stipends-Licenses & Certifications	\$3,000.00	\$ 5,750.00	47.80%	
061-04-000-5193-0000-000	Other - Retirement Benefits	\$0.00	\$0	0.00%	
061-04-000-5195-0000-000	Other - Supt. Clothing Allowance	\$600.00	\$600	0.00%	
061-04-000-5197-0000-000	Other - Supt. Vehicle Allowance	\$6,000.00	\$6,000	0.00%	
061-04-000-5198-0000-000	Pentioned Supt Stipend	\$16,000.00	\$ 21,000.00	23.80%	
	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,

Approved

Vice Chairman,

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					
Position: Distribution Forman	Salary & Wages - Base	63,000	64,000	1.56%	Distribution Manager
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					
Position: Foreman	Salary & Wages - Base	68,598	69000	0.58%	3 percent Raise
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%	
Current 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

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%	
	ILeak Detection Services	7,000	7,500	6.67%	
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	41.67%	
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

Expense Proposed 2024

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Board of Water Commission Staff		Current Annum	FY 2023	% Change	Comments/Notes
Name	Salary & Wages - Base				
	Add'l Gross - Overtime				
	Add'l Gross - Shift Diff'l				
	Add'l Gross - Longevity				
	Other - Stipend	1	1	0.00%	
	Other - Certification				
	Employee Total	1	1	0.00%	

Board of Water Commission Staff		Current Annum	FY 2023	% Change	Comments/Notes
Name	Salary & Wages - Base				
	Add'l Gross - Overtime				
	Add'l Gross - Shift Diff'l				
	Add'l Gross - Longevity				
	Other - Stipend	1	1	0.00%	
	Other - Certification				
	Employee Total	1	1	0.00%	

total	\$	472,641.00	\$	652,450.00
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Office of the
Townsend Water Department
 540 Main St.
 West Townsend, Massachusetts 01474-0017
 978-597-2212
water@townsendwater.org

Schedule of Rates and Fees

Water Rates:	Unit Charge: \$47.25
	Residential-100 cubic ft (748 gals)
	1000 Gallon Mtr
	Tier One: \$5.44 per unit* 0-15 \$ 7.27
	Tier Two: \$8.17 per unit* 15.001-30 \$ 10.92
	Tier Three \$10.89 per unit* 30.001-45 \$ 14.56
	Tier Four \$13.61 per unit* 45.001 and up \$ 18.19
	Commercial/Industrial
	Tier One: \$5.44 per unit* 0-50
	Tier Two: \$8.17 per unit* 50.001 and up
System Development Charges	1 inch service or fire line = \$3,150.00
	1.5-inch service or fire line = \$4,200.00
	2-inch service line or fire line = \$8,400.00
	3 inch and over service line or fire line = \$26,250.00
Overdue Accounts:	1 ½% interest of amount due
Sprinkler Charges	Fee according to main size at a rate of \$26.25 per inch per quarter
Turn on fee:	\$52.50
Turn off fee:	\$52.50
Labor Fee	\$78.75 per person per hour.
Final Reading Fee;	\$78.75
Meter Testing	\$78.75
Backflow Testing Charge	\$78.75
Parts fee	Cost of parts and 10%
Fire Flow Tests:	\$252.50/Nozzle
Hydrant Use:	\$210.00 + water used
Unauthorized hydrant use:	\$210.00 for hydrant use and \$100.00 fine for water used
Unauthorized connection:	\$210.00 for connection, \$100.00 fine for water used
Meter Valve Replacement	\$78.75for labor and Parts fee.
Backhoe Rate:	With Operator \$157.50/hr.
Water Restriction Violations:	1 st notice ~ written warning N/C
	2 nd notice ~ \$52.50
	3 rd notice ~ \$105.00
	Each additional notice ~ \$105.00
Meter Tampering:	\$1,000.00/per offense and water usage averaged and repairs labor or triple amount of damages whichever is greater

FISCAL YEAR 22 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
January 31, 2023

UNCOLLECTED FROM JUNE 30, 2022

96,406.83

<u>CHARGED</u>	<u>07/01/22</u>	<u>01/31/23</u>	<u>1/31/2023</u>	<u>Previous Balance</u>	<u>Total</u>
USER CHARGES			383,651.70	1,194,062.58	1,577,714.28
FEES			150.00	3,700.00	3,850.00
SERVICE CHARGES			6,500.00	22,769.78	29,269.78
BACKFLOW			150.00	6,900.00	7,050.00
SUBTOTAL			390,451.70		
TOTAL CHARGES					<u>1,617,884.06</u> <u>1,714,290.89</u>

<u>RECEIVED</u>	<u>07/01/22</u>	<u>01/31/23</u>	<u>1/31/2023</u>		
USER CHARGES			322,389.88	1,076,671.79	1,399,061.67
FEES			300.00	3,850.00	4,150.00
SERVICE CHARGES			5,142.28	24,038.84	29,181.12
LATE CHARGES			0.00	330.62	330.62
BACKFLOW			225.00	7,193.59	7,418.59
SUBTOTAL			328,057.16		
TOTAL RECEIPTS					1,440,142.00

SENT TO LIEN	40,840.69
LIENS COLLECTED	
ABATEMENTS	615.68
ADJUSTMENTS	-2,933.89
ADJ TO MASTER TO RECONCILE	0.00
UNCOLLECTED	<u>235,626.41</u> <u>1,714,290.89</u>

<u>OUTSTANDING:</u>	
USER CHARGES	233,171.53
FEES	175.00
SERVICE CHARGES	2,051.65
LATE CHARGES	7.04
BACKFLOW	221.19
TOTAL OUTSTANDING	235,626.41

FISCAL YEAR 22 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
February 28, 2023

UNCOLLECTED FROM JUNE 30, 2022

96,406.83

<u>CHARGED</u>	<u>07/01/22</u>	<u>02/28/23</u>	<u>2/28/2023</u>	<u>Previous Balance</u>	<u>Total</u>	
USER CHARGES			156.34	1,577,714.28	1,577,870.62	
FEES			225.00	3,850.00	4,075.00	
SERVICE CHARGES			500.00	29,269.78	29,769.78	
BACKFLOW			0.00	7,050.00	7,050.00	
SUBTOTAL			881.34			
TOTAL CHARGES						1,618,765.40
						1,715,172.23

<u>RECEIVED</u>	<u>07/01/22</u>	<u>02/28/23</u>	<u>2/28/2023</u>			
USER CHARGES			53,611.48	1,399,061.67	1,452,673.15	
FEES			150.00	4,150.00	4,300.00	
SERVICE CHARGES			1,445.87	29,181.12	30,626.99	
LATE CHARGES			0.00	330.62	330.62	
BACKFLOW			91.19	7,418.59	7,509.78	
SUBTOTAL			55,298.54			
TOTAL RECEIPTS						1,495,440.54

SENT TO LIEN		40,840.69
LIENS COLLECTED		
ABATEMENTS		3,373.60
ADJUSTMENTS		-3,043.89
ADJ TO MASTER TO RECONCILE		0.00
UNCOLLECTED		178,561.29
		1,715,172.23

<u>OUTSTANDING:</u>		
USER CHARGES	176,723.15	
FEES	250.00	
SERVICE CHARGES	1,396.10	
LATE CHARGES	7.04	
BACKFLOW	185.00	
TOTAL OUTSTANDING	178,561.29	

Budget Worksheet

Department Name	Department Number	Fiscal Year
Water	061	2024

Budget Description	FY 2023	FY 2024	% Change	Town Administrator Recommend
Personal Services	\$512,303.00	\$ 691,953.00	25.96%	
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	\$ 1,569,908.00	67.32%	

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	\$385,000	46.23%	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	0.00%	
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	-25.50%	
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	0.00%	
061-04-000-5192-0000-000	Other-Stipends-Licenses & Certifications	\$3,000.00	\$ 5,750.00	47.80%	
061-04-000-5193-0000-000	Other - Retirement Benefits	\$0.00	\$0	0.00%	
061-04-000-5195-0000-000	Other - Supt. Clothing Allowance	\$600.00	\$600	0.00%	
061-04-000-5197-0000-000	Other - Supt. Vehicle Allowance	\$6,000.00	\$6,000	0.00%	
061-04-000-5198-0000-000	Pentioned Supt Stipend	\$16,000.00	\$ 21,000.00	23.80%	
	TOTAL PERSONAL SERVICES	\$512,303.00	\$ 691,953.00	25.96%	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 \$1,569,908.00
Plus Intermunicipal Agmnt. \$385,181.88
Total: \$1,955,089.88 *

Board Of Water Commissioners

Approved _____
Chairman,
Approved _____
Vice Chairman,

TOWN OF TOWNSEND
WATER DEPARTMENT

NO. 23-9

3/31/2023

SCHEDULE OF BILLS RECEIVABLE

To the Accountant: Town Accountant

The following bills, amounting in the aggregate to

THREE HUNDRED NINETY THOUSAND FOUR HUNDRED FIFTY-ONE AND 70/100 DOLLARS *****
are herewith committed for collection.

<u>DATE</u>	<u>USER CHARGES</u>	<u>FEE CHARGES</u>	<u>SERVICE CHARGES</u>	<u>BACK FLOW</u>	<u>TOTAL</u>
03/31/23	355.32	75.00	-	-	430.32

BOARD OF WATER COMMISSIONERS

Todd Melanson, Chairman

Nathan Mattila, Vice-Chairman

, Clerk