



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Todd Melanson, *Chairman*

Nathan Mattila, *Vice-Chairman*

, *Clerk*

David Vigeant, *Superintendent*

(978) 597-2212

water@townsendwater.org

WATER COMMISSIONERS MEETING MINUTES

February 12, 2024 – 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/85166487300?pwd=J4hCSbtWyiT9Wa6prrebaykOC055qK.1>

Meeting ID: 851 6648 7300 Passcode: 717350 Log on Monday, February 12, 2024, at 7:00 P.M. to participate.

I. PRELIMINARIES:

- 1.1 TM called the meeting to order at 7:01p.m. and announced the meeting is by Zoom.
- 1.2 TM announced TCAM is recording the meeting and will upload it to YouTube.
- 1.3 Roll Call Members-Roll Call Citizens. 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 January 29, 2024. TM stated he wanted to add some language to the meeting minutes on 6.2 relating to quality of the temporary patching of project roads. TM suggested that the meeting minutes reflect the following amendment: NM commented that the patchwork was rough, and any future work should be done to a higher quality and maintained. **NM motioned to approve the meeting minutes of January 29, 2024, as amended. TM seconded. Unanimous vote.**
- 1.6 Review correspondence. Public Comments. None.

II. APPOINTMENTS-VOTES MAY BE TAKEN:

- 2.1 None.

III. MEETING BUSINESS-VOTES MAY BE TAKEN:

- 3.1 Discuss/Review changes to Rules & Regulations. TM asked NM if he had time to review the updated rules and regulations. NM replied he did read a few items but hasn't reviewed everything yet. He would also like to compare the older rules and regulations to the updated ones. Tabled until the March meeting.

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

- 4.1 None.

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

- 5.1 Breakdown of cross charges. Chaz stated he does not have the cross charges in his possession at this time however the town accountant is working on it. Chaz said as soon as they are available, he will send them to the commissioners. TM stated Chaz could email the office staff and they could email the board when the report becomes available.

- 5.2 Roles of Commissioners regarding employee issues. Chaz reported that all employee issues must go directly to the Town Administrator or Human Resource department. Chaz further commented that the board needs to be very careful when saying anything regarding employee issues in an open meeting due to the mediation of the collective bargaining. Any employee issues will first need to go to the superintendent if the employee feels it's not being taken care of then they should go directly to the Town Administrator or HR. If something is of major concern the employee should go directly to HR and they will guide, you on how to handle it.
- 5.3 Lost Documentation RE: Policy and Procedures. Chaz reported that they have exhausted their research in finding any documents pertaining to the prior water superintendent files. Chaz spoke with the Town Administrator and Administrators assistant and assured Chaz that they do not have any files or documents pertaining to the water department outside the normal correspondence. Chaz has not found any policies and procedures from the water department Chaz told NM that they had some legal documents that they can review outside of a meeting. NM asked if they looked for both physical and digital files. Chaz stated the water department wasn't tied into the town hall servers at that time therefore they would not have those files backed up. NM stated he would like to have a conversation about those files and feels as though the files were removed by the former IT personnel. TM reported that when he was serving on the board back then and there was no cloud set up except for the SCADA which had a Bluetooth setup that made it's data vulnerable which is why the department hired White Mountain.

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

- 6.1 Update/Discuss PFAS/Harbor Trace Treatment Plant. DV reported on the Treatment plant. Filters should be arriving next Wednesday. NM offered to take photos of the installation. Plumbing and HVAC continues to progress, and the shower is now operational. They will begin to set the exterior blocks next month.
- 6.2 Other Superintendent Reports. DV reported that meter upgrades are at 40% completion which coincides with the new state requirement to list and prove all the lead service lines by October 2029. DV also reported that they picked up the gate exerciser and vacuum trailer from Georgia and the new Backhoe was delivered and both are stored at the Witches Brook garage.

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

- 7.1 Schedule the next BOWC meeting. The next BOWC is scheduled for Monday, March 11, 2024.
- 7.2 Review monthly Abatements and Adjustment list.
- 7.3 Review and approve end of month reports and bill payable warrants.
- NM motion to review monthly abatements, reports, and bill payable warrants out of session. TM seconded. Unanimous vote.**

ADJOURNMENT

TM adjourned the meeting @7:31P.M.

Respectfully submitted,



Brenda Boudreau
Office Manager
Townsend Water Department

FISCAL YEAR 24 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
January 31, 2024

UNCOLLECTED FROM JUNE 30, 2023

157,128.61

CHARGED	07/01/23	01/31/24	1/31/2024	Previous Balance	Total	
USER CHARGES			354,394.42	950,864.66	1,305,259.08	
FEES			128.75	2,913.75	3,042.50	
SERVICE CHARGES			8,717.50	37,427.06	46,144.56	
BACKFLOW			551.25	7,717.50	8,268.75	
SUBTOTAL			363,791.92			
TOTAL CHARGES						1,362,714.89
						1,519,843.50

RECEIVED	07/01/23	01/31/24	1/31/2024			
USER CHARGES			268,706.62	877,270.72	1,145,977.34	
FEES			236.25	2,513.50	2,749.75	
SERVICE CHARGES			6,879.54	36,961.59	43,841.13	
LATE CHARGES			0.00	7.04	7.04	
BACKFLOW			469.78	7,634.50	8,104.28	
SUBTOTAL			276,292.19			
TOTAL RECEIPTS						1,200,679.54

SENT TO LIEN	56,943.51
LIENS COLLECTED	
ABATEMENTS	27,211.59
ADJUSTMENTS	-3,289.68
ADJ TO MASTER TO RECONCILE	
UNCOLLECTED	238,298.54
	1,519,843.50

OUTSTANDING:		
USER CHARGES	235,410.40	
FEES	128.75	
SERVICE CHARGES	2,520.22	
LATE CHARGES	0.00	
BACKFLOW	239.17	
TOTAL OUTSTANDING	238,298.54	0.00

**TOWN OF TOWNSEND
WATER DEPARTMENT**

NO. 24-7

1/31/2024

SCHEDULE OF BILLS RECEIVABLE

To the Accountant: Town Accountant

The following bills, amounting in the aggregate to

THREE HUNDRED AND SIXTY THREE THOUSAND SEVEN HUNDRED NINETY ONE AND 92/100 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>
01/31/24	354,394.42	128.75	8,717.50	551.25	363,791.92

BOARD OF WATER COMMISSIONERS

Todd Melanson, Chairman

Nathan Mattila, Vice-Chairman

, Clerk

Guidelines for leak relief or disputed bill

- 1) Account must be in good standing at the time of dispute.**
- 2) Must have an up-to-date meter at time of hearing.**
- 3) Must comply with all Water Department rules and regulations.**
- 4) No bill can be adjusted below tier 2.**
- 5) The only portion of a bill that can be adjusted is the portion proven to have occurred from a leak. Normal historical usage cannot be adjusted.**
- 6) Having a new meter with leak detection at the time of leak removes an account from being eligible for leak adjustments.**
- 7) Customer must prove by professional receipt that the leak has been fixed.**
- 8) Payment plans cannot exceed a 2-year period. Failure to comply with the payment plan will require the Water Department to post a lien on the property.**
- 9) Water meters cannot over read, but they can be misread. Meter readings must be verified by a Water Department Technician.**