



3.4

TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, Chairman
Paul L. Rafuse,
Water Superintendent

Nathan Matilla, Vice-Chairman

Lance Lewand, Clerk
(978) 597-2212
Fax (978) 597-5611

MEMORANDUM

TO: Board of Water Commissioners

FROM: Paul Rafuse, Superintendent

RE: Inconsistencies, inaccuracies, and misstatements contained in the investigative report into scraping metal within the Water Department

DATE: April 10, 2017

The Engagement Letter

- ***"The "Town" was to designate an individual who possesses suitable skill, knowledge, or experience to oversee the services". No one was designated to oversee this process that has any knowledge in this area.***
- ***The Town agrees to evaluate the adequacy and results of the services performed. We were assured by the Town Administrator (TA) that we would "absolutely" get the opportunity to review and comment on the draft version of the report prior to the final version. This never happened nor did the TA respond to the letter sent to him by the Board of Water Commissioners requesting to be present at a meeting to discuss the draft.***
- ***The report was intended solely for the use of the Town and should and should not be used by anyone other than these specific parties. This did not happen as the Board of Selectmen (BOS) and TA chose to publicly announce the findings of the report.***
- ***The fee for the CPA services was \$7,500. This firm was hired by the TA and as Chief Procurement Officer should've got two additional quotes. Also, the TA has had a previous working relationship with this particular firm.***

The Report

- Information relevant to a previous complaint made by Select Chairman Smart was contained in the report which had previously been investigated and found to have no merit. *This should not have been part of the report and was of no relevance.*
- We did not make “arrangements” with the Stiles Co. to pick up scrap metals. *We submitted three quotes and Stiles was the most advantageous of the three and it was part of a program they had to assist Water Departments in complying with the new “No Lead” law.*
- The CPA firm was including meters and fittings purchased since July of 2013 (FY14). *Scrap metals that were purchased and had on inventory from July of 2013 – March of 2014 were declared surplus and taken as part of the Stiles no lead compliance program.*
- This report was referenced as an audit. *On page 2 of the report it say’s these agreed upon procedures do not constitute an audit or a review of financial statements or any part thereof.*
- The issue of inventory: *Although we balance and can account for what we purchased versus what has been used and remains in stock however, we are working to improve our recording of our inventory and network with our accounts billable program.*