



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

Michael MacEachern, Chairman  
(978) 597-2212

Nathan Mattila, Vice-Chairman

Todd Melanson, Clerk  
Email: [water@townsend.ma.us](mailto:water@townsend.ma.us)

**WATER COMMISSIONERS MEETING MINUTES**

**April 6, 2020 – 6:00 P.M.**

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

**NOTE REGARDING ACCESS AND PARTICIPATION**

Governor Baker declared a State of Emergency to respond to COVID-19 on March 10, 2020 and ordered a suspension of certain provisions of the Open Meeting Law M.G.L. c. 30A, s 20 on March 12, 2020. The Board of Selectmen closed the town offices, including boards and committee meetings consistent with the Governor's March 12th order, to public access to promote social distancing and reduce the spread of COVID-19. The Board of Water Commissioner's meetings will not be open to the public for physical attendance until further notice. The meeting will be available on Zoom. **Join Zoom Meeting**

<https://us04web.zoom.us/j/394887969>

**Meeting ID: 394 887.** Please log in Monday April 6, 2020 at 6:00 P.M. to participate.

**I. PRELIMINARIES:**

- 1.1 MM called the meeting to order at 6:12 P.M.
- 1.2 Roll call showed Members Present: Michael MacEachern (MM), Chairman, Nathan Mattila (NM), Vice-Chair and Todd Melanson (TM), Clerk. Guest Present: Rebecca McEnroe (RM) Interim Superintendent and Ryan Lapierre (RL), Foreman.
- 1.3 MM announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions. None
- 1.5 Approve meeting minutes of November 25, 2019, December 9, 2019 and January 6, 2020. NM moved to accept the meeting minutes of November 25, 2019, December 9, 2019 and January 6, 2020. TM seconded. Unanimous vote.
- 1.6 Review correspondence. None.

**II. APPOINTMENTS**

2.1

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

- 3.1 Discuss the possibility of the public hearing being cancelled. (RM) stated that there is a possibility that due the Corona virus the June 3<sup>rd</sup> rate increase meeting may be cancelled. After a brief discussion the Board decided to table the matter until the next meeting to see if things will be back to normal. Brenda will look into sending postcards or flyers out to customers if needed.
- 3.2 Discuss/vote/approve Chemical Improvement estimates for Witches Brook and Main Street Stations. Wayne Bennet of FW Webb came out to look at the stations for the day tanks project. DEP is now requiring that our pumping stations have day tanks. Wayne also discovered that the bulk tank needed to be replaced. We are waiting for DEP to approve the plans that were submitted.
- 3.3 Discuss/approve operational protocol. The Board wanted to clarify protocol procedures for the Technicians during the pandemic. The board wanted them to be sure to social distance from one another, take separate vehicles and come to the workplace at 7AM and leave from the workplace at 3:30 PM. Duties that can be accomplished while working is to complete service maps, exercise gates, clean garage, wash vehicles, landscaping the office and stations etc. TM mentioned he would like to see the sign in and sign out and no leaving from the job site. He would also like to see the water techs sign in and out for the trucks and write down the mileage. Todd would like to see an SOP written for the operating staff. Todd said we don't need an SOP for clocking in and out as it is only a verbal request. MM reported that there is a ton of maps that need to be made. Todd said there is a stuff of compliance stuff that can be done from

home while they are out of work. RM stated that she asked Ryan to send her a schedule showing which employee will be on site.

3.4 Discuss/vote/declare screening committee members for Water Superintendent. (RM) stated that according to the Town Administrator's email he specified that the screening committee can be performed in private. If the committee brought a candidate to the BOWC and they wanted to interview that candidate they would be required to hold the interview in an open meeting. TM thought that the Superintendent's salary was too low to attract the type of candidate we are looking for. Todd stated that he spoke with the BOS and they indicated that we could offer a higher if it was supported within our budget. RM had been in touch with retired Water Technician, James Blanchard and he agreed to help with the search of a new Superintendent. (RM) also noted that Todd Melanson volunteered along with herself. NM moved to nominate James Blanchard, Todd Melanson and Rebecca McEnroe as the screening committee for a new Water Superintendent. MM seconded. Unanimous vote.

3.5 Discuss rates on schedule of rates and fees and vote on rate increases. RM prepared a PowerPoint presentation showing the current rates vs. the rate increases proposed nine years ago but not implemented. RM stated that the department need the increase to support the FY21 budget. The increase that is proposed is meters that read in 100 cubic ft. (748 gallons) would increase from \$3.00 to \$4.32 and meters that read in 1000 gallons will increase from \$4.00 to \$5.36. RM did advise the Board that an updated Master Plan was being prepared for the Water Department and the report may suggest another rate increase in the near future. Many service fees will be increased as well. MM would like to notify all potential contractors so they can apply for their service applications before the rates increase.

NM moved to accept the rates and fees as presented by the Interim Superintendent. TM seconded. Unanimous vote.

3.6 Vote to approve FY21 Budget. RM presented the board with the FY21 budget. After reviewing/discussing the budget TM move to accept the FY21 budget as submitted. MM seconded. Unanimous vote.

IV. COMMISSIONERS UPDATES AND REPORT:

4.1 None.

V. INTERIM SUPERINTENDENTS UPDATES AND REPORTS-VOTES MAY BE TAKEN:

5.1 RM reported that the Main Street station pump is down. Sullivan will be in on the 20<sup>th</sup> to try and repair the pump. Currently the station cannot provide adequate fire protection to the condos at West Meadow Road. RM spoke to the Fire Chief to make him aware of the situation. Shepco started work again on the Main Replacement project. They cleared it with DOT. They will need to finish up the connections on the odd side of the road, installed hydrants, pave and landscape. Brenda asked if the Water Department can follow the same rules as the Treasures office and waive late fees during the pandemic. TM moved if allowable by the DOR & Mass GL's we can waive interest fees for the length of the state of Emergency exists. NM seconded. Unanimous vote.

VI. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:

7.1 Schedule next BOWC meeting. The Board scheduled the next meeting for Monday, May 11<sup>th</sup> at 6:00 P.M.

7.2 The Board reviewed and signed Bills Payable Warrants.

7.3 The Board reviewed and signed Schedule of Bills Receivable report.

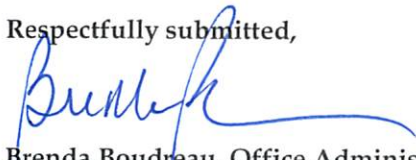
7.4 The Board reviewed Accounts Receivable Report.

7.5 The Board reviewed year to date expenditures.

ADJOURNMENT:

TM adjourned the BOWC meeting at 7:19 P.M. MM seconded. Unanimous vote.

Respectfully submitted,



Brenda Boudreau, Office Administrator

Townsend Water Department

**Attached is a copy of the ID and URL to attend the public meeting**

**Brenda Boudreau** <waterqueen1313@yahoo.com>

**To:**Brenda Boudreau,Brenda Boudreau

Tue, Mar 31 at 6:04 PM

Brenda Boudreau is inviting you to a scheduled Zoom meeting.

Topic: Board of Water Commissioner's

Time: Apr 6, 2020 06:00 PM Pacific Time (US and Canada)

**Join Zoom Meeting**

**<https://us04web.zoom.us/j/394887969>**

**Meeting ID: 394 887 969**

One tap mobile

+16468769923,,394887969# US (New York)

+13126266799,,394887969# US (Chicago)

Dial by your location

+1 646 876 9923 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

Meeting ID: 394 887 969

Find your local number: <https://us04web.zoom.us/u/fdxyTzZxys>





Michael MacEachern, Chairman  
(978) 597-2212

Nathan Mattila, Vice-Chairman

Todd Melanson, Clerk  
Email: [water@townsend.ma.us](mailto:water@townsend.ma.us)

**WATER COMMISSIONERS MEETING AGENDA**

**April 6, 2020 - 6:00 P.M.**

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

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meeting will be available on Zoom. **Join Zoom Meeting**

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**Meeting ID: 394 887.** Please log in Monday April 6, 2020 at 6:00 P.M. to participate.

**I. PRELIMINARIES:**

- 1.1 Call the meeting to order and announce meeting address.
- 1.2 Roll call.
- 1.3 Announce that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions.
- 1.5 Approve meeting minutes of November 25, 2019, December 9, 2019 and January 6, 2020.
- 1.6 Review correspondence.

**II. APPOINTMENTS**

2.1

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

- ~~3.1~~ Discuss the possibility of the public hearing being cancelled.
- ~~3.2~~ Discuss/vote/approve Chemical Improvement estimates for Witches Brook and Main Street Stations.
- ~~3.3~~ Discuss/approve operational protocol.
- 3.4 Discuss/vote/declare screening committee members for Water Superintendent.
- 3.5 Discuss rates on schedule of rates and fees and vote on rate increases.
- 3.6 Vote to approve FY21 Budget.

**IV. COMMISSIONERS UPDATES AND REPORT:**

4.1

**V. INTERIM SUPERINTENDENTS UPDATES AND REPORTS-VOTES MAY BE TAKEN:**

5.1

**VI. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:**

- 7.1 Schedule next BOWC meeting.
- 7.2 Review and sign Bills Payable Warrants.
- 7.3 Review and sign Schedule of Bills Receivable report.
- 7.4 Review Accounts Receivable Report.
- 7.5 Review year to date expenditures.

**ADJOURNMENT:**

**Attached is a copy of the ID and URL to attend the public meeting**

**Brenda Boudreau** <waterqueen1313@yahoo.com>

**To:**Brenda Boudreau,Brenda Boudreau

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**Meeting ID: 394 887 969**

One tap mobile

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+13126266799,,394887969# US (Chicago)

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+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

Meeting ID: 394 887 969

Find your local number: <https://us04web.zoom.us/u/fdxyTzZxys>

3.2

## Water Tech

---

**From:** Wayne Bennett BR83 <wayne.bennett@fwwebb.com>  
**Sent:** Monday, February 24, 2020 10:16 AM  
**To:** 'Water Tech'  
**Subject:** FW: F.W.Webb Company - Quote#: 65795235 (Job:MAIN ST) (Cust PO:QUOTE ONLY)  
**Attachments:** html\_doc\_65795235.pdf

Hey there, quotes per well house and this is Main street.

Sincerely,

**Wayne Bennett**

Instrumentation Outside Sales  
F.W. Webb Co.  
Thermoplastics Division / BR83  
<http://www.fwwebb.com/plastics>  
98 Lindbergh Ave  
Methuen, MA. 01844  
Office 800-343-7555  
Cell 978-808-1182



**F.W. WEBB COMPANY**  
Thermoplastic Piping Division

**From:** DMG@fwwebb.com [mailto:DMG@fwwebb.com]  
**Sent:** Monday, February 24, 2020 8:44 AM  
**To:** SLS390@FWWEBB.COM  
**Subject:** F.W.Webb Company - Quote#: 65795235 (Job:MAIN ST) (Cust PO:QUOTE ONLY)



180 OLDE CANAL DRIVE  
LOWELL, MA 01851  
Phone: 978-937-9322 Fax: 978-937-5522

This is your **Quotation** from F.W. Webb Company.  
Please review the products listed on this quotation for accuracy and completeness.

Quotation number:  
**65795235**

Ship to:  
**Townsend Water Dept**

Bill to:  
**Townsend Water Dept**



Quote Date :  
12/27/2019

540 Main Street  
West Townsend, MA 01474  
Job: Main St

540 Main Street  
West Townsend, Ma 01474  
978-597-2212

Cust.Nbr:	Customer PO:	Ref:	Job:	Quoted By:	Requested:
7670	QUOTE ONLY		MAIN ST	DMG	01/30/2020

Quantity	Description	Net Price	Total
	NOTE:QUOTE FOR MAIN ST WELL & REMOVAL OF OLD TANK & REPLACE W/ NEW BULK TANK, TRANSFER PUMP & DAY TANK FOR SODIUM HYDROXIDE. HYPO DAY TANK DOUBLE WALL ALL W/ NEW LVL TRANSMITTERS & OVERFILL W/ ALARM STROBE FOR HYDROXIDE & LVL ONLY FOR HYPO. WALL REMOVAL, AC WIRING & STROBE INSTALL BY OTHERS WITH FOAM TANK PAD INCLUDED		
1	Snyder *SII1830400N45 #tnk 1300gal Hdipe 1.9sg 72"dx87"h 18"mw	\$2,018.700	\$2,018.70
1	Snyder *SII00000172 #protective Wrap 851-1685 Gal	\$93.600	\$93.60
1	Snyder SII56800VOT45 Tnk Opn Top Hdipe 55gal 26"dx37"h W/lid	\$219.600	\$219.60
1	Snyder *SII34701246 #cwr Bltd & Sld For 55gal	\$186.300	\$186.30
1	Snyder SII1000112N45 Tnk Dct 35gal Hdipe 1.9sg 22"dx36"h 8"mw	\$449.100	\$449.10
1	Snyder *SII00000171 #protective Plastic Wrap For Shipping 400vst	\$59.400	\$59.40



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Townsend Water Dept  
540 Main Street  
West Townsend, MA 01474  
Job: Main St

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West Townsend, Ma 01474  
978-597-2212

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12/27/2019

Cust.Nbr:	Customer PO:	Ref:	Job:	Quoted By:	Requested:
7670	QUOTE ONLY		MAIN ST	DMG	01/30/2020

Quantity	Description	Net Price	Total
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1	<b>*SPNHDPE4</b> #4" Hdpe 1/2 Threaded Couplings	\$295.000	\$295.00
2	<b>*SPNHDPE2</b> #2 Inch Hdpe Full Couplin Flat	\$105.000	\$210.00
1	<b>Standard Pump SPUSP-ENC-V</b> Mtr Drm Pmp Tefc 1.1hp 110-120v Vari Spd	\$600.000	\$600.00
1	<b>Standard Pump *SPUSP-PVDF-80</b> #pmp Drm Tub PvdF 80"lg	\$1,000.000	\$1,000.00
1	<b>Standard Pump SPU9011</b> Suc Strnr 0.63 X 0.098" Pp	\$75.000	\$75.00
1	<b>Standard Pump SPU9015</b> Adpt Barrel Pp 2" Epdm W/hex	\$30.000	\$30.00
2	<b>Flowline FLLDL14-01</b> Eco Pod DI14-01 Flowline	\$333.930	\$667.86
1	<b>Flowline *FLLLM92-2002WRONG</b> Wrong Code Use 822889	\$314.290	\$314.29
1	<b>Flowline *FLLLM92-1002WRONG</b> Wrong Code Use 822888	\$310.140	\$310.14
3	<b>Flowline *FLLLI55-1411WRONG</b> Wrong Code Use 813624	\$624.640	\$1,873.92
1	<b>Flowline FLLUG03-0001-41</b> Ultrasonic Lvl Snr Echopod Pp	\$468.210	\$468.21



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**Townsend Water Dept**  
**540 Main Street**  
**West Townsend, MA 01474**  
**Job: Main St**

Bill to:  
**Townsend Water Dept**  
**540 Main Street**  
**West Townsend, Ma 01474**  
**978-597-2212**

Quote Date :  
**12/27/2019**

Cust.Nbr:	Customer PO:	Rel:	Job:	Quoted By:	Requested:
<b>7670</b>	<b>QUOTE ONLY</b>		<b>MAIN ST</b>	<b>DMG</b>	<b>01/30/2020</b>

Quantity	Description	Net Price	Total
2	<b>Flowline *FLLLM52-1800WRONG</b> Wrong Code Use 813625	\$27.500	\$55.00
2	<b>LMI *LMI26293</b> #cord Asm 115v B&c	\$40.000	\$80.00
1	<b>THERMOPLASTICS *USCAV1-LED-120A</b> #light/sound Combination Led 120vac Ambe	\$310.000	\$310.00
2	<b>Hayward HAYBFA1010CES</b> Blkhd Adpt Bfa Lng Ptrn Pvc 1" Socxthd	\$19.620	\$39.24
1	<b>Hayward HAYBFA1020CES</b> Blkhd Adpt Bfa Lng Ptrn Pvc 2" Socxthd	\$38.750	\$38.75



1	<b>Hayward HAYBFA1010CFS</b> Blkhd Ftg Bfa Std Flg 1" Pvc Socxthd	\$31.910	<b>\$31.91</b>
1	<b>Sigmamotor SGMCAS100S</b> Cyl Calibration 100ml 3.2 Gph Seald	\$59.400	<b>\$59.40</b>
2	<b>Hayward HAYSF10200T</b> Blkhd Ftg Sf Sif Algn 2" Pvc Thd	\$219.060	<b>\$438.12</b>



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Ship to:  
**Townsend Water Dept**  
**540 Main Street**  
**West Townsend, MA 01474**  
**Job: Main St**

Bill to:  
**Townsend Water Dept**  
**540 Main Street**  
**West Townsend, Ma 01474**  
**978-597-2212**

Cust.Nbr:  
**7670**

Customer PO:  
**QUOTE ONLY**

Rel:

Job:  
**MAIN ST**

Quoted By:  
**DMG**

Requested:  
**01/30/2020**

Quantity	Description	Net Price	Total
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Subtotal	\$9,923.54
Shipping	\$0.00
Handling	\$0.00
Tax	Tax Not Included
<b>Total</b>	<b>\$9,923.54</b>

Thank you for the opportunity to provide product pricing to meet your business needs.  
Please visit our website for additional products or information <http://www.fwwebb.com>

This Quotation is valid for 15 days after the above Quote Date.

\* Restocking fees may apply on any Special Order Items.

Please Note: This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.



# F.W. WEBB COMPANY

## Thermoplastic Piping Division

180 OLDE CANAL DRIVE  
LOWELL, MA 01851  
Phone: 978-937-9322 Fax: 978-937-5522

This is your **Quotation** from F.W. Webb Company.

Please review the products listed on this quotation for accuracy and completeness.

Quotation number:  
**65796698**

Ship to:  
**Townsend Water Dept  
540 Main Street  
West Townsend, MA 01474  
Job: Witches Brook #1**

Bill to:  
**Townsend Water Dept  
540 Main Street  
West Townsend, Ma 01474  
978-597-2212**

Quote Date :  
**12/27/2019**

Cust.Nbr:	Customer PO:	Rel:	Job:	Quoted By:	Requested:
7670	QUOTE ONLY		<b>WITCHES BROOK 1</b>	<b>DMG</b>	<b>01/30/2020</b>

Quantity	Description	Net Price	Total
NOTE:FOR WITCHES BROOK 1 NO LEVEL TRANSMITTERS, OR BULK TANKS. INCLUDES INSTALLATION OF DAY TANKS, TRANSFER PUMPS, BUT NO AC WIRING TO SWITCH.			
1	<b>Snyder *SII10001VOT 45</b> #tnk Opn Tp 30gal Hdipe 18"d X 31"h	\$173.700	<b>\$173.70</b>
1	<b>Snyder *SII1790000N45</b> #hinged Lid Asbly For Sii Tnks	\$150.000	<b>\$150.00</b>
1	<b>Hayward HAYBFA1010CES</b> Blkhd Adpt Bfa Lng Ptrn Pvc 1" Socxthd	\$19.620	<b>\$19.62</b>
1	<b>Standard Pump SPUSP-ENC-V</b> Mtr Drm Pmp Tefc 1.1hp 110-120v Vari Spd	\$600.000	<b>\$600.00</b>
1	<b>Standard Pump *SPUSP-PVDF-68</b> #drm Pump Tube Pvdf 68"lg	\$800.000	<b>\$800.00</b>
1	<b>Standard Pump SPU9011</b> Suc Strnr 0.63 X 0.098" Pp	\$75.000	<b>\$75.00</b>
1	<b>Standard Pump SPU9015</b> Adpt Barrel Pp 2" Epdm W/hex	\$30.000	<b>\$30.00</b>
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540 Main Street  
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Job: Witches Brook #1**

Bill to:  
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540 Main Street  
West Townsend, Ma 01474  
978-597-2212**

Quote Date :  
**12/27/2019**

Cust.Nbr:	Customer PO:	Rel:	Job:	Quoted By:	Requested:
7670	QUOTE ONLY		WITCHES BROOK 1	DMG	01/30/2020

Quantity	Description	Net Price	Total
19	<b>Plastic Fab PLDLABORCHARGE</b> Lbr Charge	\$120.000	\$2,280.00
1	<b>Miscellaneous *MISFT G</b> #miscellaneous Fittings NOTE:ABOVE FOR FITTINGS, TUBE, ETC. & DEAD MAN'S SWITCH FOR TRANSFER PUMP CONNECTIONS W/ HGH LVL SHUTOFF	\$250.000	\$250.00
100	<b>LMI LMI103-0500062-NT</b> Tbng Fep Ind Nat 1/2 X 3/8"	\$6.530	\$653.00
1	<b>LMI LMI32514</b> Vlv Chk Inj F/32514	\$75.600	\$75.60
1	<b>Stainless Import Fittings SIF12X14316BU</b> Bu 1/2x1/4" 316 Ss 150 Thd	\$2.030	\$2.03
1	<b>Tylok TYOSS-8-DFC-4</b> Conn Cbc 1/2x1/4" Ss F 810-7-4	\$18.040	\$18.04
1	<b>Sigmamotor SGMCAS100S</b> Cyl Calibration 100ml 3.2 Gph Seald	\$59.400	\$59.40
2	<b>LMI LMI29190</b> Swth Low Lvl Flt 6'cbl /a7/b7-9/c7-9/d7	\$96.300	\$192.60





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**Thermoplastic Piping Division**

180 OLDE CANAL DRIVE  
LOWELL, MA 01851  
Phone: 978-937-9322 Fax: 978-937-5522

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Please review the products listed on this quotation for accuracy and completeness.

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540 Main Street  
West Townsend, MA 01474  
Job: Witches Brook #1**

Bill to:  
**Townsend Water Dept  
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West Townsend, Ma 01474  
978-597-2212**

Quote Date :  
**12/27/2019**

Cust.Nbr:	Customer PO:	Rel:	Job:	Quoted By:	Requested:
7670	QUOTE ONLY		<b>WITCHES BROOK 1</b>	<b>DMG</b>	<b>01/30/2020</b>

Quantity	Description	Net Price	Total
Subtotal			\$5,598.05
Shipping			\$500.00
Handling			\$0.00
Tax			Tax Not Included
Total			<b>\$6,098.05</b>

Thank you for the opportunity to provide product pricing to meet your business needs.

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Quotation number:  
**66485045**

Ship to:  
**Townsend Water Dept  
540 Main Street  
West Townsend, MA 01474  
Job: Witches Brook#2**

Bill to:  
**Townsend Water Dept  
540 Main Street  
West Townsend, Ma 01474  
978-597-2212**

Quote Date :  
**02/24/2020**

Cust.Nbr:	Customer PO:	Rel:	Job:	Quoted By:	Requested:
7670	QUOTE ONLY		WITCHES BROOK 2	DMG	02/24/2020

Quantity	Description	Net Price	Total
NOTE:FOR WITCHES BROOK 2 NO LEVEL TRANSMITTERS, OR OF DAY TANKS, TRANSFER PUMPS, BUT NO AC WIRING TO SWITCH.			
1	<b>Snyder *SII10001VOT45</b> #tnk Opn Tp 30gal Hdlpe 18"d X 31"h	\$173.700	\$173.70
1	<b>Snyder *SII1790000N45</b> #hinged Lid Asbly For Sii Tnks	\$150.000	\$150.00
1	<b>Hayward HAYBFA1010CES</b> Blkhd Adpt Bfa Lng Ptrn Pvc 1" Socxthd	\$19.620	\$19.62
1	<b>Standard Pump SPUSP-ENC-V</b> Mtr Drm Pmp Tefc 1.1hp 110-120v Vari Spd	\$600.000	\$600.00
1	<b>Standard Pump *SPUSP-PVDF-68</b> #drm Pump Tube Pvdf 68"lg	\$800.000	\$800.00
1	<b>Standard Pump SPU9011</b> Suc Strnr 0.63 X 0.098" Pp	\$75.000	\$75.00
1	<b>Standard Pump SPU9015</b> Adpt Barrel Pp 2" Epdm W/hex	\$30.000	\$30.00
1	<b>Hayward HAYSF10200T</b> Blkhd Ftg Sf Slf Algn 2" Pvc Thd	\$219.060	\$219.06
19	<b>Plastic Fab PLDLABORCHARGE</b> Lbr Charge	\$120.000	\$2,280.00



**F.W. WEBB COMPANY**  
**Thermoplastic Piping Division**

180 OLDE CANAL DRIVE  
LOWELL, MA 01851  
Phone: 978-937-9322 Fax: 978-937-5522

This is your **Quotation** from F.W. Webb Company.  
Please review the products listed on this quotation for accuracy and completeness.

Quotation number:  
**66485045**

Ship to:  
**Townsend Water Dept**  
**540 Main Street**  
**West Townsend, MA 01474**  
**Job: Witches Brook#2**

Bill to:  
**Townsend Water Dept**  
**540 Main Street**  
**West Townsend, Ma 01474**  
**978-597-2212**

Quote Date :  
**02/24/2020**

Cust.Nbr:	Customer PO:	Rel:	Job:	Quoted By:	Requested:
7670	QUOTE ONLY		WITCHES BROOK 2	DMG	02/24/2020

Quantity	Description	Net Price	Total
		Subtotal	\$4,347.38
		Shipping	\$500.00
		Handling	\$0.00
		Tax	Tax Not Included
		Total	<b>\$4,847.38</b>

Thank you for the opportunity to provide product pricing to meet your business needs.  
Please visit our website for additional products or information <http://www.fwwebb.com>  
This Quotation is valid for 15 days after the above Quote Date.  
\* Restocking fees may apply on any Special Order Items.

*Please Note: This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.*





February 24, 2020

Townsend Water Department  
540 Main St.  
West Townsend, MA 01474

Dear Ryan:

QUOTE FOR CHEMICAL LEVEL READINGS AT MAIN ST, WITCHES 1 AND WITCHES 2

The following quote is add the chemical level for the day tank and the bulk tank to the SCADA.

Scope:

Main St

- Monitor Day Tank Level
- High Level Alarm
- High Level Alarm SP
- Low Level Alarm
- Low Level Alarm SP
- Monitor Bulk Tank Level
- High Level Alarm
- High Level Alarm SP
- Low Level Alarm
- Low Level Alarm SP

Total 12hr @ \$85.00 per hr

\$ 1020.00

Witches 1

- Monitor Day Tank Level
- High Level Alarm
- High Level Alarm SP
- Low Level Alarm
- Low Level Alarm SP
- Monitor Bulk Tank Level
- High Level Alarm
- High Level Alarm SP
- Low Level Alarm
- Low Level Alarm SP

• Add PLC Card 1762-IF4

labor 12hr @ \$85.00 per hr

Total

\$ 450.00

\$ 1020.00

\$ 1470.00

Witches 2

- Monitor Day Tank Level
- High Level Alarm
- High Level Alarm SP
- Low Level Alarm
- Low Level Alarm SP
- Monitor Bulk Tank Level
- High Level Alarm

February 26, 2020

• High Level Alarm SP	
• Low Level Alarm	
• Low Level Alarm SP	
• Add PLC Card 1762-IF4	\$ 450.00
labor 12hr @ \$85.00 per hr	\$ 1020.00
Total	\$ 1470.00

Total	\$ 3960.00
-------	------------

Information needed from the installer of the sensors:

The 4 to 20 ma scaling for each tank.

Sincerely,



Richard Laviolette

603 235 2505



Office of the  
**Townsend Water Department**  
 540 Main St.  
 West Townsend, Massachusetts 01474-0017  
 Tel: 978-597-2212  
 Fax: 978-597-5611

**Board of Water Commissioners**  
 Michael MacEachern, Chairman  
 Nathan Mattila, Vice Chairman  
 Lance Lewand, Clerk

**Superintendent**  
 Paul L. Rafuse

3.5

Schedule of Rates and Fee's

Water Rates:	T.W.D. \$37.50 Unit Chg. + \$3.00/100(ft) Billed Quarterly
	Witch's Brook: \$37.50 Unit Chg. + \$4.00/1000 Gals. Billed Quarterly
System Development Charges:	2500 - 1" ~ \$2,000.00
	3500 - 1 1/2" ~ \$3,000.00
	8000 - 2" ~ \$3,600.00
	25000 - 3" & Over ~ \$5,000.00
	Main and Sprinkler/connection ~ \$5,000.00
	Inspection fee: \$50 hour
Sprinkler Charge:	According to size at a rate of \$35.00/in./6month period
Overdue Accounts:	\$2.00 demand charge + 1 1/2% interest of amount due (Min. of \$.50)
Service Installation:	1" Services Only (Tap Main + Installation Main to Property Line w/ Meter ~ \$750.00 Greater + labor 1" Cost shall include, Cost of meter + Labor, Material and Equipment
Material:	Cost + 10%
Labor:	Cost + 20%
Meter Pit:	Required for services over 475ft.
Turn On Fee:	50 - \$35.00
Final Readings:	50 - \$25.00
Fire Flow Tests:	250 \$200.00/Nozzle
Hydrant Use:	\$200.00 + water used
Meter Testing:	50 - \$35.00
Labor Charges:	\$50 per person. For 1 or 2 men \$50.00 For The First Hr. \$25.00/1/2 hr. thereafter
	Updated & Approved By Board of Water Commissioners 10/6/2014
Meter Valve Replacement	Labor Rate: \$50.00/1st hr., Meter Valve plus 10% and miscellaneous parts if needed. 1 Person job - Bad valve + parts
	Updated & Approved By Board of Water Commissioners 11/7/2016
Backhoe Rate:	\$100.00/hr.
	(operator)
Water Restriction Violations:	1st notice ~ written warning N/C 2nd notice ~ \$50.00 3rd notice ~ \$100.00 Each additional notice ~ \$100.00
Meter Tampering:	\$1,000 - \$250.00/per offense and water usage averaged and repairs labor

Backflow add 10% Admin fee.



3.4

## Budget Worksheet

Department Name	Department Number	Fiscal Year
Water	061	2021

Budget Description	FY2020 Approp.	FY 2021 Proposed	% Change	Town Administrator Recommend
Personal Services	\$378,990.00	\$ 390,065.87	2.84%	
Expenses	\$427,558.00	577,091.95	25.91%	
<b>Total Dept. Operating Budget</b>	<b>\$806,548.00</b>	<b>\$ 967,157.82</b>	16.61%	
Total Dept. Operating Budget including towns surcharge	\$1,039,873.00	\$1,200,482.82	13.38%	

Acct. #	Budget Detail	FY2020 Approp.	FY 2021 Proposed	% Change	Town Administrator Recommend
061-04-000-5100-0000-000	Salaries & Wages - Department Head	\$89,129.00	\$ 110,000.00	18.97%	Subject to change per union negotiations
061-04-000-5110-0000-000	Salaries & Wages - Operational Staff	\$175,227.00	\$ 168,135.55	-4.22%	Subject to change per union negotiations
061-04-000-5112-0000-000	Salaries & Wages - Office Staff	\$63,821.00	\$ 70,624.22	9.63%	Subject to change per union negotiations
061-04-000-5120-0000-000	Salaries & Wages - Temp. Help	\$0.00	\$ -		
061-04-000-5130-0000-000	Additional Gross-Overtime	\$14,240.00	\$ 14,240.00	0.00%	
061-04-000-5134-0000-000	Additional Gross - Reg. & Spec. On - Call	\$19,770.00	\$ 20,363.10	2.91%	
061-04-000-5190-0000-000	Additional Gross - Longevity	\$2,700.00	\$ 1,200.00	-125.00%	
061-04-000-5191-0000-000	Commissioners Stipends	\$3.00	\$ 3.00	0.00%	
061-04-000-5192-0000-000	Other-Stipends-Licenses & Certifications	\$1,500.00	\$ 1,500.00	0.00%	
061-04-000-5193-0000-000	Other - Retirement Benefits	\$2,000.00			
061-04-000-5195-0000-000	Other - Supt. Clothing Allowance	\$600.00	\$ -		
061-04-000-5197-0000-000	Other - Supt. Vehicle Allowance	\$6,000.00	\$ -		
061-04-000-5198-0000-000	Snow Storm Stipend	\$4,000.00	\$ 4,000.00	0.00%	
	<b>TOTAL PERSONAL SERVICES</b>	<b>\$378,990.00</b>	<b>\$ 390,065.87</b>	2.84%	

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. The amount will remain the same as last year at \$233,325.00. This note is from last year (2019). I kept the total the same until we have better info.

2021 Total budget:	\$967,157.82
Plus Intermunicipal Agmnt.	\$233,325.00
Total:	\$1,200,482.82

Board Of Water Commissioners

Approved \_\_\_\_\_  
Chairman,

# Expense Worksheet

Department	EXPENSE Proposed FY21 Fiscal Year	Account #
Water	21	61

increase

Acct. #	Description	FY20 Approp.	FY21 Proposed	% Differential	Town Administrator Recommend
5201	Prior Year Unpaid Bills				
061-04-000-5210-0000-000	Energy	70,000	80,000	14.29%	2019 \$79822
061-04-000-5240-0000-000	Repairs and Maintenance - Bldg	5,000	50,000	900.00%	DEP required mc
061-04-000-5245-0000-000	Repairs and Maintenance - Equip, Veh	20,000	40,000	100.00%	2019 \$41,680
061-04-000-5245-0006-000	Repair and Maintain SCADA System	10,000	10,500	5.00%	
061-04-000-5245-0007-000	Repair & Maintain -Distribution System	0	30,000		Add for Main Break repairs
061-04-000-5270-0000-000	Rentals	1,000	1,050	5.00%	
061-04-000-5300-0000-000	Professional & Technical Services	60,000	63,000	5.00%	
061-04-000-5300-0001-000	Backflow Prevention Survey and Testing	6,000	9,500	58.33%	2019 \$9150
	Leak Detection Services		8,000		
061-04-000-5300-0002-000	Professional Legal Services	12,000	12,000	0.00%	
061-04-000-5340-0000-000	Communication (Tel,Internet,Post, etc)	17,600	21,000	19.32%	2019 \$20929
061-04-000-5380-0000-000	Other Purchased Services	2,600	2,730	5.00%	
061-04-000-5420-0000-000	Office Supplies	5,000	5,250	5.00%	
061-04-000-5430-0000-000	Building Supplies	1,500	1,575	5.00%	
061-04-000-5435-0000-000	Equipment Maint Supplies	1,500	1,575	5.00%	
061-04-000-5460-0000-000	Groundskeeping Supplies	500	525	5.00%	
061-04-000-5480-0000-000	Vehicular Supplies	8,000	9,000	12.50%	2019 \$8827
061-04-000-5530-0000-000	Public Works Supplies	35,000	55,000	57.14%	2019 \$52811
061-04-000-5530-0001-000	Chemicals (Treatment)	23,000	24,150	5.00%	
061-04-000-5580-0000-000	Other Supplies	1,000	1,050	5.00%	
061-04-000-5585-0000-000	Clothing Allowance	5,000	5,250	5.00%	
061-04-000-5710-0000-000	Travel, Mileage	1,100	1,155	5.00%	
061-04-000-5730-0000-000	Dues and Memberships	2,000	4,300	115.00%	2019 \$4296
061-04-000-5780-0000-000	Other Charges	500	525	5.00%	
061-04-000-5785-0000-000	Other Charges - State Water Assess.(DEP)	2,000	2,200	10.00%	Per DEP rates \$9.50/MG
061-04-000-5850-0000-000	New Equipment	10,000	10,500	5.00%	
061-04-000-5870-0000-000	Replacement Equipment	0	-		
061-04-000-5910-0000-000	LT Debt Service-MWPAT-Eastside Phase I	37,210	37,962	2.02%	
061-04-000-5901-0001-000	LT Debt Service-MWPAT- Eastside Phase II	53,008	54,078	2.02%	
061-04-000-5920-0000-000	LT Interest-MWPAT-Eastside Phase I	5,164	4,412	-14.56%	
061-04-000-5920-0001-000	LT Interest-MWPAT-Eastside Phase II	8,576	7,505	-12.49%	
	ST Borrowing-WT Main Rplcmt-Principle				not an expence line item but warrant article paying from free cash
	ST Borrowing-WT Main Rplcmt-Interest	23,300	23,300	0.00%	
061-04-000-5975-0000-000	Intermunicipal Agreement				2019 \$196944
	<b>Total</b>	<b>427,558</b>	<b>577,092</b>	<b>34.97%</b>	

**TOWN OF TOWNSEND  
WATER DEPARTMENT**

NO. 20-09

3/31/2020

**SCHEDULE OF BILLS RECEIVABLE**

To the Accountant: Lauri Plourde

The following bills, amounting in the aggregate to

**THREE THOUSAND THREE HUNDRED SIXTY-FIVE DOLLARS AND 03/100**

are herewith committed for collection.

<u>DATE</u>	<u>USER CHARGES</u>	<u>SERVICE CHARGES</u>	<u>CONN CHARGES</u>	<u>BACK FLOW</u>	<u>TOTAL</u>
03/31/20	673.50	691.53	2,000.00	-	3,365.03

**BOARD OF WATER COMMISSIONERS**

Michael MacEachern, Chairman

Nathan Mattila, Vice-Chairman

Todd Melanson, Clerk



**FISCAL YEAR 20 SUMMARY**  
**TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE**  
**March 31, 2020**

UNCOLLECTED FROM JUNE 30, 2019

89,610.77

<b><u>CHARGED</u></b>	<b>07/01/19 03/31/20</b>	<b><u>3/31/2020</u></b>	<b>Previous Balance</b>	<b>Total</b>	
USER CHARGES		673.50	750,995.00	751,668.50	
SERVICE CHARGES		691.53	18,407.73	19,099.26	
CONNECTION CHARGES		2,000.00	8,000.00	10,000.00	
LATE CHARGES		1,530.67	14,855.25	16,385.92	
BACKFLOW		0.00	4,600.00	4,600.00	
SUBTOTAL		<b>4,895.70</b>			
TOTAL CHARGES					<b>801,753.68</b>
					<b>891,364.45</b>
<b><u>RECEIVED</u></b>	<b>07/01/19 03/31/20</b>	<b><u>3/31/2020</u></b>			
USER CHARGES		10,743.29	712,642.09	723,385.38	
SERVICE CHARGES		75.00	19,261.87	19,336.87	
CONNECTION CHARGES		0.00	8,000.00	8,000.00	
LATE CHARGES		858.19	11,470.85	12,329.04	
BACKFLOW		0.00	5,176.03	5,176.03	
SUBTOTAL		<b>11,676.48</b>			
TOTAL RECEIPTS					<b>768,227.32</b>
SENT TO LIEN					26,436.35
LIENS COLLECTED					
ABATEMENTS					-151.20
ADJUSTMENTS					-2,121.46
AJD TO MASTER					
UNCOLLECTED					<b>98,973.44</b>
					<b>891,364.45</b>

**OUTSTANDING:**

USER CHARGES	86,722.81
SERVICE CHARGES	3,001.64
CONNECTION CHARGES	2,000.00
LATE CHARGES	7,212.33
BACKFLOW	36.66
TOTAL OUTSTANDING	<b>98,973.44</b>

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04/06/20  
Accrual Basis

Townsend Water Department  
**Budget vs. Actual**  
July 2019 through March 2020

	<u>Jul '19 - Ma...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
5000 cost of goods	586.66	0.00	586.66
Service	0.00	0.00	0.00
<b>Total Income</b>	<u>586.66</u>	<u>0.00</u>	<u>586.66</u>
<b>Gross Profit</b>	130.74	0.00	130.74
<b>Expense</b>			
061.000 · General Operations 000			
061.001 · Personal Services 1			
5100 · Salaries & Wages-Water Super	43,362.08	89,129.00	-45,766.92
5110 · Salary & Wages-Oper Staff	116,536.06	175,227.00	-58,690.94
5112 · Salary & Wages-Support Staff	43,019.41	63,821.00	-20,801.59
5130 · Additional Gross	8,425.43	14,240.00	-5,814.57
5134 · Additional Gross-Reg&SpecOnc...	10,250.00	19,770.00	-9,520.00
5190 · Other Stipened-Longevity	2,800.00	2,700.00	100.00
5191 · Other - Stipend BOWC	0.00	3.00	-3.00
5192 · Other-Certification/Stipend	1,500.00	1,500.00	0.00
5193 · Retirement Benefit	0.00	2,000.00	-2,000.00
5195 · Other-Clothing Allowance	600.00	600.00	0.00
5197 · Vehicle Allowance -Super	0.00	6,000.00	-6,000.00
5198 · Snow Storm Stipend	0.00	4,000.00	-4,000.00
<b>Total 061.001 · Personal Services 1</b>	<u>226,492.98</u>	<u>378,990.00</u>	<u>-152,497.02</u>

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04/06/20  
Accrual Basis

**Townsend Water Department**  
**Budget vs. Actual**  
July 2019 through March 2020

	<u>Jul '19 - Ma...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
<b>061.002 · Purchased Services 2</b>			
5210 · Energy	48,252.90	70,000.00	-21,747.10
5240 · Repair & Maint Building	16,840.05	25,000.00	-8,159.95
5245 · Repair & Maint Equipment	12,617.20	20,000.00	-7,382.80
5245006 · Repair & Maintain Equip SC...	11,029.26	15,000.00	-3,970.74
5245007 · Repair & Maintain-Distribution	26,800.00	27,000.00	-200.00
5270 · Rentals	315.00	1,000.00	-685.00
<b>Total 061.002 · Purchased Services 2</b>	<b>115,854.41</b>	<b>158,000.00</b>	<b>-42,145.59</b>
<b>061.003 · Purchased Services 3</b>			
5300-02 · Proff Legal Expense	0.00	12,000.00	-12,000.00
5300 · Professional Services	37,904.99	65,000.00	-27,095.01
5300100 · Proff Service Backflow	10,100.00	6,000.00	4,100.00
5340 · Communication	8,977.58	17,600.00	-8,622.42
5380 · Other Services	0.00	2,600.00	-2,600.00
<b>Total 061.003 · Purchased Services 3</b>	<b>56,982.57</b>	<b>103,200.00</b>	<b>-46,217.43</b>
<b>061.004 · Purchased Supplies 4</b>			
5420 · Office Supplies	1,978.23	5,000.00	-3,021.77
5430 · Building Supplies	322.76	1,500.00	-1,177.24
5435 · Equipment Maint Supplies	324.89	1,500.00	-1,175.11
5460 · Groundskeeping Supplies	134.52	500.00	-365.48
5480 · Vehicular Supplies	4,986.71	8,000.00	-3,013.29
<b>Total 061.004 · Purchased Supplies 4</b>	<b>7,747.11</b>	<b>16,500.00</b>	<b>-8,752.89</b>
<b>061.005 · Purchased Supplies 5</b>			
5530 · Public Works Supplies	30,488.54	35,000.00	-4,511.46
5531 · Chemicals	11,358.24	23,000.00	-11,641.76
5580 · Other Supplies	11.48	1,000.00	-988.52
5585 · Clothing Allowance	209.87	5,000.00	-4,790.13
<b>Total 061.005 · Purchased Supplies 5</b>	<b>42,068.13</b>	<b>64,000.00</b>	<b>-21,931.87</b>



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04/06/20  
Accrual Basis

**Townsend Water Department**  
**Budget vs. Actual**  
July 2019 through March 2020

	<u>Jul '19 - Ma...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
<b>061.007 · Other Charges &amp; Exp 7</b>			
5710 · Travel/mileage-in state	908.97	1,100.00	-191.03
5720 · Out of State Travel	0.00	100.00	-100.00
5730 · Dues and Memberships	3,346.95	2,000.00	1,346.95
5780 · Other Charges	397.19	500.00	-102.81
5785 · Water Assessment D.E.P.	1,665.74	2,000.00	-334.26
5850 · New Equipment	6,854.80	10,000.00	-3,145.20
<b>Total 061.007 · Other Charges &amp; Exp 7</b>	<b>13,173.65</b>	<b>15,700.00</b>	<b>-2,526.35</b>
<b>061.400 · Special Projects 400</b>			
5012 · System Enhancement	21,983.72	144,328.64	-122,344.92
5805 · Meadow Rd Main Replacement	148,764.20	198,400.00	-49,635.80
5895 · Main Line Gate/Valve Replacemen	0.00	60,000.00	-60,000.00
5902-18 · Main St Cleaning	0.00	0.00	0.00
<b>Total 061.400 · Special Projects 400</b>	<b>170,747.92</b>	<b>402,728.64</b>	<b>-231,980.72</b>
<b>061.500 · Special Articles 500</b>			
5000 · Water Oper Emergency Res Fund	0.00	0.00	0.00
5005-18 · Update Master Plan	8,688.00	50,000.00	-41,312.00
5020 · Storage Tank Maintenance	8,685.00	13,883.40	-5,198.40
5092-15 · Water-CIP-VFD&Elec SVS Pu...	0.00	12,426.44	-12,426.44
5600 · Prior Year Encumbrance	6,814.98	11,611.30	-4,796.32
5803-19 · Generator 540 Main St	0.00	30,000.00	-30,000.00
5804-17 · Witches Brook Repairs	0.00	40,000.00	-40,000.00
5805-15 · Water Meter Replacements	0.00	0.00	0.00
5809-17 · Highland Street Storage Tank	0.00	75,000.00	-75,000.00
<b>Total 061.500 · Special Articles 500</b>	<b>24,187.98</b>	<b>232,921.14</b>	<b>-208,733.16</b>
<b>Total 061.000 · General Operations 000</b>	<b>658,807.75</b>	<b>1,372,039.78</b>	<b>-713,232.03</b>

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04/06/20  
Accrual Basis

**Townsend Water Department**  
**Budget vs. Actual**  
July 2019 through March 2020

	<u>Jul '19 - Ma...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
<b>061.009 · Debt Service 9</b>			
5910 · Long Term Debt-East Side Phase1	37,210.00	37,210.00	0.00
5911 · Long Term Debt-East Side Ph 2	53,007.31	53,008.00	-0.69
5920 · Long term Interest-Phase1	2,767.98	5,163.86	-2,395.88
5921 · Long Term Int East Side Ph2	4,552.87	8,575.67	-4,022.80
5925-01 · Int Temp Loans/Bond Iss Fee	0.00	23,300.27	-23,300.27
5975 · Intermunicipal Agreement	0.00	280,935.20	-280,935.20
<b>Total 061.009 · Debt Service 9</b>	<u>97,538.16</u>	<u>408,193.00</u>	<u>-310,654.84</u>
<b>063.400 · Projects</b>			
5805-18 · West End-Water Main	<u>680,545.59</u>	<u>970,400.00</u>	<u>-289,854.41</u>
<b>Total 063.400 · Projects</b>	<u>680,545.59</u>	<u>970,400.00</u>	<u>-289,854.41</u>
<b>Total Expense</b>	<u>1,436,891.50</u>	<u>2,750,632.78</u>	<u>-1,313,741.28</u>
<b>Net Ordinary Income</b>	<u>-1,436,760.76</u>	<u>-2,750,632.78</u>	<u>1,313,872.02</u>
<b>Net Income</b>	<u><u>-1,436,760.76</u></u>	<u><u>-2,750,632.78</u></u>	<u><u>1,313,872.02</u></u>