



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

1,5

Michael MacEachern, Chairman
Paul L. Rafuse,
Water Superintendent

Nathan Mattila, Vice-Chairman

Lance Lewand, Clerk
(978) 597-2212
Fax (978) 597-5561

WATER COMMISSIONERS MEETING AGENDA

April 10, 2017 - 4:30 P.M.

Water Department 540 Main Street, Meeting Minutes

I. PRELIMINARIES:

- 1.1 MM called the meeting to order at 4:55 P.M., 540 Main Street.
- 1.2 Roll call **showed members present: Michael MacEachern (MM), Chairman and Nathan Mattila (NM), Vice-Chair. Lance Lewand was absent. Guests Present: Paul Boundy, Russ Moore, Nancy Clough, Joan Dow, Paul Rafuse and Brenda Boudreau.**
- 1.3 MM announced that the meeting is being tape recorded.
- 1.4 Chairman's additions or deletions. None
- 1.5 There were no meeting minutes available to approve.
- 1.6 Review correspondence. None

- II. APPOINTMENTS:** Several water takers arrived to discuss the water quality issues that have been affecting them in recent weeks and the Ice Pigging process that started today. Paul and the board explained the process to the residents and assured them that he was told this process should clear the issues that they currently have with their water.

III. MEETING BUSINESS:

- 3.1 Review Free Cash and vote to appropriate funds. **NM made a motion to transfer the sum of \$646,482.00 to retained earnings. MM seconded. Unanimous.**
- 3.2 Discuss/Approve to award contract for Fitchburg Rd. Tank Rehabilitation Project to Atlas Painting and Sheeting Corp. as recommended by our engineers. **NM made a motion to award the contract for the Fitchburg Road Tank Rehabilitation Project to Atlas Painting and Sheeting Corporation as recommended by Tighe and Bond. MM seconded. Unanimous.**
- 3.3 Discuss/Vote on Attorney Doucette's recommendation regarding personnel and policies. **NM made a motion to keep the Superintendent working on call, in the same rotation as previously voted by the previous Board. MM seconded. NM made a motion to amend the vote for the Superintendent to make the same on call pay as the other water technicians. MM Seconded. The Attorney also requested that the board reaffirm the vote of past policy to provide the Superintendent with a vehicle. NM made a motion to reaffirm the vote of past policy to provide the Superintendent with a vehicle. MM seconded. All votes were unanimous.**
- 3.4 Discuss the public release of the scrap metal Investigation report. Paul presented the Board with a detailed and lengthy summary outlining incorrect information in the report and the prevention in not being able to rectify the error in the draft report as previously assured. Mike and Nathan feels as though the report had a minimal impact to the department.
- 3.5 Discuss filling the approved positions in the Townsend Water Department. RE: Union contract was ratified. Tabled
- 3.6 Refund Acct#1760, 24 Ash Street, \$385.86. Customer Paid bill twice and requests a refund. **NM moved to approve the refund to account#1760, 24 Ash Street in the amount of \$385.86. MM seconded. Unanimous.**

3.7 Approve 1" service, Kevin Pena, 8 Shirley Road, Acct #61170 RE: Recv'd \$2,000.00. NM moved to approve a 1" service to Kevin Pena, 8 Shirley Road, Acct# 61170. MM seconded. Unanimous.

3.8 Approve 1" service, Sean Tocci, 108 Old Turnpike Road, Acct #61720 RE: Recv'd \$2000.00. NM move to approve a 1" service to Sean Tocci, 108 Old Turnpike Road, Acct# 61720. MM Seconded.

IV. COMMISSIONERS UPDATES AND REPORTS.

4.1 MM requested a new generator and panel at the Booster Station.

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

5.1 Discuss status/progress of ice pigging project.

VI. OFFICE UPDATES AND REPORTS.

6.1 Review and Sign Bills Payable Warrants.

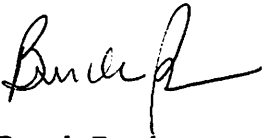
6.3 Review and sign Schedule of Bills Receivable report

VII. ADJOURNMENT:

NM made a motion to sign bill payable warrants and reports out of session. MM seconded.

MM adjourned the meeting at 5:55 P.M.

Respectfully submitted,



Brenda Boudreau,

Office Administrator

WATER DEPARTMENT MEETING

DATE April 10, 2017

NAME	ADDRESS	PH/EMAIL
Paul F. Boundy	537 Main St	978 597 5663
Ross Moore	407 Main St	978 808 7301
Nancy Clough	534 Main St	978 594-2658
Jan Dow	529 Main St.	978-597-2215

4/10/17 3.6



TOWN OF TOWNSEND
BOARD OF WATER COMMISSIONERS
APPLICATION TO ABATE OR ADJUST CHARGES

Name: Daniel Cassidy Account # 1760

Address: 24 Ash ST

Phone # _____ Email Address _____

Billing date _____

AMOUNT: 385.86 ABATEMENT ☒ REFUND ~~ADJUSTMENT~~ ☐ (check one)

REQUESTED BY: CUSTOMER ☒ OFFICE ☐ OTHER ☐ - if other please explain below:

Reasons: (please attached supporting documentation if applicable)

Customer paid bill TWICE 12/27/16 & 3/7/17.
1 Credit Balance Available for refund \$ 385.86
User 061-000-4210.

APPROVED ☒ DENIED ☐ (check one)

DATE: 4-10-17

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]
[Signature]

✓
242.887.92



Office of the
Townsend Water Department
540 Main Street
West Townsend, MA 01474
Tel: 978-597-2212
Fax: 978-597-5611

RECEIVED 37
MAR 23 2017
TOWNSEND
WATER DEPARTMENT

Application No. 2017-3

Account No. 61170

Date 3/26/2017

APPLICATION FOR WATER SERVICE

Name of Property Owner: Kevin Pena

Service Address: 8 Shirley Road

Townsend MA 01469

Work Tel No.: 978-514-6500x6940 Cell No. 978-835-1245

Billing Address:

(If different from service address):

pdf91@gmail.com

Units (Check all that apply):

☒ Single Family (If Professional Bldg.) No. of Businesses ____
☐ Multi Family (Apartment Building) No. Apartments ____
☐ Hotel/Motel No. Rooms: ____

Type of Use (Check One): ☒ Residential ☐ Industrial
☐ Commercial/Business ☐ Municipal
☐ Agricultural

Is a sprinkler system required for fire protection? ____ Yes ☒ No

If yes a proposed design plan of the system must be submitted including required flows, required pipe size, and size and backflow prevention device.

Is a flow test/s required? ____ Yes ☒ No

If yes the owner will be billed separately at the current rate per flow test.

Is there an existing or proposed automatic lawn irrigation system? ____ Yes ☒ No On separate well

Has a sketch or plot plan been provided showing the location of the septic system, automatic lawn irrigation system and any known or proposed additions to the existing building? ____ Yes ☒ No *****Plot Plan Requested

I, the Owner understand this form is to be completed and all Fees, charges, and required documentation must be received before water service will be turned on. I also understand that I have from April 1st to November 1st of the same calendar year of the application date to complete the installation or this application shall be null and void and the Connection/System Development charge forfeited. In addition, I acknowledge receipt of the Townsend Water Department's current Rules and Regulations

Signature of Owner/Applicant

Date 3-29-17

BOARD OF WATER COMMISSIONERS

Chairman

Vice Chairman

Clerk

Date Signed by Board of Water Commissioners 4/10/2017



Office of the
Townsend Water Department
540 Main Street
West Townsend, MA 01474
Tel: 978-597-2212
Fax: 978-597-5611

Application No. 2017-4

Account No. 617485 61720

Date 4/3/2017

APPLICATION FOR WATER SERVICE

Name of Property Owner: SEAN TOCCI
Service Address: 104 OLD TURNPIKE ROAD
TOWNSEND MA 01469
Tel No.: _____ Cell No. 508-328-0466

Billing Address:
(If different from service address): 72 MEADOW ROAD

Units (Check all that apply):

☒ Single Family (If Professional Bldg.) No. of Businesses _____
☐ Multi Family (Apartment Building) No. Apartments _____
☐ Hotel/Motel No. Rooms: _____

Type of Use (Check One): ☒ Residential ☐ Industrial
☐ Commercial/Business ☐ Municipal
☐ Agricultural

*pd
2,700 -
Ch# 429
4/4/2017*

Is a sprinkler system required for fire protection? ☐ Yes ☒ No

If yes a proposed design plan of the system must be submitted including required flows, required pipe size, and size and backflow prevention device.

Is a flow test/s required? ☐ Yes ☒ No

If yes the owner will be billed separately at the current rate per flow test.

Is there an existing or proposed automatic lawn irrigation system? ☐ Yes ☒ No On separate well

Has a sketch or plot plan been provided showing the location of the septic system, automatic lawn irrigation system and any known or proposed additions to the existing building? ☒ Yes ☐ No *****Plot Plan Requested

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Signature of Owner/Applicant

Date 4/4/2017

BOARD OF WATER COMMISSIONERS

[Signature]
Chairman

[Signature]
Vice Chairman

Clerk

Date Signed by Board of Water Commissioners

COMMUNITY	Townsend
FUND	Water

PART I

1,773,564

CURRENT LIABILITIES, DESIGNATIONS OF FUND BALANCE

OTHER

Rounding _____ (1)

646,482

PART II

646,482

ACCOUNTS RECEIVABLE (NET)

TOTAL

646,482

PART III

FIXED ASSETS:

CREDITS

FIXED ASSET VARIANCE

Bobbi Colburn

REVIEWED BY:

PLEASE SEE CERTIFICATION LETTER

DATE:

03/09/17

FOR DIRECTOR OF ACCOUNTS APPROVAL

T-0354-1
March 23, 2017

Paul Rafuse, Superintendent
Townsend Water Department
540 Main Street
West Townsend, MA 01474



Tighe & Bond
Engineers | Environmental Specialists



Re: **Fitchburg Road Water Tank Rehabilitation Project
Recommendation to Award**

Dear Mr. Rafuse:

On March 17, 2017, the Town of Townsend opened six bids for the Fitchburg Road Water Tank Rehabilitation Project. The bidders, their respective total base bid prices and total alternate prices are as follows:

Contractor	Total Base Bid	Deduct Alternate No. 2A	Total Bid Less Deduct Alternate No. 2A
Atlas Painting & Sheeting Corp.	\$469,000	\$70,000	\$399,000
Inspec Coatings, Inc.	\$496,000	\$119,000	\$377,000
R.J. Forbes Painting Contractor, Inc.	\$578,409	\$200,000	\$378,409
J.P.I Painting, Inc.	\$596,000	\$100,000	\$496,000
Amstar of Western NY	Bid Received Late		
Worldwide Industries Corp.	Bid Received Late		

As requested, we evaluated the bid information submitted by the apparent low bidder, as well as evaluated performance on previous contracts. The results of our evaluation are described below.

Bid Evaluation

The bid submitted by the apparent low bidder, Atlas Painting & Sheeting Corp., is in conformance with the requirements of the bidding documents and the required attachments were submitted.

Reference Evaluation for Performance

Tighe & Bond reviewed the project reference lists provided with Atlas Painting & Sheeting Corp.'s bid and contacted selected references by telephone to verify Atlas Painting & Sheeting Corp.'s performance with respect to quality of workmanship, work schedules on prior projects, submittal and change order processing, cooperation, and overall satisfaction. The references contacted have worked with Atlas Painting & Sheeting Corp. on projects ranging from less than \$250,000 to over \$2,000,000. Based on the feedback obtained from contacted references, it appears that Atlas Painting & Sheeting Corp. has the experience to perform the work and has been recommended by all references contacted.

Based on the references we contacted for this project, we find that Atlas Painting and Sheeting Corp. is the lowest responsible bidder for the Fitchburg Road Water Tank Rehabilitation Project. We recommend that the Townsend Water Department award the contract for the Fitchburg Road Water Tank Rehabilitation Project to Atlas Painting and Sheeting Corp., contingent upon the following:

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

Upon authorization by the Townsend Water Department, we will issue a "Notice of Award" to Atlas Painting and Sheeting Corp. notifying them that they are the successful bidder and requesting that they submit the required bonds and certificates of insurance.

Please call us at (508) 304-6358 with questions.

Very truly yours,

TIGHE & BOND, INC.



Louis A. Soracco, P.E.
Project Manager

Enclosures
Summary of Bids

J:\T\T0354 Townsend Water Department\1 - Fitchburg Road Tank\Task 2\Bidding\20170323 Rec to Award.doc



Consulting Engineers
Environmental Specialists

Fitchburg Road Water Tank Rehabilitation
Townsend Water Department
Townsend, Massachusetts
Bid Opening Date: Friday March 17, 2017 @ 2:00 p.m.
Summary of Bids

BIDDER	Total Base Bid	Deduct Alternate No.2A	Total Bid Less Deduct Alternate No.2A	Bid Bond	Addenda No.1	Base Bid Rank
Atlas Painting & Sheeting Corp.	\$469,000.00	\$70,000.00	\$399,000.00	✓	✓	1
Inspec Coatings, Inc.	\$496,000.00	\$119,000.00	\$377,000.00	✓	✓	2
R.J. Forbes Painting Contractor, Inc.	\$578,409.00	\$200,000.00	\$378,409.00	✓	✓	3
J.P.I. Painting, Inc.	\$596,000.00	\$100,000.00	\$496,000.00	✓	✓	4
Amstar of Western NY	Bid Received Late					
Worldwide Industries Corp.	Bid Received Late					

BIDS OPENED BY:

Thomas J. Mahanna

WITNESS:

Paul Rafuse, Supt.