



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

Michael MacEachern, *Chairman*  
Paul Rafuse  
Water Superintendent

Nathan Mattila, *Vice-Chairman*

Todd Melanson, *Clerk*  
(978) 597-2212

Email: [water@townsend.ma.us](mailto:water@townsend.ma.us)

**WATER COMMISSIONERS MEETING MINUTES**  
**August 19, 2019 – 6:00 P.M.**  
**Water Department 540 Main Street, Meeting Room**

**I. PRELIMINARIES:**

- 1.1 NM called the meeting to order at 5:00 P.M.
- 1.2 Roll call showed Members Present: Vice-Chair, Nathan Mattilla (NM), Clerk, Todd Melanson (TM), Chairman, Michael MacEachern (MM) was absent. Guests Present: Rebecca McEnroe and Kevin Keefe.
- 1.3 NM announce that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions.
  - 1.4.1 NM added to discuss quotes for adding SCADA Equipment at the Fire Departments' communications tower in the amount of \$10,583.50. Ryan reported that we have been losing signal due to the interference of the line of sight to the office. The Board told Ryan that the quote is over \$10,000.00 and would require three bids.
- 1.5 Review correspondence. None

**II. APPOINTMENTS:**

- 2.1 6:30 Interview candidate(s) for the Interim Water Superintendents position. Rebecca McEnroe was the only candidate attending for the informal interview. After the Board discussed her credentials TM moved to approve the hiring of Rebecca McEnroe as Interim Water Superintendent pending approval of her contract with the Board of Selectmen. NM seconded. Unanimous vote.

**III. MEETING BUSINESS:**

- 3.1 Discuss/vote to hire an interim Water Superintendent. See 2.1
- 3.2 Approve 1" service to 4 Lois Lane, Ken Chaplin, account # 61663 Recvd: \$2000.00 ck #663. TM motioned to approve 1" service to acct# 61663, 4 Lois Lane. Check received in the amount of \$2,000.00. NM seconded. Unanimous vote.
- 3.3 Approve refund, Acct# 60809B Martin Coppinger, 4 Bayberry Hill Road, \$85.50. TM Moved to approve a refund in the amount of \$85.50 to Martin Coppinger, 4 Bayberry Hill Road, and Acct # 60809B. NM seconded. Unanimous vote.

**IV. COMMISSIONERS UPDATES AND REPORT:**

- 4.1 TM reported that Homeland security is coordinating with DEP and we have not receives a date as to when they will be conducting their Cyber Security Assessment.

**V. FOREMANS UPDATES AND REPORTS:**

- 5.1 Discuss/Approve replacing service truck. Tabled.
- 5.2 Discuss Sanitary Survey. Actively working to complete the items to be repaired before the Sanitary Survey scheduled for September 18, 2019.
- 5.3 Discuss Lead & Copper testing. Letters have been sent and bottles have been dropped off with instructions.
- 5.4 Inspection/Cleaning of the Highland Street and Fitchburg Road Tanks. The Board reviewed the quote from Underwater Solutions. TM moved to accept the contract for the Inspection and Cleaning of the Highland Street and Fitchburg Road Tanks in the amount of \$8,685.00. NM seconded. Unanimous vote.

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

6.1 Schedule next BOWC meeting. The Board schedule the next BOWC meeting for Monday, September 9, 2019 at 6:00 P.M.

6.2 Review and sign Bills Payable Warrants. TM motioned to signed and review reports and bill payable warrants out of session. NM seconded. Unanimous vote.

**ADJOURNMENT:**

**NM adjourned the BOWC meeting at 7:10 P.M.**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Brenda Boudreau", with a long, sweeping horizontal line extending to the right.

**Brenda Boudreau**

**Office Administrator**

**Townsend Water Department**

WATER DEPARTMENT MEETING

DATE August 19, 2019

NAME	ADDRESS	PH/EMAIL
Rebecca McEnroe	Boston MA 406 Suffolk Rd	Becky@mcenroeconsulting.com
Kevin Keefe	16 Maplewood Dr.	



Office of the  
BOARD OF SELECTMEN  
272 Main Street, Townsend, Massachusetts 01469

Sue Lisio, *Chairman*

Wayne Miller, *Vice-Chairman*

Don Klein, *Clerk*

James M. Kreidler, Jr.,  
*Town Administrator*

(978) 597-1701

SELECTMEN'S MEETING AGENDA FOR AUGUST 5, 2019 AT 6:30 P.M.  
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

- 1.1 Call the meeting to order and roll call.
- 1.2 Pledge of Allegiance
- 1.3 Chairman's Additions or Deletions.
- 1.4 Public Comment Period.

II. APPOINTMENTS - VOTES MAY BE TAKEN:

- 2.1 Joint meeting with the Board of Water Commissioners, RE: Recommendation/ vote to contract/hire an Interim Water Superintendent.

III. ADJOURNMENT:



PO Box 5192, 85 Lafayette Road  
Salisbury, MA 01952  
Phone (978) 465-7932 Fax (978) 462-8980 www.tcscommunications.com

1.4.1  
QUOTE

DATE: July 29, 2019  
QUOTE # Townsend Water / Repeater Station

Bill To: Townsend Water Department  
540 Main Street  
Townsend MA 01476

Ship To: Same  
Attn: Kevin Keefe  
watertech@townsend.ma.us  
978-877-3174

Comments or Special Instructions: SCADA RADIO REPEATER SYSTEM BUDGETARY PRICING

SALESPERSON	SITE NAME	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
Dean Marengi						NET 30

QTY	PART NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
		Repeater Radio for SCADA, Bayberry Hill Tower		
1	140-5028-504	CalAmp Viper SC+200 IP router, 215-240 MHz	\$1,615.00	\$1,615.00
1	Z3441	PC TEL 5db gain fiberglass omnidirectional antenna, 215-225 MHz	\$935.00	\$935.00
1	VHF50HN	Polyphaser surge arrester	\$105.00	\$105.00
150	LMR-600	Times Microwave 1/2" low loss coaxial cable (length estimated)	\$3.05	\$457.50
2	EZ-600-NMH-X	Type N male connectors for LMR-600 cable	\$28.00	\$56.00
2	GK-S600TT	Grounding kits for LMR-600 cable	\$35.00	\$70.00
1	LMR-400 jumper	Jumper cable from Polyphaser to Viper radio	\$100.00	\$100.00
1	Tower bracket	Mounting bracket to attach antenna to existing tower	\$400.00	\$400.00
1	Rack mount panel	19" rack mount panel for mounting Viper radio and power supply	\$100.00	\$100.00
1	DR-4524	Moxa power supply, 110VAC to 24VDC	\$145.00	\$145.00
1	Installation	Projected installation cost: Install radio, antenna, cable, etc.	\$4,500.00	\$4,500.00
1	FCC license mod	Modify FCC license to include Bayberry Hill repeater site	\$600.00	\$600.00
1	Programming	Modify existing radio network to add Bayberry Hill repeater site	\$1,200.00	\$1,200.00
		* ALL PRICING PROVIDED IS FOR BUDGETARY PURPOSES AND IS SUBJECT TO CONFIRMATION BASED ON SITE INSPECTION.		

Authorized Signature:	Dean A. Marengi Vice President
Date:	July 29, 2019

SUBTOTAL	\$10,283.50
TAX RATE	0.00%
SALES TAX	-
SHIPPING & HANDLING	300.00
TOTAL	\$ 10,583.50

Make all checks payable to TCS Communications Corp.

If you have any questions concerning this invoice, contact Dean Marengi, (978) 465-7932, dean.marengi@tcscommunications.com

THANK YOU FOR YOUR BUSINESS!

# Rebecca L. McEnroe P.E.

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## Professional Experience

2009- Present      McEnroe Consulting

### **Woman Business Enterprise (WBE) Certified in Massachusetts and RI Disadvantage Business Enterprise (DBE) in Massachusetts**

- Startup assistance for surface water treatment plant in Peabody, MA including update of the O&M manual
- Startup assistance for Greensand filter plant at Chatham, MA and MCI Norfolk including production of the Facility O&M manual.
- Operations assistance for greensand filter plants at numerous groundwater facility in Massachusetts.
- Assisted with operations at the Taunton surface water treatment plant. Monitored water quality and made chemical modifications as required. Ensured that all MA DEP requirements were met relative to monthly reporting and sampling.
- Oversaw Upgrades to the Lowell WTP including new intake improvements as well as upgrades to various valves, chemical systems (chlorine dioxide) and control panels.
- Oversaw demo of an old water storage tank and construction of a new water storage tank in Lowell, Mass

2015- 2017      Sudbury Water District      Sudbury, MA

### **Superintendent**

- Manager of a groundwater system averaging 1.5 MGD for 6000 service connections with an operating budget of \$4,000,000. Oversee all aspects of facility operation including staff oversight (operations of two greensand WTPs, 8 well pump stations, maintenance, distribution, administrative), asset management, process optimization, energy conservation, safety, capital improvements and standard operating procedures.
- Prepare and oversee the annual capital and O&M plan and budget paying special attention to upgrades that may be required due to regulatory changes.
- Responsible for reviewing State and Federal regulations for current and future regulatory compliance issues. Continuously reviewing operations to ensure regulatory compliance. Review DEP monthly and annual reports.
- Attend meetings with Water Commissioners as required.
- Regularly interface with local and state regulatory agencies as well as customers.

2011- 2015      Aquaria Water      Dighton, MA

### **Project Manager**

- Project Manager for a 5 MGD Reverse Osmosis/Ultrafiltration water treatment plant (WTP) with an operation budget of \$7,000,000. Oversee all aspects of facility operation including staff oversight (operations, maintenance, administrative and plant manager), asset management (using Infor MP2 software) process optimization, energy conservation, safety, capital improvements and standard operating procedures.
- Prepare and oversee the annual capital and O&M plan and budget paying special attention to upgrades that may be required due to regulatory changes.
- Responsible for reviewing State and Federal regulations for current and future regulatory compliance issues. Continuously reviewing operations to ensure regulatory compliance. Review DEP monthly and annual reports.
- Manage upgrades to the water supply system's controls system (programmable logic controllers) and Supervisory Control and Data Acquisition (SCADA) computer system.

2000- 2009      Pennichuck Water      Nashua, NH

### **Water Supply Engineer/Program Manager**

- Lead Engineer for a 30 MGD IDI Pulsator water treatment plant (WTP) operated by Pennichuck Water (PWW). Oversee all aspects of facility operation including process optimization, energy conservation, capital improvements and standard operating procedures.
- Program Manager for a \$30 million WTP upgrade. Oversee and responsible for all phases of the project from selecting the consulting engineering firm through planning, design construction and startup/training phases. Oversaw all process

selections and design decisions. Worked closely with designers and contractor to achieve the desired process outcomes. Lead engineer for all process startups and operator training.

- Design Engineer for water quality improvements for all small systems owned by Pennichuck Water (over 50 system). Design, startup and oversaw operations of numerous treatment systems including greensand filters, air stripping towers, arsenic treatment systems, radon removal, and softening systems. Responsible for the maintenance of a 1 MGD gravel packed well.
- Responsible for managing design and construction budgets, reviewing and approving invoices. Managed permitting issues related to design and construction.
- Responsible for reviewing State and Federal regulations for current and future regulatory compliance issues. Continuously reviewing operations to ensure regulatory compliance.
- Prepare and oversee the annual capital plan and budget for the Water Supply Department paying special attention to upgrades that may be required due to regulatory changes.
- Design, oversight, and management of outside service contracts providing cost control for maintenance and for upgrades to over 50 booster stations and community water supply facilities owned by PWW.
- Manage upgrades to the water supply system's controls system (programmable logic controllers) and Supervisory Control and Data Acquisition (SCADA) computer system and supervise the SCADA technical staff.

1997 - 1999

Littleton Water Department

Littleton, MA

### **Water Engineer**

- Chief engineer and operator for the startup and operations of a 1.5 MGD Ozone/Ultrafiltration water treatment facility for the removal of iron and manganese.
- Oversaw operations of all water supply facilities including maintenance of 4 gravel pack wells (average total flow = 1.5 MGD).
- Maintain the Department's Supervisory Control and Data Acquisition (SCADA) computer system and programmable logic controllers
- Responsible for reviewing State and Federal regulations for current and future regulatory compliance issues. Continuously reviewing operations to ensure regulatory compliance. Reviewed state reports.
- Responsible for planning and implementing upgrades to the Water Department's distribution and treatment systems including 2 storage tanks, over 75 miles of pipe and 4 treatment system.

### **Education**

M.S. Environmental Eng.

University of Massachusetts

Amherst, MA

Honors: Phi Kappa Phi

B.S.

University of Massachusetts

Amherst, MA

Cum Laude. Major - Microbiology; Minor – Chemistry.

### **Selected Professional Publications and Presentations**

"RO Treatment of Brackish Waters in New England" *NEWWA November meeting*, November 20, 2013, Swansea, MA

"Retrofitting Filters in an Existing Plant: Making the Best of What You've Got", *NEWWA Water Quality Symposium*, May 17, 2007, Westford, MA

### **Professional Licenses and Certificates**

Professional Engineer License #40140-MA

Water Operator, Grade IIID IVT-MA, Grade IIID IVT-NH

Wastewater Operator Grade III I MA OSHA 10

Backflow Tester (MA)

### **Professional Memberships**

American Water Works Association

New England Water Works Association – Filtration Committee, Water for People Committee

Massachusetts Water Works Association

Phi Kappa Phi Honors Association



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

Application No. 2019-9  
Account No. 61663  
Date 5/29/2019

### APPLICATION FOR WATER SERVICE

Name of Property Owner: KEN CHAPLIN-EKC DEVELOPMENT  
Service Address: 4 LOIS LANE  
TOWNSEND MA 01469  
Tel No.: 978-815-6994 Cell No. \_\_\_\_\_  
Billing Address:  
(If different from service address): 6 BALL 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 \_\_\_\_\_

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 \_\_\_\_\_

BOARD OF WATER COMMISSIONERS

Chairman \_\_\_\_\_

Vice Chairman \_\_\_\_\_

Clerk \_\_\_\_\_

Date Signed by Board of Water Commissioners \_\_\_\_\_





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

Name: Martin Coppinger Account # 60809 B

Address: 4 Bayberry Hill Road

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Billing date \_\_\_\_\_

AMOUNT: 85.50 <sup>Refund</sup> ABATEMENT ☒ ADJUSTMENT ☐ (check one)

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

Reasons: (please attached supporting documentation if applicable)

Final Bill paid 2x.

APPROVED ☒ DENIED ☐ (check one)

DATE: 8-19-19

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]

[Signature]

85.50 user  
(4210)

Townsend Water Department

7/11/2019

PO Box 321 Medford MA 02155-0004 PH: 978-597-2212

4

**CUSTOMER HISTORY 07/27/2014 to 07/08/2019**

Acct: 60809B COPPINGER MARTIN Home:(978) 868-0072

SANDY KOZLOSKI 4 BAYBERRY HILL ROAD TOWNSEND MA 01469 Current Balance: -\$85.50 INACTIVE

Loc ID: 60809B-608 @ 4 BAYBERRY HILL ROAD TOWNSEND

Rte: 99 Seq.# 5810 Dep:\$0.00

Date	Code	Description	Previous	Present	Used	Charge	Payment	Balance
4/1/2019	WR	Unit Charge				37.50		79.50
4/25/2019	W01	LOCKBOX For \$79.50					42.00	37.50
4/25/2019	WR	LOCKBOX For \$79.50					37.50	0.00
6/13/2019	W01	Read on 06/13/2019 (X100) KeyedIn	1,269	1,285	16	48.00		48.00
6/13/2019	WR	Final Bill				37.50		85.50
6/20/2019	W01	Rec fromTreasurer For \$85.50					48.00	37.50
6/20/2019	WR	Rec fromTreasurer For \$85.50					37.50	0.00
7/8/2019	W01	LOCKBOX For \$85.50					85.50	-85.50

**Brenda**

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**From:** Brenda <bboudreau@townsend.ma.us>  
**Sent:** Thursday, July 11, 2019 2:41 PM  
**To:** 'mailto:sandra@bloodteamrealty.com'  
**Subject:** 4 Bayberry

Hi Sandy,

Our records indicate that 4 Bayberry Hill Road paid their final bill twice resulting in an overpayment of \$85.50, Please forward Mr. Coppinger's new address so I can send him a refund.

Best,

Brenda Boudreau  
Office Administrator  
Townsend Water Department  
978-597-2212  
bboudreau@townsend.ma.us

*need to make warrant for Refund*

4.1.

**POSITION TITLE**

*Water Superintendent*

**DUTIES**

*The Water Superintendent controls and directs the entire water pumping and distribution operation for the Townsend Water Department. The position is responsible for the maintenance, operation and emergency repair of pumping and related equipment. The Superintendent also supervises a staff of four employees including two full time water system maintenance personnel and two full time office clerks.*

**TASKS**

*The Water Superintendent under the direction of the Water Commissioners:*

*Programs the work schedule of all maintenance personnel assigned to the Department.*

*Supervises the progress of and occasionally assists in the work details involving The installation of new water services, new water mains and miscellaneous repair and maintenance tasks.*

*Calculates the estimated cost of new water services or main extensions for residents, builders, developers or Town officials for planning purposes.*

*Maintains an inventory of stock for new service installations, service expansion and emergency repair, and programs this inventory to meet anticipated needs, ordering as necessary within budget limit.*

*Is responsible for the conduct of water quality sampling as required by the Massachusetts Department of Environmental Protection and the Federal Safe Drinking Water Acts. Responsibilities include the collection of water samples From specific points, delivery of the samples to the testing facility and the proper recording of the results.*

*Is responsible for the emergency repair of the water system when necessary on a 24 hour basis. When an emergency arises the Superintendent activates available personnel and responds as the situation warrants.*

*Maintains a familiarity with current techniques and state-of-the-art water systems technology by attending professional meetings, seminars and training courses as they are offered and as time and budget limitations allow.*

*The Superintendent maintains the overall responsibility for the Department's Budget, billing and collection functions, payroll computation and other administrative tasks and supervises the office personnel who perform the above on a daily basis.*

*Performs all other administrative tasks as required or as directed by the Water Commissioners.*

**SKILLS**

*The position requires the technical/physical skills necessary as related to the plumbing and excavation trades. Above average supervisory and administrative skills are also required.*

**KNOWLEDGE**

*A knowledge of water systems source and delivery operations and maintenance procedures is necessary as is a knowledge of safety and health requirements and the standards and regulations pertaining to drinking water as determined by local, state and federal authorities.*

**ABILITIES**

*The Water Superintendent must possess the ability to effectively supervise a small labor force, resolve emergency situations with minimal delay and outside assistance and the ability to deal effectively with the public at large.*

**REQUIREMENTS**

*Must possess at least a D2(Distribution) & ( T1 Treatment) Certified Operator license from the Commonwealth of Massachusetts Board of Certification of Operators of Drinking Water Supply Facilities. Must possess a valid drivers license and maintain an acceptable insurance rating.*