



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

1.5
Mh

Nathan Mattila, Chairman
(978) 597-2212

Todd Melanson, Vice-Chairman

Michael MacEachern, Clerk
Email: water@townsend.ma.us

WATER COMMISSIONERS MEETING AGENDA

August 4, 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://us02web.zoom.us/j/84697354096?pwd=M2VtTmUva0lrdTJlR1BmZXVXZDVLQT09>

Meeting ID: 846 9735 4096 Password: 703502 Log in Tuesday, August 4, 2020 at 6:00 P.M. to participate.

I. PRELIMINARIES:

- 1.1 NM called the meeting to order at 6:02 P.M. at 540 Main St and by Zoom.
- 1.2 NM announced that the meeting was being audio recorded.
- 1.3 Roll call showed Members Present: Nathan Mattila (NM)-Chairman, Michael MacEachern (MM)-Clerk, Todd Melanson-Vice-Chairman, was absent. Roll Call Citizens Present: Brenda Boudreau, Mistie Demazure, Ann-Marie Ronan-Guest Speaker from Raybern
- 1.4 Chairman's additions or deletions. There were no additions made by the chairman.
- 1.5 Approve meeting minutes of March 9, 2020, June 25, 2020 and release the Executive Session minutes of March 4, 2008, June 10, 2008, April 2, 2019 and June 27, 2019. MM motioned to approve the meeting minutes of March 9, 2020, June 25, 2020 and to release the Executive Session minutes of March 4, 2008, June 10, 2008, April 2, 2019 and June 27, 2019. NM Seconded. Unanimous vote.
- 1.6 Review correspondence. NM discussed the complaint that the office received regarding watering outside the daily restrictions at a property in Timberlee park. NM and MM talked about what the process should be regarding warnings: how they will be recorded and when they will expire on accounts. The Foreman, Ryan Lapierre, submitted quotes for review regarding road plates as well as leak detection. The Board took these home for review for a later meeting.

II. APPOINTMENTS-VOTES MAY BE TAKEN

- 2.1 6:15 P.M. discussion with the BOS. RE: Update/Discussion on Superintendent Position, Cross Charges, White Mountain IT contract, Job Descriptions. Other items may be discussed. Tabled to be rescheduled.
- 2.2 7:15 MVRS update presentation with Anne-Marie Ronan. Ann-Marie presented a short informational session regarding the current meter reading system (MV-RS) and the update that will be offered (FCS). The current software will be unsupported in December 2021. The software can be network based, or directly linked to a computer. Adding the software on the devices will not remove the existing software. The board was able to ask additional questions. It was suggested that TM contact Ann-Marie to ask questions as well to get a better understanding of the service and how it will benefit the department. The Board will decide at a later time if they would like to move forward.

III. MEETING BUSINESS-VOTES MAY BE TAKEN:

- 3.1 Update/Discuss Superintendents position. There have been 4 inquiries so far. The anticipated starting salary will be \$65,000-\$85,000.
- 3.2 Update/Discuss cross charge agreement. Tabled.

- 3.3 Update/Discuss White Mountain IT contract. The procurement issues are being worked out. It was suggested that the office staff look into enrolling into a class on procurement to prevent these issues from coming up again.
- 3.4 Update/Discuss Job Descriptions. There has been no response regarding the updates.
- 3.5 Discuss Mistie's extra hours is Brenda's absence. There is no issue regarding Mistie coming in early while Brenda is out. It is expected that she will use her best judgement to make sure that the office will run efficiently.
- 3.6 Discuss changes to building appearance. The Board discussed having the technicians clean up the front of the building. Weeding and mulching as well as removing some small trees was requested.
- 3.7 Discuss the continuation of final readings in the home. Based on COVID updates, there is no reason that the technicians cannot get the final readings in the home. This will allow them to check for leaks within the home. Make sure that there is only one technician going into the home and that the COVID questions are being asked.
- 3.8 Review Rules & Regs Re: Service installations fees. The board will take the updated copy home to review.

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

- 4.1 Discuss/Review/Revise Schedule of Rates and Fees. Duplicate.
- 4.2 Discuss Superintendent Position. Duplicate
- 4.3 Discuss/Review policy changes to Rules & Regs RE: full time inspector for large projects and requirements for flushing a service line before/during installation. Add this to the Rules & Regs. The addition will be reviewed, discussed and voted upon at an upcoming meeting.

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

- 5.1 Update on Main St. pump station/ water main. Tabled.
- 5.2 Update on Meadow Road. Tabled.
- 5.3 Update on Lock Brook Run extension (top of West Meadow Road). Tabled.

VI. **OFFICE ADMINISTRATOR'S UPDATES AND REPORTS-VOTES MAY BE TAKEN:**

- 6.1 The Board has tentatively scheduled a meeting for September 14, 2020 at 6:00 P.M.
- 6.2 The Board reviewed and signed Bills Payable Warrants.
- 6.3 The Board reviewed and signed July's Schedule of Bills Receivable Report.
- 6.4 The Board reviewed Accounts Receivable Report.
- 6.5 The Board reviewed the year to date expenditures.

ADJOURNMENT:

NM motioned to review and sign Bills Payable Warrants, and July's Schedule of Bills Receivable out of session. MM seconded. Unanimous vote.

NM adjourned the BOWC meeting at 6:59 P. M.

Respectfully Submitted,



Mistie Demazure
Office Assistant
Townsend Water Department



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Nathan Mattila, Chairman
(978) 597-2212

Todd Melanson, Vice-Chairman

Michael MacEachern, Clerk
Email: water@townsend.ma.us

WATER COMMISSIONERS MEETING AGENDA

August 04, 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://us02web.zoom.us/j/84697354096?pwd=M2VtTmUva0lrdTJlR1BmZXVXZDVLQT09>

Meeting ID: 846 9735 4096 Password: 703502 Log in Tuesday, August 4, 2020 at 6:00 P.M. to participate.

I. PRELIMINARIES:

- 1.1 Call the meeting to order and announce meeting address.
- 1.2 Announce that the meeting is being audio recorded.
- 1.3 Roll Call Members-Roll Call Citizens.
- 1.4 Chairman's additions or deletions.
- 1.5 Approve meeting minutes of March 9, 2020, June 25, 2020 and release the Executive session minutes of: March 4, 2008, June 10, 2008, April 2, 2019 and June 27, 2019.
- 1.6 Review correspondence.

II. APPOINTMENTS-VOTES MAY BE TAKEN

- 2.1 6:15 P.M. discussion with the BOS. RE: Update/Discussion on Superintendent Position, Cross Charges, White Mountain IT contract, Job Descriptions. Other items may be discussed.
- 2.2 7:15 MVRs update presentation with Anne-Marie Ronan.

III. MEETING BUSINESS-VOTES MAY BE TAKEN:

- 3.1 Update/Discuss Superintendents position.
- 3.2 Update/Discuss cross charge agreement.
- 3.3 Update/Discuss White Mountain IT contract.
- 3.4 Update/Discuss Job Descriptions.
- 3.5 Discuss Mistie's extra hours in Brenda's absence.
- 3.6 Discuss changes to building appearance.
- 3.7 Discuss the continuation of final readings in the home.
- 3.8 Review Rules & Regs Re: Service installation fees.

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

- 4.1 Discuss/Review/Revise Schedule of Rates and Fees.
- 4.2 Discuss Superintendents position.
- 4.3 Discuss/Review policy changes to Rules & Regs RE: full time inspector for large projects and requirements for flushing a service line before/during installation.

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

- 5.1 Update on Main St. pump station/ water main.
- 5.2 Update on Meadow Road.
- 5.3 Update on Lock Brook Run extension (top of West Meadow Road).

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

- 6.1 Schedule next BOWC meeting.
- 6.2 Review and sign Bills Payable Warrants.
- 6.3 Review and sign July's Schedule of Bills Receivable report.
- 6.4 Review Accounts Receivable Report.
- 6.5 Review year to date expenditures.

ADJOURNMENT:

Townsend Water Department is inviting you to a scheduled Zoom meeting.

Topic: Board of Water Commissioners Meeting

Time: Aug 4, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84697354096?pwd=M2VtTmUva0lrdTJlR1BmZXVXZDVLQT09>

Meeting ID: 846 9735 4096

Passcode: 703502

One tap mobile

+16468769923,,84697354096#,,,,,0#,,703502# US (New York)

+13017158592,,84697354096#,,,,,0#,,703502# US (Germantown)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

Meeting ID: 846 9735 4096

Passcode: 703502

Find your local number: <https://us02web.zoom.us/j/84697354096?pwd=M2VtTmUva0lrdTJlR1BmZXVXZDVLQT09>



1-888-422-4343

Dave's cell: 617/699-7298

Kris' cell: 508/654-0322

Company: Townsend Water Department

Street: 540 Main Street

City: West Townsend, MA 01474

Attention: Ryan LaPierre

PRICE QUOTE

July 30, 2020

Quote #: 073020-KB

North East Shoring Corp., Inc.

184 South Washington St, Norton MA 02766

ph: 508/376-4343 fax: 508/376-9600

www.northeastshoring.com

Phone: 978-597-2212

Fax:

Cell: 978-502-0898

email: watertech@townsend.ma.us

Salesperson: Kris / House

F.O.B. Point: Norton, MA

Terms: Net 30 w/PO

Qty	Description (Height x Length x Width)	Weight	C-Soil	Price
	4x8 Road Plate, Each	50.00		150.00
	8x8 Road Plate	80.00		240.00
	8x10 Road Plate	100.00		300.00
	8x12 Road Plate	120.00		360.00
	8x16 Road Plate	160.00		480.00
	8x20 Road Plate	200.00		600.00
	Delivery & Pick Up \$425 Each Run			
	8x12 A36 1" Steel Road Plate, Purchase			2,575.00

NOTES:

Pricing does not include sales tax, tax exempt with certificate.

Monthly rental pricing offers the fourth week for free.

Pick up is available at our yard in Norton, MA if you are able.

Thank you for the opportunity to quote!

Due to extreme market volatility all prices, lead times, and availability are subject to change without notice. Trench Box & Road Plate Pricing is valid on day of quote only. Trucking estimate includes 1/2 hour loading and unloading time. Customer may be charged at the rate of \$125 per hour if exceeded.

Date: 7-15-20
Townsend Water Dept.
Ryan Lapierre

From: Alan Banks Cell Phone 508-868-6300
Terms = Net 30
Pricing firm to 9-1-20

Quotation for Water Leak Survey- Full System with optional overnight logging of clusters

We are pleased to quote the Townsend Water System for the following services:

A digital and acoustic Leak Detection Survey for approximately **50 miles** of Water Mains, Valves, and Hydrants in the Townsend, Mass water distribution system. All work will be done under the inspection and approval of the Water department and its personnel. The latest acoustic and digital leak detection equipment will be used by our employees including as many as two digital leak correlators which will be used in high traffic areas and especially on non-metallic piping sections. We may also deploy remote logger devices which will listen robotically to certain sensitive areas during the morning hours and report vital noise information that can be used for correlation instruments. The survey will consist of traveling over the entire length of water mains in the system. All hydrants will be contacted, and all gate boxes and services boxes will also be contacted (from the outside) whenever visible or needed for accuracy or inspection. All leaks found will be pinpointed in conjunction with Electronic Correlators, both real-time and logging equipment. Wherever and whenever possible maps of the system to be tested must be supplied to our employees on an as needed basis. We will provide immediate reports if any critical leaks are found and will provide communication at the end of each day if any leaks were found that day so that district personnel can act on same. Water main leaks will be identified and pinpointed in this survey when possible. Services that are leaking will be identified but not pinpointed unless directed to do so by authorized personnel. Pinpointing service leaks is a separate function and requires additional charges which may fall on the water service owner. We will not enter private property unless directed or accompanied by **authorized** personnel.

As the survey progresses we will provide the district with a preliminary list of locations that we find need further scrutiny and focus by the district's personnel. These locations usually are comprised of Hydrants that have not been shut down properly or other areas where noise is present but caused by non-water utilities, such as gas mains or sewer flow points. Any potential leak areas will be investigated with the presence of **City** personnel to qualify or disqualify these sounds as candidates of further investigation.

Upon completion of the survey a detailed list of all leaks and their approximate sizes as well as a chart of approximate saved operating expenses will be presented along with our invoice which will list charges on a per mile basis. We will provide the necessary manpower to complete the survey in a reasonable time period of not more than 30 days (weather permitting). Several people will be involved with the survey. At no time will there be less than two of our personnel working in the Water System service area and there may be as many as 4 at one time. A list of people and vehicle registration numbers will be provided to the district office prior to any work being done and we will contact local police and notify them of vehicle presence. With your approval we may also request to perform the survey on weekend days or nights as needed. Invoices and reports will be presented upon the completion of the system.

Vehicles parked in the system area will be clearly marked with our company name and service description and traffic cones and informative signs will be deployed whenever our technicians are present in the city. Our personnel will be equipped with cell phones, gps and ANSI approved safety vests with our company name prominently displayed. Oversight by district personnel for line location and area background is welcome at any time but is not necessary. We will require a meeting with designated personnel to provide us with any maps and other useful information prior to our beginning the survey. It may be necessary to have the cooperation of district personnel to localize any leaks found by opening valve and/or service boxes to gain more direct access. This will be done only after consultation with your authorized personnel. Our typical productivity is approximately 25 miles per day on a comparable system with similar piping materials.

References;
Worcester Water Dept. Mike Daigneault, Asst Supt of Public Works
Tewksbury Water Dept. Bob Belida, supt and field contact 978 640 4440
Weston Water Dept. Dave Fava, supt and field contact 781 786 5175
New Bedford Water Dept. Ymane Gillotti-Supt of Dept. of Infrastructure 508-979-1603
Shrewsbury Water Dept., Paul Gallagher, Foreman 508 841 8506
Cost of Survey and Detection - Total of complete survey \$6,500.00

6 Marshall St. Leicester, Massachusetts 01524



Date: 7-15-20

Townsend Water Dept.

Ryan Lapierre

From: Alan Banks Cell Phone 508-868-6300

Terms = Net 30

Pricing firm to 9-1-20

Quotation for Water Leak Survey- Full System with optional overnight logging of clusters

We are pleased to quote the Townsend Water System for the following services:

A digital and acoustic Leak Detection Survey for approximately **50 miles** of Water Mains, Valves, and Hydrants in the Townsend, Mass water distribution system. All work will be done under the inspection and approval of the Water department and its personnel. The latest acoustic and digital leak detection equipment will be used by our employees including as many as two digital leak correlators which will be used in high traffic areas and especially on non-metallic piping sections. We may also deploy remote logger devices which will listen robotically to certain sensitive areas during the morning hours and report vital noise information that can be used for correlation instruments. The survey will consist of traveling over the entire length of water mains in the system. All hydrants will be contacted, and all gate boxes and services boxes will also be contacted (from the outside) whenever visible or needed for accuracy or inspection. All leaks found will be pinpointed in conjunction with Electronic Correlators, both real-time and logging equipment. Wherever and whenever possible maps of the system to be tested must be supplied to our employees on an as needed basis. We will provide immediate reports if any critical leaks are found and will provide communication at the end of each day if any leaks were found that day so that district personnel can act on same. Water main leaks will be identified and pinpointed in this survey when possible. Services that are leaking will be identified but not pinpointed unless directed to do so by authorized personnel. Pinpointing service leaks is a separate function and requires additional charges which may fall on the water service owner. We will not enter private property unless directed or accompanied by **authorized** personnel.

As the survey progresses we will provide the district with a preliminary list of locations that we find need further scrutiny and focus by the district's personnel. These locations usually are comprised of Hydrants that have not been shut down properly or other areas where noise is present but caused by non-water utilities, such as gas mains or sewer flow points. Any potential leak areas will be investigated with the presence of **City** personnel to qualify or disqualify these sounds as candidates of further investigation.

Upon completion of the survey a detailed list of all leaks and their approximate sizes as well as a chart of approximate saved operating expenses will be presented along with our invoice which will list charges on a per mile basis. We will provide the necessary manpower to complete the survey in a reasonable time period of not more than 30 days (weather permitting). Several people will be involved with the survey. At no time will there be less than two of our personnel working in the Water System service area and there may be as many as 4 at one time. A list of people and vehicle registration numbers will be provided to the district office prior to any work being done and we will contact local police and notify them of vehicle presence. With your approval we may also request to perform the survey on weekend days or nights as needed. Invoices and reports will be presented upon the completion of the system.

Vehicles parked in the system area will be clearly marked with our company name and service description and traffic cones and informative signs will be deployed whenever our technicians are present in the city. Our personnel will be equipped with cell phones, gps and ANSI approved safety vests with our company name prominently displayed. Oversight by district personnel for line location and area background is welcome at any time but is not necessary. We will require a meeting with designated personnel to provide us with any maps and other useful information prior to our beginning the survey. It may be necessary to have the cooperation of district personnel to localize any leaks found by opening valve and/or service boxes to gain more direct access. This will be done only after consultation with your authorized personnel. Our typical productivity is approximately 25 miles per day on a comparable system with similar piping materials.

References;

Worcester Water Dept. Mike Daigneault, Asst Supt of Public Works

Tewksbury Water Dept. Bob Belida, supt and field contact 978 640 4440

Weston Water Dept. Dave Fava, supt and field contact 781 786 5175

New Bedford Water Dept. Ymane Gillotti-Supt of Dept. of Infrastructure 508-979-1603

Shrewsbury Water Dept., Paul Gallagher, Foreman 508 841 8506

Cost of Survey and Detection - **Total of complete survey \$6,500.00**

Leak Detection Survey Proposal

Date 07/02/2020
Estimate 20203809

Townsend Water Department
Ryan Lapierre
Billing Clerk 540 Main St
West Townsend, MA, 01474
(978) 877-3224
watertech@townsend.ma.us

Survey performed by:



PO Box 256 180 Pratts Junction Rd
Sterling MA 01564
(978) 422-9001.
Lon@hydrattechwater.com

Leak Detection Survey Proposal

Townsend Water Department
Ryan Lapierre
Billing Clerk 540 Main St
West Townsend, MA, 01474

Dear Ryan Lapierre,

We are pleased to submit a proposal to provide a leak detection survey to Townsend Water Department.

EQUIPMENT

For a typical survey, we employ the subsurface LD-12 and LD-18 acoustic leak locators and the ADS Eureka Model 2R Real Time Correlator, the latest advance in leak location technology, will be used as needed at no additional charge.

INSURANCE

Hydra Tech, Inc. is fully insured with general liability, worker's compensation and auto liability. Insurance certificates will be sent as requested.

SURVEY METHODS

1. Use sensitive electronic amplifiers and microphones to detect audio frequencies created by underground leakage.
2. Apply a direct contact microphone to available hydrants, gate valves, and selected curb stops establishing a pattern of listening points so that the distance between points is 400 feet or less.
3. For A.C. and PVC mains, apply a ground microphone over the main at eight to ten foot intervals with attention to known main tie ins, bends and service taps. In unpaved areas, establish a pattern of listening points to give optimum coverage.

4. Pinpoint location of all leak indications, applyomg the leak noise correlator where needed.
5. For service line leaks, determine which side of stop leak is on by turning off stop with the assistance of a water department employee.
6. Prepare individual leak reports in triplicate with a description of the location, an estimate of leakage, and information on leak type, pipe size and material.
7. Prepare weekly summary reports giving daily, weekly and to-date totals for hours, miles covered, leaks found and estimated loss.
8. Whenever the client repairs a eak during the progress of the survey, the immediate area will be rechecked for further leakage.
9. At the conclusion of fieldwork, prepare a final report with description of survey methods, the original recordings of leak reports, a summary of results and analysis of findings.

FEE PROPOSAL

Hydra Tech will perform the leak detection survey as specified for the rate per mile, for

Qty	Rate	Total
50.00	\$212.50	\$10,625.00

Box cleaning will be \$50.00 per gate if needed. In addition, any recheck work will be billed at \$250.00 per hour portal to portal unless repairs are made while survey is being performed. The leak detection survey will be performed on pipe throughout the Townsend Water Department.

If you have any questions regarding this proposal please feel free to contact us at (978) 422-9001. We appreciate the opportunity to service your community's needs. If you want to accept this proposal, please click the online acceptance link in your email or sign and return this proposal.

Sincerely,
Donal Smith, Jr
President

ACCEPTED BY (NAME):

ACCEPTED BY (TITLE):

ACCEPTED ON (DATE):

ESTIMATE 20203809

1-69

Brenda

From: James Kreidler <jkreidler@townsend.ma.us>
Sent: Thursday, July 9, 2020 11:38 AM
To: 'Todd Melanson'
Cc: 'Rebecca McEnroe'; 'Veronica Kell'; 'Wayne Miller'; 'Don Klein'; 'waterdepartment'; James M. Kreidler
Subject: RE: White mtn IT contract for water dept

Todd,

I just reviewed the video from the Selectmen's meeting that you attended on June 30, 2020 (<https://www.youtube.com/watch?v=Opg-DSjRHYE>) and at 23:30 into the meeting I state that I had two takeaways: 1. Work with Becky and Adam and the contract issue for White Mountain and 2. Work with Becky to arrange for Guardian to do an assessment of the water department to determine what would be lost if the two environments were to be separated. No one present objected to my assessment of the steps moving forward.

Notwithstanding the above, I now understand that you object and I have relayed to Guardian that such an assessment is to be placed on hold until further clarified.

I hope that this is satisfactory to you and anyone else similarly concerned.

Jim

James M. Kreidler, Jr.
Town Administrator
Townsend, MA 01469

From: Todd Melanson. [mailto:tdzilla66@gmail.com]
Sent: Thursday, July 9, 2020 11:24 AM
To: James Kreidler <jkreidler@townsend.ma.us>
Cc: Rebecca McEnroe <becky@mcenroeconsulting.com>; Veronica Kell <vkellbos@gmail.com>; Wayne Miller <wmillerBOS@gmail.com>; Don Klein <donauld.klein2@verizon.net>; waterdepartment <water@townsend.ma.us>
Subject: Re: White mtn IT contract for water dept

Jim,

I would like to discuss with Rebecca, my Board and potentially White Mountain before any assessment of the Water Department is performed by Guardian.

I will clarify that I never agreed to this for my Board in fact I was fairly specific about the fact that as the only member of my board present at that time I could NOT speak for them. I only agreed to take this back to my Board to discuss. I have made it a point only to speak for my Board when given leave to and not to leave them out of any decision making processes involving the Water Department
So until I can have input from those assisting the Water Department and then have a consensus from my Board on what direction to take, this assessment will have to wait for these conversations to happen first.

Sincerely

On Wed, Jul 8, 2020 at 5:20 PM James Kreidler <jkreidler@townsend.ma.us> wrote:

Becky

The vendor has now agreed to the position that town counsel took back in May.

The document is being revised to incorporate the changes and I got the BoS to vote last night to sign it out of session.

Additionally, per the meeting with the BoS and Commissioner Melanson I will be reaching out to schedule Guardian to come in and do an assessment of the infrastructure in the water department.

I hope this clarifies the matters of your concern.
Best,

Jim

Sent from Jim's iPhone

> On Jul 8, 2020, at 5:01 PM, Rebecca McEnroe <becky@mcenroeconsulting.com> wrote:

>

>

> Hi Jim,

> Please let the Water Dept know asap when the White MTN contract is finalized.

> Thanks,

> Becky McEnroe

Brenda

From: Michael Credit <michael.credit@communitybrands.com>
Sent: Thursday, July 30, 2020 9:32 AM
To: Brenda
Subject: RE: Water Superintendent Job posting

Hi Brenda,

I do have everything I need to renew the job, but because this has been a difficult position for you to fill, I want to offer our proprietary site called **Career Connect Hub** in addition to posting on **AWWA**.

Career Connect acts as a portal to push your job out to thousands of other job boards like Monster, Indeed, Career Builder and many more without the added spend of posting on them individually.

The major difference is that the job *will not be "posted"* on these sites to give access to unqualified individuals, rather it will only appear when key words are entered.

- a. This insures higher qualified views, only being visible to jobseekers doing relevant searches.
- b. No wasted spend by having an employer's job appear in a generic search.
- c. \$249 for a **60 day** posting

Let me know if you have any questions or how you would like to move forward with the additional exposure for your harder to fill position.

Dedicated to your recruiting success,

Mike Credit
Recruitment Advertisement Specialist
YMCareers
Email: michael.credit@communitybrands.com
Office: +1.727.497.6565 x 3332
Web: www.ymcareers.com



Best,

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

From: Michael Credit [<mailto:michael.credit@communitybrands.com>]
Sent: Thursday, March 5, 2020 10:27 AM
To: bboudreau@townsend.ma.us
Subject: Water Superintendent

Hi Brenda,

It was my pleasure speaking to you yesterday regarding the **Water Superintendent** position available. Taylor Quigley is a colleague of mine that shared your job description with me that you and I discussed to post.

The invoice is attached and below is the link to your opportunity:

<https://careercenter.awwa.org/jobs/view/engineering-water-distribution-manager/53368717/>

I will reach out prior to the posts expiration to understand how your recruiting effort is going.

I hope your I.T. team has fixed your computer issues and you have smooth sailing with it! 😊

Please never hesitate to connect if I can be of any assistance.

Dedicated to your recruitment success,

Mike Credit
Recruitment Advertisement Specialist

For Details

Contact: michael.credit@communitybrands.com

Office +1.727.497.6565 x 3332



communitybrands

ymcareers



American Water Works
Association

Seal of the American Water Works Association

"The person who makes a success of living is the one who sees his goal steadily and aims for it unswervingly. That is dedication." -Cecil B. DeMille.

From: Taylor Quigley <Taylor.Quigley@communitybrands.com>
Sent: Wednesday, March 4, 2020 11:28 AM
To: Michael Credit <michael.credit@communitybrands.com>
Subject: FW: Job posting and Job Description

Good morning!

Do you still handle the AWWA? I think this is yours

Taylor Quigley
Recruitment Advertising Specialist

ymcareers

Email Taylor.Quigley@communitybrands.com

Office +1.727.497.6565 x 3319



communitybrands

ymcareers

From: Brenda <bboucreau@townsend.ma.us>
Sent: Wednesday, March 4, 2020 11:15 AM
To: Taylor Quigley <Taylor.Quigley@communitybrands.com>
Cc: 'Terry Walsh' <twalsh@townsend.ma.us>
Subject: Job posting and Job Description

Taylor,

We had contacted Mass Water Works yesterday to help upload a job posing for a vacant position in our department. They referred us to you for help. Could you upload the Job posing with the Job description attached? What is the cost?

We appreciate your assistance with this matter.

Thank you,

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

•

TOWNSEND WATER DEPARTMENT
RULES, REGULATIONS AND RATES

SECTION 1
APPLICATIONS

- 1.1 Applications for water service shall be made to the Water Commissioners by the owner of the property for which the same is desired at the scheduled Water Commissioners meeting. Applications will not be accepted between November 1st and April 1st or at the discretion of the Water Commissioners.

SECTION 2
SERVICE CONNECTIONS

- 2.1 A two hundred dollar (\$200.00) per hour fee will be charged for each new service tapped into the main. This charge will cover the cost of digging, tapping the main, laying the standard 1” service to the customer’s property line and the cost and installation of a 5/8 x 3/4 inch meter when the distance to the property line is not over fifty (50) feet. Where larger services and meters are desired or needed, charges will be the cost of the meter plus cost of labor and materials to the property line. There will be an additional charge for any unforeseen cost such as cutting and resurfacing the road, police officer charges, etc. *(Approved by BOWC April 6, 2020)*
- 2.2 The customer will be responsible for the cost of maintaining said service at all times.
- 2.3 No drain or sewer lines shall be laid nearer than ten (10) feet to the water service pipes.
- 2.4 Installation and repairs between the curbstop and the inlet side of the water meter can be made by the Water Department or an outside contractor. The customer will be charged by the Water Department for equipment, labor and materials used or provided to the contractor. Work performed and materials used by outside contractors shall strictly conform to the Townsend Water Department specifications. All service installations whether new, replaced or repaired shall be inspected by a Water Department Technician or Superintendent prior to backfilling. Outside contractors installing or replacing services shall provide a clear and, legible AS BUILT drawing illustrating the location of the following:
- Curbstop
 - Connectors
 - Meter Pits
 - Size of service line and sleeve
 - Obstruction/s causing an alternate route of the service
 - Location where the service enters the building
- All AS BUILT drawings shall have a minimum of two (2) ties from permanent structures (i.e. building corners, hydrants, gate covers, manhole covers, catch basins and, property bound posts. See Attachment A, example of Asbuilt Drawing *Approved by BOWC on 3/9/2015*
- 2.5 Services over Four Hundred and Seventy Five (475) feet from the property line require a meter pit.

- 2.6 Connection Charges made at the time of application are as follows:

<u>Size of Service</u>	<u>Cost</u>
1”	\$2,500.00
1 1/2”	\$3,500.00
2”	\$8,000.00
3” or over	\$25,000.00

(Approved by BOWC April 6, 2020)

Main or Sprinkler Connection Charges (per connection) \$5,000.00

- 2.7 All services replaced, repaired or changed in any way shall be brought up to current standards.
- 2.8 No new services shall be approved if any outstanding fees, charges or taxes are owed to the Water Department or the Town.
- 2.9 No service installations allowed unless the property abuts an existing main.
- 2.10 No taps allowed off of existing services.

SECTION 3 METERS

- 3.1 All services shall be metered. Meters will be furnished, set and renewed by the Water Department; provided, however, that any meter injured through the negligence of the water taker shall be repaired at the water taker's expense. The water taker is responsible for protecting the meter from frost damage.
- 3.2 Evidence of meter tampering is unlawful and will result in a \$1,000.00 fine per offense. In addition, water usage will be estimated for that billing period and homeowner will be charged for labor and materials.
(Approved by BOWC April 6, 2020)
- 3.3 Special meters over and above the minimum requirement to measure the use of water will be furnished as needed and the additional cost of the meter will be charged to the water taker.
- 3.4 All meters installed become the property of the Water Department, and all repairs thereto will be made by the Water Department. If a meter installed on the customer's property is stolen, damaged by freezing, fire or otherwise, cost of repairs or replacement will be charged to the customer.
- 3.5 All compound meters to be removed, tested and rebuilt every 8-10 years at the expense of the water taker.
- 3.6 Removal, tampering or malicious damage to the Water Department property will be prosecuted by law.
- 3.7 Customers shall allow access to the water meter at all reasonable times. Adequate space around the meter shall be maintained at all times to provide Water Department personnel the ability to use all tools necessary to install, repair, replace or, upgrade the water meter without obstruction. Failure by customers to arrange and provide access to the water meter after repeated attempts by the Water Department to schedule an appointment by phone, email or, mail to perform the work previously described shall constitute a violation of this section. A violation of this section may result in an additional \$50.00 to the customer's bill.

Approved by Board of Water Commissioners on 4/11/2016

SECTION 4 ACCESS TO PREMISES

- 4.1 All apparatus, buildings and dwellings supplied with water must be made accessible at all reasonable times to the inspection of the Superintendent or other agents of the Water Department.

SECTION 5 SHUTTING OFF WATER

- 5.1 The Water Commissioners reserve the right to shut off water for:
- 1.) The purpose of making repairs or alterations.
 - 2.) Disregard of rules and regulations.
 - 3.) Non-payment of bills.
- 5.2 No connection will be made from an existing supply to another dwelling except by special permit from the Board of Water Commissioners and if found out doing so without a permit the service will be shut off.
- 5.3 The Town of Townsend acknowledges no liability for the explosion, collapse or injury to hot water boilers or other connections resulting from the loss of water pressure or the shutting off of water from the street mains.

SECTION 6 FROZEN WATER SERVICE

- 6.1 A charge, to be determined by the Superintendent, will be made for thawing frozen water pipes.

SECTION 7 TRAILERS

- 7.1 A meter pit is required for any type of trailer, which is to be used for dwelling purposes, same as a standard house service.

SECTION 8 WATER RATES

- 8.1 Charges will be calculated as follows:

Minimum charge of \$37.50 per unit
\$4.32 per hundred cubic feet. (748 gallons)
(Approved by BOWC April 6, 2020)

Minimum charge of \$37.50 per unit.
\$5.36 per one thousand gallons.
(Approved by BOWC April 6, 2020)

A Unit shall be defined as: a dwelling unit consisting of one or more rooms with cooking, living, sanitary and sleeping facilities arranged for the use of one or more persons living together as a single housekeeping unit.

1 Dwelling Unit - 1 Unit

2 Dwelling Units — 2 Units, etc.

Apartment House — each apartment is 1 Unit

Trailer Park - Each trailer is 1 Unit

Business Establishment — each business is 1 Unit

Accessory Apartment – Each accessory apartment is 1 unit

Sprinkler Connections charged according to size, at a rate of \$35.00 per inch for a six-month period.

- 8.2 If a meter fails to register correctly the customer will be charged an estimated bill determined by using three previous seasonal (winter/summer) readings and taking the average amount of usage.

SECTION 9 WATER BILLS

- 9.1 Water bills are mailed quarterly in January, April, July and October of each year. An overdue notice of payment due will be sent out to water takers whose bill remains unpaid by the end of the month in which the first bill is rendered. There shall be added to the amount due a One Dollar (\$1.00) Demand Charge per unit, plus a one and one half percent (1 1/2 % Minimum of \$.50). If the bill remains unpaid for fifteen (15) days following rendering of the overdue notice the Water Commissioners may, at their discretion, order the Superintendent to shut off the water service, after shut off procedures have been followed under Sec I IA, Chapter 165 of the Massachusetts General Laws, until such time as the bill is paid in full and a Turn on Fee of Thirty-Five Dollars (\$35.00) is paid.
(Approved by BOWC April 6, 2020)
- 9.2 All outstanding balances accumulated water charges plus demands and interest, with no payment received for more than three (3) billing periods constitute a lien on the property and may be turned over to the tax collector for collection.
- 9.3 All bills for the supply of water services shall be rendered to the recorded owner of the premises Failure of the owner to receive a water bill does not relieve him from the obligation of his payment, nor from the consequences of non-payment.
- 9.4 If for any reason other than mechanical or electronically the meter reader cannot obtain a reading, the customer may be furnished with a postcard on which they are to record the meter reading and return it by mail to the Water Department. Failure to do so within one week may result in the issuance of an estimated bill for that billing period.
- 9.5 Any buildings with ten (10) or more dwelling units, on a single meter, may submit a report for vacant units each billing period and that the unit charge for that unit/billing period may be suspended from the total billing charge. *(approved 2/13/2012)*

SECTION 10 DISCONTINUANCE OF WATER

- 10.1 Customers desiring to discontinue water service shall notify the Superintendent of the Water Department in writing at least three (3) days before the water is to be turned off A service charge of Fifty Dollars (\$50.00) shall be charged each time the water is turned on.
(Approved by BOWC April 6, 2020)

SECTION 11 TRANSFER OF OWNERSHIP

- 11.1 In the event of a transfer of ownership of the premises being supplied with water, the seller shall notify the Water Department in writing of such transfer. All bills issued to the seller and not paid at the time of transfer will become the responsibility of the new owner. There will be a minimum closing charge of Fifty Dollars (\$50.00) for a final meter reading.

(Approved by BOWC April 6, 2020)

SECTION 12 WATER USE RESTRICTIONS

- 12.1 In order to protect, preserve and, maintain public health, safety and, welfare the Board of Water Commissioners under their authority and, the Massachusetts Department of Environmental Protection (MassDEP) shall annually implement seasonal outdoor water use restrictions in accordance with conditions within the Townsend Water Departments Water Withdrawal Permit issued by MassDEP under M.G.L. c. 21G the "Water Management Act". Outdoor water use restrictions shall be in force from May 1st - September 30th. Outdoor water use is permitted for "odd" numbered homes on "odd" numbered days and, "even" numbered homes on "even" numbered days. Outdoor water use is strictly prohibited during the day time hours between 9:00 AM - 5:00 PM. Any person/s violating this section shall be fined as follows:

- | | |
|-------------------------------|-----------------|
| A. First violation: | Written Warning |
| B. Second violation: | \$50.00 |
| C. Third violation: | \$100.00 |
| D. Each additional violation: | \$100.00 |

(Approved by BOWC April 6, 2020)

Each day in violation shall constitute a separate offense.

Other levels of restrictions or emergencies may be declared by the Board of Water Commissioners or the MassDEP such as a Declaration of a State of Water Supply Conservation or a Declaration of a State of Water Supply Emergency detailing but, not limited to authority, purpose, public notification and, termination as described in and in accordance with Chapter 87: Outdoor Water Use ByLaw of the Towns General Bylaws.

SECTION 13 VIOLATIONS

- 13.1 Any and all charges and fines levied by the Water Department in connection with these rules and regulations may be sued for and collected by the Board of Water Commissioners acting as agents for the Water Department.

SECTION 14 CONTROL OF HYDRANTS

- 14.1 The Fire Department shall have control of the hydrants in case of fire. In no case will any other person(s) be permitted to operate or handle hydrants or other Water Department appurtenances without prior authorization by the Superintendent of the Water Department. All authorized use of fire hydrants other than to extinguish a fire by the Fire Department shall be metered. A hydrant

meter shall be installed on the hydrant prior to use, by the Water Department personnel. Only The Fire Department shall obtain authorization from the Water Department at least two (2) days prior of any proposed use of hydrants for training or purposes other than to extinguish fires.

- 14.2 Fee of \$250.00 per fire flow test.

(Approved by BOWC April 6, 2020)

- 14.3 All Hydrant use after November 1st shall be for emergencies or firefighting only. Any exceptions will be at the discretion of the Board of Water Commissioners.

SECTION 15 DEVIATION FROM RULES AND REGULATIONS

- 15.1 The Board of Water Commissioners reserves the right to amend, suspend or deviate from any or all of the above rules and regulations acting in the best interest of the Town by; 1.) a majority vote to do so at a regular monthly meeting provided that the proposed intent to deviate, suspend or amend a rule or regulation has been discussed at the previous monthly meeting, or 2) by the unanimous consent of all Board members at any regular or special meeting of the Board.

SECTION 16 WATER INSTALLATIONS IN DEVELOPMENTS SUBJECT TO PLANNING BOARD RULES AND REGULATIONS

- 16.1 A copy of the plotted plan approved by the Planning Board and recorded with the Middlesex County Registry of Deeds showing the proposed water mains, hydrants and other appurtenances shall be submitted for the approval of the Board of Water Commissioners before work is to commence.
- 16.2 The Connection Charges shall be payable to the Townsend Water Department upon approval of water service applications to each lot at a regularly scheduled Board of Water Commissioners meeting.
- 16.3 All projects to be installed must be done by a qualified contractor approved by the Water Department All materials to be used must be of the same make, or equal, now used by the Water Department Hydrants, valves, fittings, etc must be installed as specified by the Water Department.
- 16.4 A fee of \$200.00 per estimated 100,000 gallons of water for flushing new water mains to be paid for by the developer Superintendent to establish the estimated usage.
- 16.5 All work and materials, including water services, will be furnished and paid for by the developer.
- 16.6 The Water Department must be notified at least Thirty (30) days before construction is to begin.
- 16.7 The developer will complete the installed water mains and services along with the required testing before he applies in writing to the Townsend Water Department for the acceptance of the water mains. Upon acceptance of the entire water installation, the system will become the property of the Town of Townsend Water Department after one (1) year, who will thereafter be responsible for its maintenance.
- 16.8 All work will be done under the supervision of the Water Department Superintendent or any person

he may designate as inspector, the cost to be borne by the developer.

- 16.9 Any and all expenses incurred by the Water Department in connection with the project may be billed to the developer.

SECTION 17
WATER INSTALLATIONS IN PRIVATE STREETS NOT
UNDER PLANNING BOARD RULES AND REGULATIONS

- 17.1 A plan of the street showing side line locations and abutter boundaries must be made and recorded with the Middlesex County Registry of Deeds. And a copy showing the proposed water mains, hydrants and other appurtenances shall be submitted for the approval of the Board of Water Commissioners before work is to commence.
- 17.2 The Connection Charges shall be payable to the Townsend Water Department upon the approval of water service applications to each lot at a regularly scheduled Board of Water Commissioners meeting.
- 17.3 All projects to be installed must be done by a qualified contractor approved by the Water Department. All materials to be used must be of the same make, or equal, now used by the Water Department Hydrants, valves, fittings, etc must be installed as specified by the Water Department.
- 17.4 A fee of \$200.00 per estimated 100,000 gallons of water for flushing new water mains to be paid for by the developer. Superintendent to establish the estimated usage.
- 17.5 The Water Department will be furnished with a recorded easement covering the private street signed by all the abutters.
- 17.6 All work and materials, including water services, will be furnished and paid for by the developer.
- 17.7 The Water Department must be notified at least Thirty (30) days before construction is to begin.
- 17.8 The developer will complete the installed water mains and services along with the required testing before he applies in writing to the Townsend Water Department for the acceptance of the water mains. Upon acceptance of the entire water installation, the system will become the property of the Town of Townsend Water Department after one (1) year, who will thereafter be responsible for its maintenance.
- 17.9 All work will be done under the supervision of the Water Department Superintendent or any person he may designate as inspector, the cost to be borne by the developer.
- 17.10 Any and all expenses incurred by the Water Department in connection with the project may be billed to the developer.

SECTION 18
BUILDING OVER WATER LINES

- 18.1 The erection of any structure(s) over water lines attached to the Townsend Water Department system is not allowed. Any such line will have to be removed and relocated at the owner's expense.

SECTION 19
CROSS CONNECTION CONTROL PROGRAM RULES &
REGULATIONS

Purpose

- 19.1 To protect the public potable water supply of the Town of Townsend from the possibility of contamination or pollution by isolating such contaminants or pollutants this could backflow or back siphon into the public water supply system.
- 19.2 To promote the elimination or control of cross connections, actual or potential, between customer's in-plant potable water system and non-potable water systems, plumbing Fixtures and industrial piping systems.
- 19.3 To provide for the maintenance of a continuing Program of Cross Connection Control which will systematically and effectively prevent the contamination or pollution of all potable water systems from cross connections

Authority

- 19.4 As provided in The Federal Safe Drinking Water Act of 1974, (Public Law 93-523), and the Commonwealth of Massachusetts Drinking Water Regulations 310 CMR 22.22, the water purveyor has the primary responsibility for preventing water from unapproved sources or any other substances from entering the public water system.
- 19.5 The Townsend Board of Water Commissioners, Rules and Regulations, as most recently amended.

Responsibility

- 19.6 The Townsend Water Department shall be responsible for the protection of the public potable water distribution system from contamination or pollution due to the backflow or back-siphonage of contaminants or pollutants through a potable water service connection. If, as a result of a survey of the premises, the Water Department determines that an approved backflow device is required at the town's water service connection or as in-plant protection on any customer's premises, for the safety of a potable water system, the Water Department shall give notice in writing to said customer to install approved backflow prevention devices as required. The customer shall within the time frame determined by the Water Department, install such approved backflow prevention device or devices at his or her own expense. Failure, refusal or inability on the part of the customer to install said device or devices within the established time frame shall constitute grounds for discontinuing water service to the premises until such device or devices have been properly installed.

Policy

- 19.7 No water service connection to any premises shall be installed or maintained by the Water

Department unless the water distribution system is protected as required by Massachusetts State Law 310 CMR 2222 and this Regulation Service of water to any premises shall be discontinued by the Water Department if a backflow prevention device required by this Regulation is not installed and properly maintained, or if it is found that a backflow prevention device has been removed, by-passed, or if an unprotected cross connection exists on the premises. Service will not be restored until such conditions or defects are corrected.

- 19.8 In the case of a premises on which any industrial fluids or any other objectionable substance is handled, in the opinion of the Water Department, in such a fashion as to create an actual or potential hazard to the public water system, the public water system shall be protected against backflow from the premises by requiring the owner or occupant to install an approved backflow prevention device on the service line as to provide "Contaminant Protection".
- 19.9 ~~An approved Backflow Protection Device required by Sec. 4.2 of this Regulation, shall be installed on the service line to a customer's water system at or near the property line or immediately inside the building being served; but, in all cases before the first draw-off or branch line leading off the service line.~~ can this be removed ?
- 19.10 Backflow prevention devices required by the Massachusetts Drinking Water Regulation, 310 CMR 22.22 shall be tested and maintained as required in Section (9) and must obtain an annual DEP permit as required in Section (10) (c)
- 19.11 Backflow prevention devices required, by the Water Department, to be installed under Sections 4.2 and 4.3 of this Regulation, shall be tested by the Water Department, or it's delegated agent, as required by state and federal regulations and are not required to obtain DEP permits.
- 19.12 All decisions relating to the determination of backflow devices with regards to said Cross Connection Control Program, will be made by the Townsend Water Department. Failure to comply with any directive from this office will result in termination of water service.
- 19.13 All costs, resulting from the implementation and operation of said Cross Connection Control Program, shall be the responsibility of the customer.
- 19.14 All fees for tests performed on backflow devices by the Townsend Water Department or its delegated agent will be assessed to the owner of the device.

Definitions

- 19.15 Definition as used in this section, unless the context indicates otherwise, the following words shall have the following meanings;
Approved Backflow Prevention Device: method to prevent backflow approved by the Massachusetts Department of Environmental Protection and/or the Townsend Water Department.

Backflow: the flow of water or other liquids, mixtures or substances into the distribution pipes of a potable water supply from a source other than the intended source.

Back-Siphonage: a form of backflow due to reduced or sub-atmospheric pressure within a water system.

Contamination or contaminant shall mean any physical chemical, biological or radiological substance or matter in water.

Cross connection: any actual or potential connection between a distribution pipe of potable water from a public water system, and any waste pipe, soil pipe, sewer drain, or other unapproved source. Without limiting the generality of the foregoing, the term 'cross connection' shall also include any bypass arrangements, jumper connections, removal section, swival or changeover connection and other temporary or permanent connection through which backflow can occur.

Department: or Water Department, shall mean the Superintendent or governing body of the municipal water system who has been invested with the authority and responsibility for the implementation of the Cross Connection Control Program and for the enforcement of the provisions of this Regulation.

Health Hazard: an actual or potential threat of contamination to the potable water system which, in the opinion of the Massachusetts Department of Environmental Protection or The Townsend Water Department could endanger health.

In-plant Protection: the location of an approved backflow prevention device in a manner that provides the protection of the potable water system within the premises.

Owner or Occupant: any person maintaining a cross connection installation or owning or occupying premises on which cross connections can or do exist.

Pollution: the presence of any foreign substance (organic, inorganic or biological) in water which tends to degrade its quality so as to constitute a hazard or impair the usefulness or quality of water to a degree which does not create an actual hazard to the public health, but which does adversely and unreasonably affect such waters for domestic use.

Potable Water: water from a source which has been approved by the Massachusetts Water Supply and Pollution Control Commission for human consumption.

Public Water Supply: a system for the provision to provide the public with water for human consumption.

Unapproved Source: the source or distribution system for any water or other liquid or substances which has not been approved by the Massachusetts Water Supply and Pollution Control Commission as being of safe and sanitary quality for human consumption.

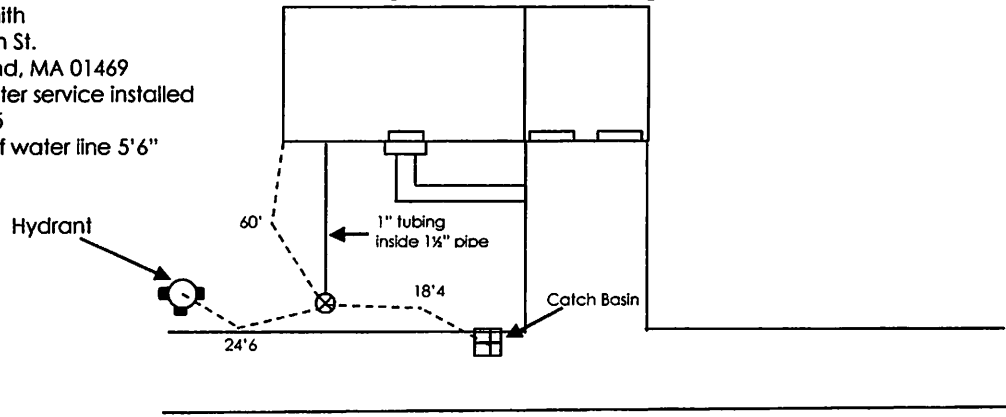
BOARD OF WATER COMMISSIONERS

Nathan Mattila, Chairman
Todd Melanson, Vice-Chairman
Michael MacEachern. Clerk

❖ Signatures on file Revised July 2020

Attachment A
Example of Asbuilt Drawing

John Smith
123 Main St.
Townsend, MA 01469
New water service installed
6/1/2015
Depth of water line 5'6"



At Raybern, the needs of our
Utility Customers come *FIRST*



Ittron Certified FCS Installer

During the FCS Installation Raybern Utility Solutions will:

- Map the MVRs configurations (translation codes and truncation) to FCS
- Perform billing file analysis
- Install and Configure FCS and SQL database
- Install FCS Software on existing Meter Reading devices
- Complete end to end testing of the reading and billing processes
- FCS Training for all employees using the system
- Training on reading devices
- All work and training will be performed on location at the Townsend Water facility

RAYBERN
UTILITY SOLUTIONS

Itron's FCS Promotion

Itron Made it Easy for Existing Itron Customers to upgrade from MV-RS to FCS

- Software License is included in the cost of installation.
- To qualify for the program, you MUST have an ACTIVE MV-RS software maintenance agreement, and all Itron invoices must be paid and up to date.
- Installation must be completed by a Certified Itron Installer

RAYBERN
UTILITY SOLUTIONS

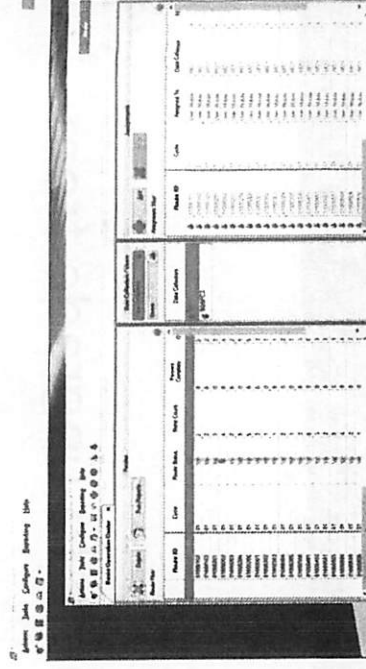
FCS (Field Collection System)

Itron's next generation meter reading software replaces MV-RS

- Windows 10 increased Security Features
- Compatible with existing reading devices allowing you to phase in upgrade at later time
- Modern Database (SQL/Oracle)
- Compatible with all Itron Endpoints
- No need to change existing billing file formats



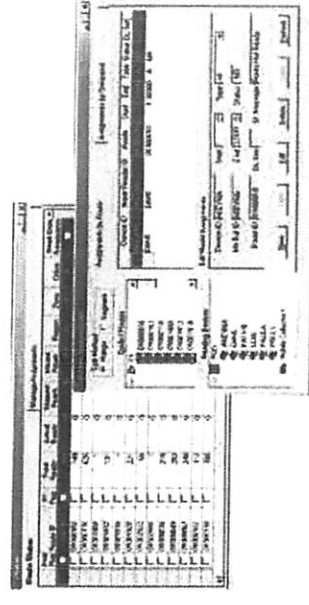
RAYBERN
UTILITY SOLUTIONS



ITRON MV-RS

MV-RS (Multi Vendor Reading System) is Itron's legacy meter reading system:

- 25-year-old technology released in 1995
- Compatible only with legacy handheld readers (Discontinued as of 12/31/2021)
- DOS-Based (lacking modern security features)
- MV-RS Discontinued in 2016 – Support ends December 31, 2021



ITRON MVRS to FCS Upgrade



Proposal

Itron MV-RS to FCS Conversion Professional Services

Raybern Utility Solutions
40 Shawmut Rd
Canton, MA 02021

Quote for

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

Item	Itron Part #	Description	Qty	Unit Price	Ex. Price	Notes
------	--------------	-------------	-----	------------	-----------	-------

MVRS-FCS Conversion

Professional Services

1		FCS v4.x Implementation, Training, and Support			\$ 7,675.00	
		Professional Services Total			\$ 7,675.00	

****Price does not include travel - Travel will be charged actual costs, not to exceed GSA per diem rates for mileage from Portsmouth, RI to Townsend, MA (\$.575 X 100 miles X 2) and lodging of \$161 not to exceed 3 nights. Travel costs not to exceed \$600*

Total Professional Services

\$ 7,675.00

Notes and Assumptions

- (1) All Professional Services include Tier 1 FCS Support to begin after formal transition to Itron Technical Support. Support includes troubleshooting billing files/data, reading devices, and training updates as needed.
- (2) Pricing does not include third party products needed for this system such as servers, PCs, Operating systems, and Oracle or SQL Server database server.
- (3) FCS Services Include: Kickoff meeting/system requirements remote FCS installation on single system in one environment, End to end testing, Route training, On-site/Remote support throughout project, Go Live support and formal transition to Itron Technical Support Services. Standard Business hours 8AM to 5PM M-F. No weekend services.



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

Schedule of Rates and Fee's

Water Rates:	T.W.D. \$37.50 Unit Chg. + \$4.32/100(ft) Billed Quarterly
	Witch's Brook: \$37.50 Unit Chg. + \$5.36/1000 Gals. Billed Quarterly
System Development Charges:	1" ~ \$2,500.00
	1 1/2" ~ \$3,500.00
	2" ~ \$8,000.00
	3" & Over ~ \$25,000.00
	Main and Sprinkler/connection ~ \$5,000.00
	Inspection Fee (Main & Sprinkler Connection \$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 ~ \$200.00/hour including backhoe + parts
	Greater than 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:	\$50.00
Final Readings:	\$50.00
Fire Flow Tests:	\$250.00/Nozzle
Hydrant Use:	\$200.00 + water used
Meter Testing:	\$50.00
Labor Charges:	For 1 or 2 men \$50.00 For The First Hr. \$25.00/1/2hr. thereafter
	<i>Updated & Approved By Board of Water Commissioners 10/6/2014</i>
Meter Valve Replacement	Labor Rate: \$50.00/1 st hr., Meter Valve plus 10% and miscellaneous parts if needed.
	<i>Updated & Approved By Board of Water Commissioners 11/7/2016</i>
Backhoe Rate:	With Operator \$100.00/hr.
Water Restriction Violations:	1 st notice ~ written warning N/C
	2 nd notice ~ \$50.00
	3 rd notice ~ \$100.00
	Each additional notice ~ \$100.00
Meter Tampering:	\$1,000.00/per offense and water usage averaged and repairs labor or triple amount of damages whichever is greater
Backflow Testing Charge	Backflow Testing Vendor Charge + 10% Admin Fee for Backflow

c.4

FISCAL YEAR 21 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
July 31, 2020

UNCOLLECTED FROM JUNE 30, 2020

93,833.10

<u>CHARGED</u>	07/01/20 07/31/20	7/31/2020 Previous Balance	Total
USER CHARGES		259,828.68	259,828.68
SERVICE CHARGES		6,706.46	6,706.46
CONNECTION CHARGES		4,000.00	4,000.00
LATE CHARGES		1,409.76	1,409.76
BACKFLOW		0.00	0.00
SUBTOTAL		271,944.90	
TOTAL CHARGES			271,944.90
			365,778.00

<u>RECEIVED</u>	07/01/20 07/31/20	7/31/2020	
USER CHARGES		200,360.74	200,360.74
SERVICE CHARGES		6,596.14	6,596.14
CONNECTION CHARGES		4,000.00	4,000.00
LATE CHARGES		1,565.64	1,565.64
BACKFLOW		899.40	899.40
SUBTOTAL		213,421.92	
TOTAL RECEIPTS			213,421.92

SENT TO LIEN	
LIENS COLLECTED	
ABATEMENTS	89.23
ADJUSTMENTS	-124.50
AJD TO MASTER	
UNCOLLECTED	152,391.35
	365,778.00

<u>OUTSTANDING:</u>	
USER CHARGES	143,459.43
SERVICE CHARGES	4,409.20
CONNECTION CHARGES	0.00
LATE CHARGES	4,475.53
BACKFLOW	47.19
TOTAL OUTSTANDING	152,391.35

11:25 AM
08/04/20
Accrual Basis

Townsend Water Department
Budget vs. Actual
July 2020

Ordinary Income/Expense	Jul 20	Budget	\$ Over Bud...
Expense			
061.000 · General Operations 000			
061.001 · Personal Services 1			
5100 · Salaries & Wages-Water Super	0.00	110,000.00	-110,000.00
5110 · Salary & Wages-Oper Staff	5,022.72	168,135.55	-163,112.83
5112 · Salary & Wages-Support Staff	2,109.76	70,624.22	-68,514.46
5130 · Additional Gross	31.52	14,240.00	-14,208.48
5134 · Additional Gross-Reg&SpecOnc...	575.00	20,363.10	-19,788.10
5190 · Other Stipened-Longevity	0.00	1,200.00	-1,200.00
5191 · Other - Stipend BOWC	0.00	3.00	-3.00
5192 · Other-Certification/Stipend	0.00	1,500.00	-1,500.00
5193 · Retirement Benefit	0.00	0.00	0.00
5195 · Other-Clothing Allowance	0.00	0.00	0.00
5197 · Vehicle Allowance -Super	0.00	0.00	0.00
5198 · Snow Storm Stipend	0.00	4,000.00	-4,000.00
Total 061.001 · Personal Services 1	7,739.00	390,065.87	-382,326.87
061.002 · Purchased Services 2			
5210 · Energy	0.00	80,000.00	-80,000.00
5240 · Repair & Maint Building	0.00	50,000.00	-50,000.00
5245 · Repair & Maint Equipment	158.75	40,000.00	-39,841.25
5245006 · Repair & Maintain Equip SC...	0.00	10,500.00	-10,500.00
5245007 · Repair & Maintain-Distribution	0.00	30,000.00	-30,000.00
5270 · Rentals	0.00	1,050.00	-1,050.00
Total 061.002 · Purchased Services 2	158.75	211,550.00	-211,391.25

11:25 AM

08/04/20

Accrual Basis

Townsend Water Department
Budget vs. Actual
July 2020

	Jul 20	Budget	\$ Over Bud...
061.003 · Purchased Services 3			
5300-02 · Proff Legal Expense	0.00	12,000.00	-12,000.00
5300 · Professional Services	195.00	63,000.00	-62,805.00
5300100 · Proff Service Backflow	0.00	9,500.00	-9,500.00
5340 · Communication	470.73	21,000.00	-20,529.27
5380 · Other Services	0.00	2,730.00	-2,730.00
Total 061.003 · Purchased Services 3	665.73	108,230.00	-107,564.27
061.004 · Purchased Supplies 4			
5420 · Office Supplies	0.00	5,250.00	-5,250.00
5430 · Building Supplies	0.00	1,575.00	-1,575.00
5435 · Equipment Maint Supplies	0.00	1,575.00	-1,575.00
5460 · Groundskeeping Supplies	86.95	525.00	-438.05
5480 · Vehicular Supplies	220.00	9,000.00	-8,780.00
Total 061.004 · Purchased Supplies 4	306.95	17,925.00	-17,618.05
061.005 · Purchased Supplies 5			
5530 · Public Works Supplies	0.00	55,000.00	-55,000.00
5531 · Chemicals	2,738.24	24,150.00	-21,411.76
5580 · Other Supplies	0.00	1,050.00	-1,050.00
5585 · Clothing Allowance	0.00	5,250.00	-5,250.00
Total 061.005 · Purchased Supplies 5	2,738.24	85,450.00	-82,711.76
061.007 · Other Charges & Exp 7			
5710 · Travel/mileage-in state	0.00	1,155.00	-1,155.00
5720 · Out of State Travel	0.00	0.00	0.00
5730 · Dues and Memberships	0.00	4,300.00	-4,300.00
5780 · Other Charges	0.00	525.00	-525.00
5785 · Water Assessment D.E.P.	0.00	2,200.00	-2,200.00
5850 · New Equipment	0.00	10,500.00	-10,500.00
Total 061.007 · Other Charges & Exp 7	0.00	18,680.00	-18,680.00

Townsend Water Department
Budget vs. Actual
July 2020

	Jul 20	Budget	\$ Over Bud...
061.400 · Special Projects 400			
5902-18 · Main St Cleaning	0.00	0.00	0.00
Total 061.400 · Special Projects 400	0.00	0.00	0.00
061.500 · Special Articles 500			
5000 · Water Oper Emergency Res Fund	0.00	0.00	0.00
Total 061.500 · Special Articles 500	0.00	0.00	0.00
Total 061.000 · General Operations 000	11,608.67	831,900.87	-820,292.20
061.009 · Debt Service 9			
5910 · Long Term Debt-East Side Phase1	0.00	37,962.00	-37,962.00
5911 · Long Term Debt-East Side Ph 2	0.00	54,078.00	-54,078.00
5920 · Long term Interest-Phase1	0.00	4,412.00	-4,412.00
5921 · Long Term Int East Side Ph2	0.00	7,505.00	-7,505.00
Total 061.009 · Debt Service 9	0.00	103,957.00	-103,957.00
063.400 · Projects			
5805-18 · West End-Water Main	0.00	0.00	0.00
Total 063.400 · Projects	0.00	0.00	0.00
Total Expense	11,608.67	935,857.87	-924,249.20
Net Ordinary Income	-11,447.37	-935,857.87	924,410.50
Net Income	-11,447.37	-935,857.87	924,410.50