



**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](mailto:water@townsend.ma.us)

## **WATER COMMISSIONERS MEETING AGENDA**

**August 18, 2020 - 6:35 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/773550929?pwd=aHZNWpUdEthXBGZzIrajFMa3hidz09>**

**Meeting ID: 773 550 0929 Passcode: amVZ85 Log in Tuesday, August 18, 2020 at 6:35 P.M. to participate.**

### **I. PRELIMINARIES:**

- 1.1 NM Called the meeting to order at 6:35 at 540 Main St and on Zoom.
- 1.2 Roll showed members present: Nathan Mattila-Chairman (NM), Michael MacEachern-Clerk (MM), Todd Melanson-Vice-Chairman (TM) was not present. Guests present was Wayne Miller, Don Klein and Veronica Kell- all of the Board of Selectmen (BOS), and Jim Kreidler.
- 1.4 Chairman's additions or deletions. There were no additions made by the Chairman.

### **II. MEETING BUSINESS-VOTES MAY BE TAKEN:**

- 2.1 Joint meeting with the Board of Selectmen RE: Discussion on Superintendent, IT/MIS, and budget. The Superintendent position has been reposted and one application has been received. The original posting still stands since it stated that it would be open until it was filled, which it has not been. Jim Kreidler discussed the IT separation between the Town Proper and the Water Department. Guardian will be in touch with Mistie Demazure, the office assistant, to gain access to the emails that were lost in the transition. There needs to be further clarification regarding the firewall that needs to be set up to ensure that both departments will be secure. Discussion of the cross-charge budget showed an understanding of the process and purpose. There will be further discussion about this once scheduling allows. NM requested an update on the pending job descriptions. Jim Kreidler said that all job descriptions must go through the BOS and are not part of the collective bargaining process. At this time, the BOS has adopted what was proposed by the Collins Report as is and has taken it under advisement.

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

3.1

### **ADJOURNMENT:**

NM adjourned the BOWC meeting at 6:49PM.

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

**WATER COMMISSIONERS MEETING AGENDA**

**August 18, 2020 – 6:35 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/7735500929?pwd=aHZNWpUdEthXBGZzIrajFMa3hidz09>**

**Meeting ID: 773 550 0929 Passcode: amVZ85 Log in Tuesday, August 18, 2020 at 6:35 P.M. to participate.**

**I. PRELIMINARIES:**

- 1.1 NM Called the meeting to order at 6:35 at 540 Main St and on Zoom.
- 1.2 Roll showed members present: Nathan Mattila-Chairman (NM), Michael MacEachern-Clerk (MM), Todd Melanson-Vice-Chairman (TM) was not present. Guests present was Wayne Miller, Don Klein and Veronica Kell- all of the Board of Selectmen (BOS), and Jim Kreidler.
- 1.4 Chairman's additions or deletions. There were no additions made by the Chairman.

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

- 2.1 Joint meeting with the Board of Selectmen RE: Discussion on Superintendent, IT/MIS, and budget. The Superintendent position has been reposted and one application has been received. The original posting still stands since it stated that it would be open until it was filled, which it has not been. Jim Kreidler discussed the IT separation between the Town Proper and the Water Department. Guardian will be in touch with Mistie Demazure, the office assistant, to gain access to the emails that were lost in the transition. There needs to be further clarification regarding the firewall that needs to be set up to ensure that both departments will be secure. Discussion of the cross-charge budget showed an understanding of the process and purpose. There will be further discussion about this once scheduling allows. NM requested an update on the pending job descriptions. Jim Kreidler said that all job descriptions must go through the BOS and are not part of the collective bargaining process. At this time, the BOS has adopted what was proposed by the Collins Report as is and has taken it under advisement.

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

3.1

**ADJOURNMENT:**

NM adjourned the BOWC meeting at 6:49PM.

Respectfully Submitted,

Mistie Demazure  
Office Assistant  
Townsend Water Department