



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

1:5

Nathan Mattila, *Chairman*  
Paul L. Rafuse,  
*Water Superintendent*

Lance Lewand, *Vice-Chairman*

Michael MacEachern, *Clerk*  
(978) 597-2212

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

**WATER COMMISSIONERS MEETING MINUTES**

December 11, 2017 - 5:00 P.M.

Water Department 540 Main Street, Meeting Room

**I. PRELIMINARIES:**

- 1.1 NM called the meeting to order at 5:00 P.M., 540 Main Street, Meeting Room.
- 1.2 Roll call showed Members Present: Nathan Mattila (NM)-Chairman, and Lance Lewand (LL)-Vice-Chair. Michael MacEachern was absent. Guests Present: Karen Hill, Jim Le'Cuyer, Paul Rafuse and Brenda Boudreau.
- 1.3 NM announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions. NM added a discussion on the remaining touchpad accounts.
- 1.5 Approve Minutes of November 13, 2017, November 20, 2017 and special meeting of July 6, 2017. LL **made a motion to accept November 13, 2017 and November 20, 2017 Meeting minutes as written. NM seconded. Unanimous vote.**
- 1.6 Review correspondence. None.

**II. APPOINTMENTS:**

- 2.1 5:15 PM Karen Hill-Main St. Pumping Station bridge replacement project. Karen Hill from the Conservation Commission expressed that there is a considerable amount of citizens that desire to see the VFW pond filled with water for swimming, skating and fishing. With that said the plan is to remove some boards at the damn located behind the Main Street pumping station which will allow the water to fill the VFW pond. This is in the beginning stages. Karen still has to investigate if there is structural issues with the bridge that extends over the water way that feeds the pond. Jim Le'Cuyer would like to get some volunteers to add boards to the damn to divert the water to the pond for skating this winter. At first Paul agreed however considering the new bridge construction he feels it should be put off to a later date, there is also an issue that a permit may be needed to disrupt the damn.

**III. MEETING BUSINESS:**

- 3.1 Main St. Pumping Station bridge replacement project (Karen Hill)
- 3.2 Discuss hiring of additional staff and staffing and On Call issues. Paul discussed the issue of staffing and on call with the Board of Water Commissioners. Paul asked if it would they consider hiring Jim as a part time maintenance employee for mapping, hydrant painting, radio reading etc. LL agreed although it would cut into our budget. NM feels his experience would be invaluable to the water department and thought it would be a great idea to hire a former employee. The Board would like to look into whether or not to hire as a contractual employee or a part time employee if permitted.
- 3.3 Discuss FY19-FY23 Capital Improvement Plan. Paul presented the updated capital plan with the board. Paul will meet with the Capital Plan Committee sometime in the future to discuss it with them. The Board will take the information home with them to review.
- 3.4 Discuss FY19 draft budget. Paul presented a draft budget for review. Paul stated that he has many questions concerning the budget this year such as, contracting help from companies to help with main breaks, cost for additional licensees etc.

#### **4. COMMISSIONERS UPDATES AND REPORT:**

4.1 NM discussed the 28 touchpad accounts that have not updated to the Itron radio read device to date. Brenda explained that she has sent out several letters and memos requesting the customer to make the appointment to have their equipment upgraded at no cost however there are still approximately 28 customers who have failed to respond. NM and LL would like to take a list of names and knock on a few doors to expedite the process. Paul will supply hats and shirts to identify the commissioners. Brenda will email a list to the board.

#### **5 WATER SUPERINTENDENTS UPDATES AND REPORTS:**

- 5.1 Ice Pigging section of main again from 526 Main St.-Wheeler Rd. Paul reported that Ice Pigging was performed again today in the West end of Main Street at no cost., however there was an additional cost incurred to the water department for the transport and disposing of the discharge. Paul also noted that the turbidity level of the main was reduced from 9.4 to 1.5. At this time there has been no customer complaints.
- 5.2 Start looking into another billing program/ software/ company. Brenda reported that she had received an email from Dave Caraway informing her that he had been advised to enter into hospice care and to find another bill and mailing company. The Water Department is looking into other billing software at this time.

#### **6 OFFICE UPDATES AND REPORTS:**

- 6.1 The Board reviewed and signed Bills Payable Warrants.
- 6.2 The Board reviewed and signed Schedule of Bills Receivable report.
- 6.3 The Board reviewed Accounts Receivable report.

**Schedule next BOWC meeting:** The next BOWC meeting is scheduled for January 8- 2018.

#### **ADJOURNMENT:**

**LL made a motion to adjourn the BOWC meeting at 6:40 P.M. NM seconded. Unanimous vote.**

Respectfully submitted,



Brenda Boudreau,  
Office Administrator

WATER DEPARTMENT MEETING

DATE December 11, 2017

NAME	ADDRESS	PH/EMAIL
Karen Hill	142 Pierce Rd	Khill19@verizon.net
JIM LEUVIER	171 FITCHBURG RD	978 375 5043



From: Jim kreidler <jkreidler@townsend.ma.us>  
Sent: Wednesday, December 06, 2017 1:46 PM  
To: Paul Rafuse  
Cc: Nathan Mattila; selectmancindyking@gmail.com; Gordy Clark; Carolyn Smart  
Subject: Re: Authorization To Use Service Truck

Paul

Your surprise notwithstanding, my thinking remains unchanged.

Last week, when there was an actual emergency situation, you requested and I approved your use of the truck.

Being on call is not an emergency and your prior use of a car when on call undermines any suggestion to the contrary.

Jim

Sent from Jim's iPhone

On Dec 6, 2017, at 11:23 AM, Paul Rafuse <[prafuse@townsend.ma.us](mailto:prafuse@townsend.ma.us)> wrote:

Jim,

I'm surprised by your response. This is simply nothing more than a member of a collective bargaining unit making a legitimate request in accordance with the collective bargaining agreement with the best interest of our customers in mind and not, as you're suggesting a request for you to circumvent the terms of the collective bargaining agreement. I'll address each of your concerns separately below.

Firstly, the collective bargaining agreement between the town and AFSCME-Supervisors does not give you the authorization to do what you are asking nor does it vest the authority with me to supersede the governing language.

I'm aware of the terms of the CBA which is why I am seeking authorization from you under articles II & XXXIII of the CBA. As ARTICLE XXXIII VEHICLES states "*The aforementioned employees shall not have access to Town owned vehicles, except in the case of emergencies*". Given the situation and how short staffed we are and will be I would consider this an emergency but, under the terms of the CBA I cannot make that decision. However, under ARTICLE II CHAIN OF COMMAND it states "*The day to day administrative and operational chain of command, lines of supervision and reporting for employees in this bargaining unit run to the Board of Selectmen as the only legal entity empowered under the laws of the Commonwealth to negotiate, agree and execute this collective bargaining agreement detailing terms and conditions of employment. Further, the Board of Selectmen has delegated said day to day administrative authority and supervisory authority to the Town Administrator*". With an apparent need to determine what is an emergency, it does appear that ARTICLE II vests that administrative and supervisory authority to you and in this case it would not be superseding governing language.

Secondly, I am troubled by an apparent flaw in your logic here. You are asking to use the service truck while on call to allow for quicker response time as you wouldn't need to go to the garage if a call came in but instead could go straight to the call. This confuses me. How is it that this is a concern now and it wasn't every time you were on call when you had the take home use of town Fusion? How is responding to a call with the Fusion different than responding with your vehicle?

I don't see a flaw in my logic. Logically, it's a simple concept, being able to respond to an emergency with a fully stocked service truck serves our customers better. Gate and curbstop key wrenches don't fit in a "car" and the same with gate and curbstop "clean out" tools. These are tools that are frequently used especially in emergency call outs. When I was permitted to use a Water Department vehicle the Commissioners agreed to purchase the Fusion to help the Town reach it's required percentage to attain it's green community status. While I was using the Fusion there were occasions that I did take it home when on call however, the majority of the time I used the service truck.

**From:** Jim kreidler [<mailto:jkreidler@townsend.ma.us>]  
**Sent:** Wednesday, December 06, 2017 8:16 AM  
**To:** Paul Rafuse <[prafuse@townsend.ma.us](mailto:prafuse@townsend.ma.us)>  
**Cc:** Nathan Mattila <[natemwater@gmail.com](mailto:natemwater@gmail.com)>; [selectmancindyking@gmail.com](mailto:selectmancindyking@gmail.com); Gordy Clark <[gnclark613@gmail.com](mailto:gnclark613@gmail.com)>; Carolyn Smart <[csmart@townsend.ma.us](mailto:csmart@townsend.ma.us)>  
**Subject:** Re: Authorization To Use Service Truck

Paul,

Firstly, the collective bargaining agreement between the town and AFSCME-Supervisors does not give you the authorization to do what you are asking nor does it vest the authority with me to supersede the governing language.

Secondly, I am troubled by an apparent flaw in your logic here. You are asking to use the service truck while on call to allow for quicker response time as you wouldn't need to go to the garage if a call came in but instead could go straight to the call. This confuses me. How is it that this is a concern now and it wasn't every time you were on call when you had the take home use of town Fusion? How is responding to a call with the Fusion different than responding with your vehicle?

Please advise.

Jim Kreidler  
Sent from Jim's iPhone

On Dec 6, 2017, at 7:56 AM, Paul Rafuse <[prafuse@townsend.ma.us](mailto:prafuse@townsend.ma.us)> wrote:

Jim,

I am requesting authorization to use the Water Department service truck from today December 6, 2017 to December 20, 2017 while taking on call duty during this time. Also, I'm requesting authorization to take the truck home at night during this time for quicker response if called out. Mike is on vacation out of state and Jim is retiring with his last day being December 29<sup>th</sup> and he is using up Personal and Comp. time.

Thanks

*Paul Rafuse*

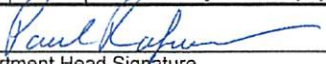
Paul Rafuse  
Superintendent  
Townsend Water Department  
540 Main St.  
West Townsend, MA 01474  
Tel: 978-597-2212  
Fax: 978-597-5611  
E-mail: [prafuse@townsend.ma.us](mailto:prafuse@townsend.ma.us)

*This electronic message is confidential and intended for the named recipient only. Any dissemination, disclosure or distribution of the contents of this communication is unlawful and prohibited. If you have received this message in error, please contact by return email or telephone (978-597-2212), and delete the copy you received. Thank you.*



**TOWN OF TOWNSEND**  
**SUMMARY SHEET FOR THE CAPITAL IMPROVEMENT PLAN OF FISCAL YEAR 2017- 2021**  
**DEPARTMENT NAME:**

FY Req'd	Dept. Priority	Project/Equipment Title	FY19	FY20	FY21	FY22	FY23	Total
19	2	Water main replacement- approximately 3,000 ft. From 512 Main St. to Wheeler Rd. & approximately 3,000 ft. on New Fitchburg Rd.	1,000,000					\$ 1,000,000
21	5	Construct and develop replacement well at our Cross Street well with treatment facility.			3,000,000			\$ 3,000,000
20	6	Main St. Pump Station-Replacement Well Development, Wellfield decommissioned, and Pump Station Modifications.		1,200,000				\$ 1,200,000
20	7	Emery Rd. to South Harbor Rd. Water Main Loop		1,500,000				\$ 1,500,000
19	8	Meadow Rd. Main Replacement	110,000					\$ 110,000
19	4	Purchase 4WD 1 Ton Dump Truck	50,000					\$ 50,000
19	3	Back Up Generator-Main Office, 540 Main St.	30,000					\$ 30,000
19	1	Bridge Replacement Project-Main St. Pumping Station						\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
<b>Total, All Projects &amp; Equipment</b>			<b>\$ 1,190,000</b>	<b>\$ 2,700,000</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,890,000</b>

  
 Department Head Signature

11/30/17  
 Date Submitted

### Equipment/Vehicle Capital Inventory

Capital Equipment Vehicle Inventory Form				Department	Water		
Capital Planning Committee				Date	11/30/2017		Target date replacement
	Equipment or Vehicle	Year Acquired	Year Built	Latest Improvements	Condition	Hours of Use	or Expansion
1	2016 Ford Fusion	Dec-15			5	4 hrs./day	FY 21
2	2015 4WD Chevrolet 2500 Silverado Utility Truck	Jan-14			5	6 hrs./day	FY 23
3	2002 4WD Ford F-450 1 Ton Dump Truck	Dec-01		Replaced Dump Body 2013 Body Work on Cab 2014	4	As needed	FY 19
4	2005 John Deere 4WD 310SG Backhoe	Mar-05		Regular Maintenance	4	As needed	FY 22
5	Sullivan Air Compressor Tow Behind	1996		Regular Maintenance	4	As needed	Unknown
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23							

Condition Rating Scale  
5 - Very Good 4 - Good 3 - Fair  
2 - Poor 1 - Not Usable

## Facilities Capital Inventory

Capital Facilities Inventory Form				Department		Water	
Capital Planning Committee				Date		11/30/2017	
Facility Name/Address		Year Acquired	Year Built	Latest Improvements	Condition	Extent of Use	Target date replacement or Expansion
1	Water Dept. Office, 540 Main St., West Townsend	1988		Roof replaced w/rubber roof 1994, Siding replaced w/vinyl siding 2005	3	daily	unknown
2	Main St. Pumping Station & 2 bay Garage 512 Main St.	1934		Maintenance as needed	4	daily	unknown
3	Cross St. Pumping Station, Off Cross St.	1980		Maintenance as needed	4	daily	unknown
4	Harbor Trace Pumping Station, 25 Harbor Trace Rd.	2006		Maintenance as needed	4	daily	unknown
5	Witch's Brook Pumping Station # 1, 14 Ash St.	1980		Chain Link Fence installed around Pump station 2008	4	daily	unknown
6	Witch's Brook Pumping Station # 2, 14 Ash St.	1972		Chain Link Fence installed around Pump station 2008	4	daily	unknown
7	Garage, 14 Ash St.	1987		None planning to tear down	3	storage	None
8	Storage Tank, Highland Street	1979		Installed mixing system 2012, Cleaned and inspected in accordance with state and federal regulations	4	daily	unknown
9	Storage Tank, Fitchburg Rd.	1934		Installed mixing system 2015, Cleaned and inspected in accordance with state and federal regulations.	4	daily	unknown
10	Booster Pumping Station, 68 West Meadow Rd.	1995		Maintenance as needed	4	daily	unknown
11							
12							
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17							
18							
19							
20							
21							
22	Condition Rating Scale 5 - Very Good, 4 - Good, 3 - Fair, 2 - Poor, 1 - Very Poor						

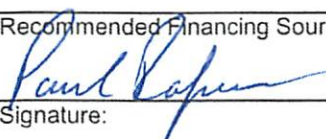
**Condition Rating Scale**  
~~5 - Very Good~~ ~~4 - Good~~ ~~3 - Fair~~  
 2 - Poor 1 - Not Usable



**TOWN OF TOWNSEND CAPITAL PLANNING COMMITTEE  
FORM A - CAPITAL PROJECT REQUEST**

1. Department <b>Water</b>	2. Date: <b>11/30/2017</b>
3. Contact Person & Title: <b>Paul Rafuse, Superintendent</b>	4. Phone:             Extension: <b>978-597-2212</b>
5. Project Title: <b>Bridge Replacement Project-Main St. Pumping Station</b>	6. Contact Email Address: <a href="mailto:prafuse@townsend.ma.us">prafuse@townsend.ma.us</a>
7. Purpose of Project Request Form (check): <input checked="" type="checkbox"/> Add a New Project to the CIP <input type="checkbox"/> Modify a Project Already in the CIP <input type="checkbox"/> Resubmit Previous Project Request If Prior Unfunded Request, What FY 1st Submitted? _____	8. Fiscal Year Requested in CIP: <b>19</b>
	9. Department Priority: <b>1</b>
	10. Estimated Useful Life in Years: <b>indefinite</b>
11. Description/Justification (attach any relevant background information): <b>This is a high priority project. Being the only access to this station we have discovered the 25 ft. bridge that crosses a small brook on the access drive is in dire shape. Bulk treatment chemical delivery trucks cannot cross the bridge leaving us to accept small 55 gallon barrel deliveries and hand truck across the bridge until a temporary bridge can be put in place.</b>	
12. Need for Consultant Advisory Services? (check): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
13. Month & Year Project Will Begin If Funded? <b>unknown</b> Month & Year Project Will End If Funded <b>unknown</b>	

14. Estimated Capital Costs:	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
Planning & Design						
Land Acquisition						
Site Development						
Construction	<b>400,000</b>					<b>400,000</b>
Other (specify):						
<b>TOTAL</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>

15. Estimated Net Effects on Operation Costs (+/-): <table style="width: 100%;"> <tr> <th></th> <th>One-Time \$</th> <th>Annual \$</th> </tr> <tr> <td>Personnel</td> <td></td> <td></td> </tr> <tr> <td>Utilities</td> <td></td> <td></td> </tr> <tr> <td>Supplies</td> <td></td> <td></td> </tr> <tr> <td>Other (specify):</td> <td></td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> </tr> </table>		One-Time \$	Annual \$	Personnel			Utilities			Supplies			Other (specify):			<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	16. Estimated Net Effects On Municipal Revenue (+/-):  17. Recommended Financing Source (if known):  18. Signature:
	One-Time \$	Annual \$																	
Personnel																			
Utilities																			
Supplies																			
Other (specify):																			
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>																	

Notes (reserved):

For Capital Committee Use Only: Recommended Number of Years (if any): Statutory Reference:	Estimated Annual Debt Service (Initial Fiscal Year): Maximum Number of Years Allowed: Date Estimated Provided:
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**TOWN OF TOWNSEND CAPITAL PLANNING COMMITTEE  
FORM A - CAPITAL PROJECT REQUEST**

1. Department <b>Water</b>	2. Date: <b>11/30/2017</b>
3. Contact Person & Title: <b>Paul Rafuse, Superintendent</b>	4. Phone:                      Extension: <b>978-597-2212</b>
5. Project Title: <b>Water Main Replacement Project</b>	6. Contact Email Address: <a href="mailto:prafuse@townsend.ma.us">prafuse@townsend.ma.us</a>
7. Purpose of Project Request Form (check): <input checked="" type="checkbox"/> Add a New Project to the CIP <input type="checkbox"/> Modify a Project Already in the CIP <input type="checkbox"/> Resubmit Previous Project Request If Prior Unfunded Request, What FY 1st Submitted? _____	8. Fiscal Year Requested in CIP: <b>19</b>
	9. Department Priority: <b>2</b>
	10. Estimated Useful Life in Years: <b>indefinite</b>
11. Description/Justification (attach any relevant background information): <p style="color: red;">This project consists of replacing approximately 6,000 feet of 6 &amp; 8 inch unlined cast iron water main installed in 1934. The project involves two areas, approximately 3,000 ft. of 8 inch water main between our Main St. pumping station and Wheeler Rd. and approximately 3,000 ft. of 6 inch water main on New Fitchburg Rd. beginning at Main St. (Rt. 119). The age and and construction (unlined cast iron) of this main has resulted in periodic on-going "rusty" colored water complaints from customers despite flushing and main cleaning efforts.</p>	
12. Need for Consultant Advisory Services? (check): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
13. Month & Year Project Will Begin If Funded? <u>unknown</u> Month & Year Project Will End If Funded <u>unknown</u>	

14. Estimated Capital Costs:						
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
Planning & Design						
Land Acquisition						
Site Development						
Construction	1,500,000					1,500,000
Other (specify):						
<b>TOTAL</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>

15. Estimated Net Effects on Operation Costs (+/-): <table style="width: 100%;"> <tr> <th></th> <th>One-Time \$</th> <th>Annual \$</th> </tr> <tr> <td>Personnel</td> <td></td> <td></td> </tr> <tr> <td>Utilities</td> <td></td> <td></td> </tr> <tr> <td>Supplies</td> <td></td> <td></td> </tr> <tr> <td>Other (specify):</td> <td></td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>\$ -</b></td> <td><b>\$ -</b></td> </tr> </table>		One-Time \$	Annual \$	Personnel			Utilities			Supplies			Other (specify):			<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	16. Estimated Net Effects On Municipal Revenue (+/-):  17. Recommended Financing Source (if known): <div style="text-align: center; font-family: cursive; font-size: 1.2em; color: blue;">Paul Rafuse</div> 18. Signature:
	One-Time \$	Annual \$																	
Personnel																			
Utilities																			
Supplies																			
Other (specify):																			
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>																	

Notes (reserved):

For Capital Committee Use Only: Recommended Number of Years (if any): Statutory Reference:	Estimated Annual Debt Service (Initial Fiscal Year): Maximum Number of Years Allowed: Date Estimated Provided:
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**TOWN OF TOWNSEND CAPITAL PLANNING COMMITTEE  
FORM A - CAPITAL PROJECT REQUEST**

1. Department <b>Water</b>	2. Date: <b>11/30/2017</b>
3. Contact Person & Title: <b>Paul Rafuse, Superintendent</b>	4. Phone:             Extension: <b>978-597-2212</b>
5. Project Title: <b>Purchase and Installation of Back up generator-MS Office.</b>	6. Contact Email Address: <a href="mailto:prafuse@townsend.ma.us">prafuse@townsend.ma.us</a>
7. Purpose of Project Request Form (check): ( <input checked="" type="checkbox"/> ) Add a New Project to the CIP (    ) Modify a Project Already in the CIP (    ) Resubmit Previous Project Request If Prior Unfunded Request, What FY 1st Submitted? _____	8. Fiscal Year Requested in CIP: <b>19</b>
	9. Department Priority: <b>3</b>
	10. Estimated Useful Life in Years: <b>indefinite</b>
11. Description/Justification (attach any relevant background information): <b>This project consists of installing a back up generator to not only completely power our office but, maintain operation of our SCADA (Supervisory Control and Data Acquisition) system. This will allow us to continually monitor and control all our facilities remotely and, maintain water treatment chemicals at the proper dosages. The office is the location for our SCADA Systems Main or Maximum Transmission Unit or (MTU). Therefore it is essential to maintain power for the operation of this important component of our distribution system.</b>	
12. Need for Consultant Advisory Services? (check):     ( <input checked="" type="checkbox"/> ) Yes     (    ) No	
13. Month & Year Project Will Begin If Funded? <b>unknown</b> Month & Year Project Will End If Funded <b>unknown</b>	


14. Estimated Capital Costs:	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
Planning & Design						
Land Acquisition						
Site Development						
Construction	<b>30,000</b>					<b>30,000</b>
Other (specify):						
<b>TOTAL</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>

15. Estimated Net Effects on Operation Costs (+/-): <div style="display: flex; justify-content: space-around;"> <span>One-Time \$</span> <span>Annual \$</span> </div> <table style="width: 100%;"> <tr><td>Personnel</td><td></td><td></td></tr> <tr><td>Utilities</td><td></td><td></td></tr> <tr><td>Supplies</td><td></td><td></td></tr> <tr><td>Other (specify):</td><td></td><td></td></tr> <tr><td><b>TOTAL</b></td><td style="text-align: right;"><b>\$ -</b></td><td style="text-align: right;"><b>\$ -</b></td></tr> </table>	Personnel			Utilities			Supplies			Other (specify):			<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	16. Estimated Net Effects On Municipal Revenue (+/-):  17. Recommended Financing Source (if known): <div style="text-align: center; font-family: cursive; font-size: 1.2em;">Paul Rafuse</div> 18. Signature:
Personnel																
Utilities																
Supplies																
Other (specify):																
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>														

Notes (reserved):

For Capital Committee Use Only: Recommended Number of Years (if any): Statutory Reference:	Estimated Annual Debt Service (Initial Fiscal Year): Maximum Number of Years Allowed: Date Estimated Provided:
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**TOWN OF TOWNSEND CAPITAL PLANNING COMMITTEE  
FORM B - EQUIPMENT PURCHASE/LEASE REQUEST**

1. Department <b>Water</b>				2. Date: <b>11/30/2017</b>			
3. Contact Person & Title: <b>Paul Rafuse</b>				4. Phone:                      Extension: <b>978-597-2212</b>			
5. Project Title: <b>Purchase 4WD 1 Ton Dump Truck</b>				6. Contact Email Address: <a href="mailto:prafuse@townsend.ma.us">prafuse@townsend.ma.us</a>			
7. Purpose of Equipment Request Form (check): <input type="checkbox"/> Add a New Equipment to the CIP <input type="checkbox"/> Modify a Equipment Already in the CIP <input checked="" type="checkbox"/> Resubmit Previous Equipment Request If Prior Unfunded Request, What FY 1st Submitted? _____				8. Fiscal Year Requested in CIP: <b>19</b>			
				9. Department Priority: <b>4</b>			
				10. Form of Acquisition (check): <input checked="" type="checkbox"/> Purchase <input type="checkbox"/> Lease <input type="checkbox"/> Lease/Purchase			
11. Purpose of Expenditure (check all applicable):							
<input type="checkbox"/> Increased Safety/Emergency		<input type="checkbox"/> Reduce Personnel Time		<input type="checkbox"/> Expanded Service			
<input type="checkbox"/> Mandated by Federal, State, or Local Law		<input checked="" type="checkbox"/> Scheduled Replacement		<input type="checkbox"/> New Operation			
<input type="checkbox"/> Improve Procedures, Records, etc.		<input type="checkbox"/> Replace Worn-Out Equipment		<input type="checkbox"/> Present Equipment Obsolete			
12. Number of Units Requested: <b>1</b>				13. Number of Similar Items in Inventory: <b>0</b>			
14. Cost of Purchase or Annual Lease: Per Unit: \$ <b>50,000.00</b> Total: \$ <b>50,000.00</b>				15. Estimated Useful Life in Years:			
16. Description/Justification (attach any relevant background information): <b>This is to replace our existing 2002 Ford F-450 1 Ton Dump Truck used for construction and hauling material.</b>							
17. Replaced Equipment (if any):							
Item	Make	Age	Mileage	Maintenance Costs	# of Breakdowns	Rental Costs	
A.							
B.							
18. Recommended Disposal of Replaced Equipment (check): <input type="checkbox"/> Trade-In <input type="checkbox"/> Sale <input type="checkbox"/> Possible Use by Other Agencies <input type="checkbox"/> Other _____							
19. Estimated Net Effects on Future Operating Costs (+/-):				20. Recommended Financing Source (if known):			
	One-Time \$	Annual \$					
Personnel							
Utilities							
Supplies							
Other (specify):							
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ -</b>					
21. Signature:							

Notes (reserved):

For Capital Planning Committee's Use Only:  
 Recommended Number of Years (if any):  
 Statutory Reference:


Estimated Annual Debt Service (Initial Fiscal Year):  
 Maximum Number of Years Allowed:  
 Date Estimated Provided:



**TOWN OF TOWNSEND CAPITAL PLANNING COMMITTEE  
FORM A - CAPITAL PROJECT REQUEST**

1. Department <b>Water</b>	2. Date: <b>11/30/2017</b>
3. Contact Person & Title: <b>Paul Rafuse, Superintendent</b>	4. Phone:             Extension: <b>978-597-2212</b>
5. Project Title: <b>Construct and Develop replacement well with water treatment facility at our Cross Street well to address Water Quality Issues.</b>	6. Contact Email Address: <b>prafuse@townsend.ma.us</b>
7. Purpose of Project Request Form (check): ( ) Add a New Project to the CIP ( <input checked="" type="checkbox"/> ) Modify a Project Already in the CIP ( ) Resubmit Previous Project Request If Prior Unfunded Request, What FY 1st Submitted? _____	8. Fiscal Year Requested in CIP: <b>21</b>
	9. Department Priority: <b>5</b>
	10. Estimated Useful Life in Years: <b>indefinite</b>
11. Description/Justification (attach any relevant background information): <b>Unfortunately we have had to take this well offline for water quality reasons. Historically since constructed in 1980 water supplied from this well has been very good. Recently high levels of Iron and Manganese have been detected. These are naturally occurring minerals in water and are not a health risk. However, it does create an aesthetic problem resulting in discolored (rusty) appearance to the water as well as a "musty" odor. Although despite our efforts to reduce or eliminate the levels of iron and manganese through additional testing, cleaning and inspecting the well and, conventional treatment levels did come down but, aesthetically the water did not improve. Additional specialized testing was performed and provided their opinion that the main source of the problem was confined to the well and not from the ground formation around the well. In consultation with our engineers the most advantageous, cost effective solution is to locate and develop a replacement well within a 250 ft. area of the existing well. Upon doing so it was discovered that the cause or origin of the Iron &amp; Manganese was within the ground formation confirming that in order to maintain this source construction of a treatment facility was needed. On a positive note, test well installation and development discovered a much higher yielding source.</b>	
12. Need for Consultant Advisory Services? (check):     ( <input checked="" type="checkbox"/> ) Yes     ( ) No	
13. Month & Year Project Will Begin If Funded? <b>unknown</b> Month & Year Project Will End If Funded <b>unknown</b>	

14. Estimated Capital Costs:	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
Planning & Design						
Land Acquisition						
Site Development						
Construction			3,000,000			3,000,000
Other (specify):						
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000,000</b>

15. Estimated Net Effects on Operation Costs (+/-):	16. Estimated Net Effects On Municipal Revenue (+/-):
One-Time \$     Annual \$	
Personnel	17. Recommended Financing Source (if known):
Utilities	
Supplies	
Other (specify):	
TOTAL	18. Signature: 
Notes (reserved):	

For Capital Committee Use Only: Recommended Number of Years (if any): Statutory Reference:	Estimated Annual Debt Service (Initial Fiscal Year): Maximum Number of Years Allowed: Date Estimated Provided:
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**TOWN OF TOWNSEND CAPITAL PLANNING COMMITTEE  
FORM A - CAPITAL PROJECT REQUEST**

1. Department <b>Water</b>	2. Date: <b>11/30/2017</b>
3. Contact Person & Title: <b>Paul Rafuse, Superintendent</b>	4. Phone:     Extension: <b>978-597-2212</b>
5. Project Title: <b>Main St. Pump Station replacement well development, Wellfield decommissioned, and pump station modifications.</b>	6. Contact Email Address: <a href="mailto:prafuse@townsend.ma.us">prafuse@townsend.ma.us</a>
7. Purpose of Project Request Form (check): <input type="checkbox"/> Add a New Project to the CIP <input type="checkbox"/> Modify a Project Already in the CIP <input checked="" type="checkbox"/> Resubmit Previous Project Request If Prior Unfunded Request, What FY 1st Submitted? _____	8. Fiscal Year Requested in CIP: <b>20</b>
	9. Department Priority: <b>6</b>
	10. Estimated Useful Life in Years: <b>indefinite</b>
11. Description/Justification (attach any relevant background information): <b>A replacement well has already been located tested and permitted by the state MassDEP to replace the existing wellfield. Although a consistently good source the wellfield that consists of 52, 2½" wells has become costly to maintain and is very close to a brook. Each well would need to be filled with cement. The replacement well would need to be developed and connected to the existing pump station with a new supply main. Modifications to the existing pump station would consist of removal of existing pumps, priming system components, and control panel. Other modifications may include updating instrumentation and controls. This project would be beneficial to the system by providing us with a more updated, reliable source and eliminate the possibility to impact or be impacted by surface water (brook that surrounds the property).</b>	
12. Need for Consultant Advisory Services? (check): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
13. Month & Year Project Will Begin If Funded? <b>unknown</b> Month & Year Project Will End If Funded <b>unknown</b>	

14. Estimated Capital Costs:	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
Planning & Design						
Land Acquisition						
Site Development						
Construction		1,200,000				1,200,000
Other (specify):						
<b>TOTAL</b>	\$ -	\$ 1,200,000	\$ -	\$ -	\$ -	\$ 1,200,000

15. Estimated Net Effects on Operation Costs (+/-): <table style="width: 100%;"> <tr> <th></th> <th>One-Time \$</th> <th>Annual \$</th> </tr> <tr> <td>Personnel</td> <td></td> <td></td> </tr> <tr> <td>Utilities</td> <td></td> <td></td> </tr> <tr> <td>Supplies</td> <td></td> <td></td> </tr> <tr> <td>Other (specify):</td> <td></td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> </table>		One-Time \$	Annual \$	Personnel			Utilities			Supplies			Other (specify):			<b>TOTAL</b>	\$ -	\$ -	16. Estimated Net Effects On Municipal Revenue (+/-):  17. Recommended Financing Source (if known):  18. Signature:
	One-Time \$	Annual \$																	
Personnel																			
Utilities																			
Supplies																			
Other (specify):																			
<b>TOTAL</b>	\$ -	\$ -																	

Notes (reserved):


For Capital Committee Use Only: Recommended Number of Years (if any): Statutory Reference:	Estimated Annual Debt Service (Initial Fiscal Year): Maximum Number of Years Allowed: Date Estimated Provided:
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**TOWN OF TOWNSEND CAPITAL PLANNING COMMITTEE  
FORM A - CAPITAL PROJECT REQUEST**

1. Department <b>Water</b>	2. Date: <b>11/30/2017</b>
3. Contact Person & Title: <b>Paul Rafuse, Superintendent</b>	4. Phone:                      Extension: <b>978-597-2212</b>
5. Project Title: <b>Emery Road to South Harbor Road Water Main Loop</b>	6. Contact Email Address: <a href="mailto:prafuse@townsend.ma.us">prafuse@townsend.ma.us</a>
7. Purpose of Project Request Form (check): <input type="checkbox"/> Add a New Project to the CIP <input type="checkbox"/> Modify a Project Already in the CIP <input checked="" type="checkbox"/> Resubmit Previous Project Request If Prior Unfunded Request, What FY 1st Submitted? _____	8. Fiscal Year Requested in CIP: <b>20</b>
	9. Department Priority: <b>7</b>
	10. Estimated Useful Life in Years: <b>indefinite</b>
11. Description/Justification (attach any relevant background information): <b>This project is beneficial to the distribution system because it would improve water quality by creating a loop and eliminating two dead ends in the system. Also, it would provide another main supply line parallel with Main St. on the South side in the event a section of Main had to be shut down on Main St. between the center and Harbor lights. Although the Harbor area is supplied from a loop on Wallace Hill Rd. this would provide an addition source of supply for the Harbor area and customers on the South side of the Squannacook River.</b>	
12. Need for Consultant Advisory Services? (check): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
13. Month & Year Project Will Begin If Funded? <b>unknown</b> Month & Year Project Will End If Funded <b>unknown</b>	

14. Estimated Capital Costs:	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
Planning & Design						
Land Acquisition						
Site Development						
Construction			1,500,000			1,500,000
Other (specify):						
<b>TOTAL</b>	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000

15. Estimated Net Effects on Operation Costs (+/-): <table style="width: 100%;"> <tr> <th></th> <th style="text-align: center;">One-Time \$</th> <th style="text-align: center;">Annual \$</th> </tr> <tr> <td>Personnel</td> <td></td> <td></td> </tr> <tr> <td>Utilities</td> <td></td> <td></td> </tr> <tr> <td>Supplies</td> <td></td> <td></td> </tr> <tr> <td>Other (specify):</td> <td></td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> </table>		One-Time \$	Annual \$	Personnel			Utilities			Supplies			Other (specify):			<b>TOTAL</b>	\$ -	\$ -	16. Estimated Net Effects On Municipal Revenue (+/-):  17. Recommended Financing Source (if known):  18. Signature: 
	One-Time \$	Annual \$																	
Personnel																			
Utilities																			
Supplies																			
Other (specify):																			
<b>TOTAL</b>	\$ -	\$ -																	

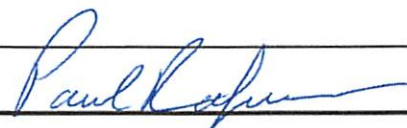
Notes (reserved):

For Capital Committee Use Only: Recommended Number of Years (if any): Statutory Reference:	Estimated Annual Debt Service (Initial Fiscal Year): Maximum Number of Years Allowed: Date Estimated Provided:
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**TOWN OF TOWNSEND CAPITAL PLANNING COMMITTEE  
FORM A - CAPITAL PROJECT REQUEST**

1. Department <b>Water</b>	2. Date: <b>11/30/2017</b>
3. Contact Person & Title: <b>Paul Rafuse, Superintendent</b>	4. Phone:             Extension: <b>978-597-2212</b>
5. Project Title: <b>Meadow Rd Main Replacement</b>	6. Contact Email Address: <a href="mailto:prafuse@townsend.ma.us">prafuse@townsend.ma.us</a>
7. Purpose of Project Request Form (check): <input checked="" type="checkbox"/> Add a New Project to the CIP <input type="checkbox"/> Modify a Project Already in the CIP <input type="checkbox"/> Resubmit Previous Project Request If Prior Unfunded Request, What FY 1st Submitted? _____	8. Fiscal Year Requested in CIP: <b>19</b>
	9. Department Priority: <b>8</b>
	10. Estimated Useful Life in Years: <b>indefinite</b>
11. Description/Justification (attach any relevant background information): <b>This project is for the replacement of approximately 1,000 feet of 12 inch water main.</b>	
12. Need for Consultant Advisory Services? (check): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
13. Month & Year Project Will Begin If Funded? <b>unknown</b> Month & Year Project Will End If Funded <b>unknown</b>	

14. Estimated Capital Costs:	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
Planning & Design						
Land Acquisition						
Site Development						
Construction	<b>110,000</b>					<b>110,000</b>
Other (specify):						
<b>TOTAL</b>	<b>\$ 110,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 110,000</b>

15. Estimated Net Effects on Operation Costs (+/-):		16. Estimated Net Effects On Municipal Revenue (+/-):	
	One-Time \$     Annual \$		
Personnel		17. Recommended Financing Source (if known):	
Utilities			
Supplies			
Other (specify):			
TOTAL	\$ -     \$ -	18. Signature: 	

Notes (reserved):

For Capital Committee Use Only: Recommended Number of Years (if any): Statutory Reference:	Estimated Annual Debt Service (Initial Fiscal Year): Maximum Number of Years Allowed: Date Estimated Provided:
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# TOWNSEND WATER DEPARTMENT

540 Main Street West Townsend, Massachusetts 01474

6.2

Nathan Mattila, Chairman

Paul L. Rafuse,  
Water Superintendent

Lance Lewand, Vice Chairman

TOWN OF TOWNSEND  
WATER DEPARTMENT

Michael MacEachern, Clerk

(978) 597-2212  
Fax (978) 597-5611

NO. 18-5

11/30/2017

## SCHEDULE OF BILLS RECEIVABLE

To the Accountant: Lauri Plourde

The following bills, amounting in the aggregate to

**FIVE THOUSAND FOUR HUNDRED THIRTEEN DOLLARS AND 64/100**

are herewith committed for collection.

<u>DATE</u>	<u>USER CHARGES</u>	<u>SERVICE CHARGES</u>	<u>CONN CHARGES</u>	<u>BACK FLOW</u>	<u>TOTAL</u>
11/30/17	4,494.00	329.54	-	-	4,823.54

## BOARD OF WATER COMMISSIONERS

Nathan Mattila, Chairman

Lance Lewand, Vice-Chairman

Michael MacEachern, Clerk

6.3

**FISCAL YEAR 18 SUMMARY**  
**TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE**  
**November 30, 2017**

UNCOLLECTED FROM JUNE 30, 2017

110,573.09

**CHARGED 11/01/17- 11/30/17**

	<b>11/30/2017</b>	<b>Previous Balance</b>	<b>Total</b>
USER CHARGES	4,494.00	541,679.00	546,173.00
SERVICE CHARGES	329.54	14,251.08	14,580.62
CONNECTION CHARGES	0.00	4,000.00	4,000.00
LATE CHARGES	2,475.34	7,695.95	10,171.29
BACKFLOW	0.00	4,050.00	4,050.00
SUBTOTAL	<b>7,298.88</b>		
TOTAL CHARGES			<b>578,974.91</b>
			<b>689,548.00</b>

**RECEIVED 11/01/17- 11/30/17**

	<b>11/30/2017</b>		
USER CHARGES	38,544.75	472,183.46	510,728.21
SERVICE CHARGES	706.30	13,222.12	13,928.42
CONNECTION CHARGES	0.00	4,000.00	4,000.00
LATE CHARGES	1,230.49	6,930.02	8,160.51
BACKFLOW	150.00	3,950.00	4,100.00
SUBTOTAL	<b>40,631.54</b>		
TOTAL RECEIPTS			<b>540,917.14</b>

SENT TO LIEN	0.00
LIENS COLLECTED	
ABATEMENTS	-1,063.65
ADJUSTMENTS	-362.84
AJD TO MASTER	
UNCOLLECTED	<b>150,057.35</b>
	<b>689,548.00</b>

**OUTSTANDING:**

USER CHARGES	\$ 135,965.45
SERVICE CHARGES	1,860.69
CONNECTION CHARGES	0.00
LATE CHARGES	11,731.21
BACKFLOW	500.00
TOTAL OUTSTANDING	<b>\$ 150,057.35</b>