

8:26 AM
12/05/14
Accrual Basis

Townsend Water Department
Budget vs. Actual
July through November 2014

	<u>Jul - Nov 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
061.500 · Special Articles 500			
5000 · Equipment Replacement Fund	0.00	1,426.07	-1,426.07
5020 · Storage Tank Maintenance	0.00	13,883.40	-13,883.40
5030 · Water Oper Emergency Res Fund	0.00	20,000.00	-20,000.00
5050 · Water-CIP-VFD&Elec SVS Pump	0.00	25,000.00	-25,000.00
5902-20 · Water-CIP-Tank Mixing System	0.00	50,000.00	-50,000.00
Total 061.500 · Special Articles 500	<u>0.00</u>	<u>110,309.47</u>	<u>-110,309.47</u>
Total 061.000 · General Operations 000	221,028.68	1,649,737.39	-1,428,708.71
061.009 · Debt Service 9			
5910 · Long Term Debt-East Side Phase1	33,669.00	33,002.00	667.00
5911 · Long Term Debt-East Side Ph 2	47,963.42	48,030.00	-66.58
5920 · Long term Interest-Phase1	4,520.83	9,378.00	-4,857.17
5921 · Long Term Int East Side Ph2	7,049.91	14,970.00	-7,920.09
Total 061.009 · Debt Service 9	<u>135,216.64</u>	<u>105,380.00</u>	<u>29,836.64</u>
Total Expense	<u>356,245.32</u>	<u>1,755,117.39</u>	<u>-1,398,872.07</u>
Net Ordinary Income	<u>-354,738.15</u>	<u>-1,755,117.39</u>	<u>1,400,379.24</u>
Net Income	<u>-354,738.15</u>	<u>-1,755,117.39</u>	<u>1,400,379.24</u>

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	<u>Jul - Nov 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
061.004 · Purchased Supplies 4			
5420 · Office Supplies	803.50	5,000.00	-4,196.50
5430 · Building Supplies	478.62	1,500.00	-1,021.38
5435 · Equipment Maint Supplies	0.00	1,500.00	-1,500.00
5460 · Groundskeeping Supplies	0.00	500.00	-500.00
5480 · Vehicular Supplies	2,692.66	8,000.00	-5,307.34
Total 061.004 · Purchased Supplies 4	3,974.78	16,500.00	-12,525.22
061.005 · Purchased Supplies 5			
5530 · Public Works Supplies	13,902.48	35,000.00	-21,097.52
5531 · Chemicals	5,839.96	23,000.00	-17,160.04
5580 · Other Supplies	0.00	1,000.00	-1,000.00
Total 061.005 · Purchased Supplies 5	19,742.44	59,000.00	-39,257.56
061.007 · Other Charges & Exp 7			
5710 · Travel/mileage-in state	35.00	1,100.00	-1,065.00
5720 · Out of State Travel	0.00	100.00	-100.00
5730 · Dues and Memberships	888.00	2,000.00	-1,112.00
5780 · Other Charges	0.00	500.00	-500.00
5782 · Other Charges-Bank	0.00	0.00	0.00
5785 · Water Assessment D.E.P.	0.00	2,000.00	-2,000.00
Total 061.007 · Other Charges & Exp 7	923.00	5,700.00	-4,777.00
061.008 · Articles 8			
5850 · New Equipment	446.92	10,000.00	-9,553.08
5870 · Replacement Equipment	0.00	1.00	-1.00
Total 061.008 · Articles 8	446.92	10,001.00	-9,554.08
061.400 · Special Projects 400			
5009 · Main St Station Upgrade	0.00	58,219.23	-58,219.23
5012 · System Enhancement	34,592.19	845,279.65	-810,687.46
5013 · Water Main Extensions	0.00	127,911.75	-127,911.75
5014 · Well Development & Exploration	0.00	6,276.29	-6,276.29
Total 061.400 · Special Projects 400	34,592.19	1,037,686.92	-1,003,094.73

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Townsend Water Department
Budget vs. Actual
July through November 2014

5.8

	<u>Jul - Nov 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Expense			
061.000 · General Operations 000			
061.001 · Personal Services 1			
5100 · Salaries & Wages-Water Super	28,654.08	71,915.00	-43,260.92
5110 · Salary & Wages-Oper Staff	38,954.32	97,784.00	-58,829.68
5112 · Salary & Wages-Support Staff	21,912.11	55,312.00	-33,399.89
5130 · Additional Gross	1,506.48	8,300.00	-6,793.52
5134 · Additional Gross-Reg&SpecOncall	5,620.22	13,325.00	-7,704.78
5190 · Other Stipened-Longevity	1,500.00	3,900.00	-2,400.00
5191 · Other - Stipend BOWC	0.00	3.00	-3.00
5193 · Retirement Benefit	0.00	2,000.00	-2,000.00
5195 · Other-Clothing Allowance	84.95	3,800.00	-3,715.05
Total 061.001 · Personal Services 1	98,232.16	256,339.00	-158,106.84
061.002 · Purchased Services 2			
5210 · Energy	26,046.27	82,000.00	-55,953.73
5240 · Repair & Maint Building	1,197.84	5,000.00	-3,802.16
5245 · Repair & Maint Equipment	20,212.77	20,000.00	212.77
5245100 · Repair & Maintain Equip SCADA	0.00	1.00	-1.00
5270 · Rentals	965.00	1,000.00	-35.00
Total 061.002 · Purchased Services 2	48,421.88	108,001.00	-59,579.12
061.003 · Purchased Services 3			
5300 · Professional Services	10,759.79	20,000.00	-9,240.21
5300100 · Proff Service Backflow	0.00	6,000.00	-6,000.00
5340 · Communication	3,935.52	17,600.00	-13,664.48
5380 · Other Services	0.00	2,600.00	-2,600.00
Total 061.003 · Purchased Services 3	14,695.31	46,200.00	-31,504.69

57

FISCAL YEAR 15 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
11/30/2014

UNCOLLECTED FROM JUNE 30, 2014

83,934.69

CHARGED 07/01/14- 11/30/14

	11/30/2014	Previous Balance	Total
USER CHARGES	687.00	567,015.45	567,702.45
SERVICE CHARGES	897.32	16,748.88	17,646.20
CONNECTION CHARGES	6,000.00	17,000.00	23,000.00
LATE CHARGES	2,823.35	5,268.32	8,091.67
BACKFLOW	0.00	3,500.00	3,500.00
SUBTOTAL	10,407.67		
TOTAL CHARGES			619,940.32
			703,875.01

RECEIVED 07/01/14- 11/30/14

	11/30/2014		
USER CHARGES	177,043.14	321,396.46	498,439.60
SERVICE CHARGES	4,938.71	9,653.29	14,592.00
CONNECTION CHARGES	6,000.00	17,000.00	23,000.00
LATE CHARGES	1,065.99	4,446.76	5,512.75
BACKFLOW	2,300.00	1,200.00	3,500.00
SUBTOTAL	191,347.84		
TOTAL RECEIPTS			545,044.35

SENT TO LIEN	0.00
LIENS COLLECTED	0.00
ABATEMENTS	541.18
ADJUSTMENTS	316.21
UNCOLLECTED	157,973.27
	703,875.01

OUTSTANDING:

USER CHARGES	\$	145,318.40
SERVICE CHARGES		5,472.78
CONNECTION CHARGES		0.00
LATE CHARGES		6,882.09
BACKFLOW		300.00
TOTAL OUTSTANDING	\$	157,973.27

5.6

NO. 15-5
11/30/2014

SCHEDULE OF BILLS RECEIVABLE

To the Accountant:
 Treasurer:

The following bills, amounting in the aggregate to

ONE THOUSAND FIVE HUNDRED EIGHTY-FOUR AND 32/100***** Dollars

are herewith committed for collection.

<u>DATE</u>	<u>USER CHARGES</u>	<u>SERVICE CHARGES</u>	<u>CONN CHARGES</u>	<u>BACK FLOW</u>
11/30/14	687.00	897.32	0.00	0.00

BOARD OF WATER COMMISSIONERS

Michael MacEachern, Chairman

Niles Busler, Vice-Chairman

Nathan Mattila, Clerk

FISCAL YEAR 15 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
11/30/2014

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SUBTOTAL	191,347.84		
TOTAL RECEIPTS			

545,044.35

SENT TO LIEN

0.00

LIENS COLLECTED

0.00

ABATEMENTS

541.18

ADJUSTMENTS

316.21

UNCOLLECTED

157,973.27

703,875.01

OUTSTANDING:

USER CHARGES	\$	145,318.40
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BACKFLOW		300.00
TOTAL OUTSTANDING	\$	157,973.27

MAHER SERVICES, INC.

71 Concord Street

North Reading, MA 01864

Tel: 978-664-WELL (9355) Fax 978-664-9356

Proposal # MS-2153

12/3/2014

Paul Rafuse

Townsend Water Department

540 Main Street

P.O. Box 17

West Townsend, MA 01474

paulr@townsendwater.ma.us

Phone - (978) 597-2212

Fax - (978) 597-5611

Project:

**RE: Cross Street Pantonite
Treatment****Townsend, MA**

Item	Description	Estimated Quantity	Unit Cost	Total
1	Pantonite PM 77	55.00 gal	\$ 35.00	\$ 1,925.00
2	Conduct pre flow test, inject 55 gallons of Pantonite PM 77 into the well and let the chemical react in the well. 24 hours - 48 hours after injection we will pump and rate the well while neutralizing the discharge water. Conduct post treatment flow test. Water samples will be taken before and after treatment.	1.00 ls	\$ 2,750.00	\$ 2,750.00
	Please Note:			
	All employees are OSHA 10 certified.			
	Insurance certificate including pollution liability will be provided			
Estimated Total				\$ 4,675.00

PROPOSAL # MS-2153

Accepted and Agreed:

Company: Townsend Water Department

By:

(Signature)

Name:

(Please Print)

Title:

(Please Print)

The above individual represents that he/she is authorized to execute this contract on behalf of the CLIENT. MSI Contract Terms and Conditions must be initialed and returned with this contract.

NO WORK ON THE PROJECT WILL COMMENCE UNTIL MSI RECEIVES AND ACCEPTS THE SIGNED PROPOSAL/CONTRACT AND CONTRACT TERMS AND CONDITIONS IN THEIR ENTIRETY. IF ACCEPTED AN EXECUTED COPY WILL BE RETURNED TO YOU.

ACCEPTED BY AUTHORIZED REPRESENTATIVE

MAHER SERVICES, INC.


By:

Title:

Date:

Our Contract Terms and Conditions are attached hereto and by this reference incorporated into the contract. In order to proceed, please return a signed copy of the proposal along with an initialed copy of the Contract Terms and Conditions.

If you need further information please contact us.

Sincerely,

Peter Maher
MAHER SERVICES, INC.
pmaher@maherserv.com



3.4/

71 Concord Street
North Reading, MA 01864
Tel: 978-664-WELL (9355) Fax: 978-664-9356
www.maherserv.com

12/3/2014

Paul Rafuse
Townsend Water Department
540 Main Street
P.O. Box 17
West Townsend, MA 01474
paulr@townsendwater.ma.us
Phone - (978) 597-2212
Fax - (978) 597-5611

Proposal No.: MS-2153

**RE: Cross Street Pantonite Treatment
Townsend, MA**

Dear Paul,

We are pleased to submit this proposal for the above referenced project. Maher Services, Inc, (MSI), 71 Concord Street, North Reading, MA 01864, will be providing services for the project referred to as Cross Street Pantonite Treatment, Townsend, MA. Please see the attached Quote Form for detailed pricing.

Scope of Work:

The well screen diameter is 24" x 5'. The total volume of water in the screen is 122.5 gallons. To achieve the desired 40 – 50 % volume of Pantonite in the well screen, we propose to inject 1 Drum of Pantonite PM 77 at the top of the screen.

The Pantonite treatment will consist of a pre and post treatment flow test, injection of Pantonite PM 77, letting the chemical react in the well, pumping and rating the well while neutralizing the discharge water, Pre and post water samples.

Prices are good for 10 days from the date of this proposal and are based upon Massachusetts prevailing wage rate. Payment are net 30 days and interest will be charged at the rate of 1-1/2% per month on any balance that remains unpaid thirty (30) days after the date of invoice. The pricing and scope of work is based upon information provided to MSI, and is an estimate only.

Site access is to be provided and maintained by CLIENT in a condition suitable for MSI's equipment. MSI is not responsible for damage to paved, grassed, or landscaped areas. MSI is not responsible for materials and items not specifically enumerated in the proposal/contract. MSI is not responsible for Federal, state or local permits and/or taxes.

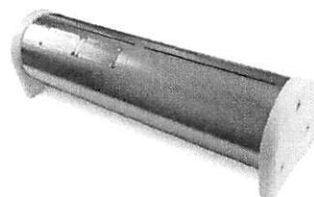


GridBee GS-9 Submersible Mixer

GridBee GS-9 submersible mixer thoroughly mixes potable water storage tanks of a wide size range - especially the bottom three feet, the most critical part of the tank. Economical to purchase and operate, the electric GS-9 is easily installed by lowering through any 12" or larger tank hatch. There is no need to enter or drain the tank.

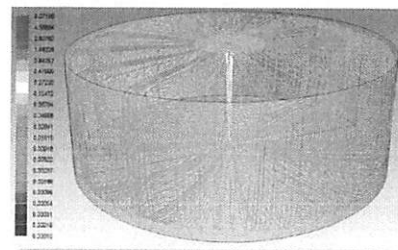
Features & benefits of the GS-9 submersible mixer:

- Eliminate ice damage to tanks in cold climates
- Provide uniform water age and disinfectant distribution
- Prevent stagnation, thermal stratification, and short-circuiting
- Reduce nitrification in chloraminated systems
- Use less disinfectant and produce fewer disinfection byproducts
- Thoroughly mixes entire tank, including floor and walls where bacteria builds up
- Low power consumption
- Low-impact feet and endcaps will not damage interior tank coatings
- Optional NEMA 4X control box with SCADA monitoring
- Compatible with disinfectant boost and THM removal systems
- Suspension kit included to keep mixer off tank floor if desired



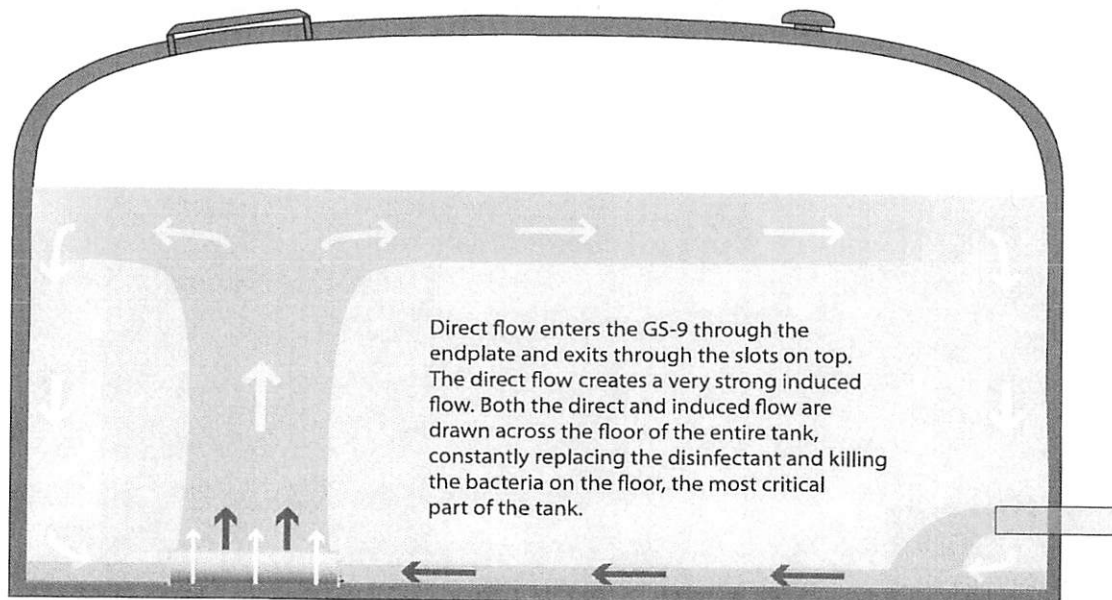
Specifications:

- Dimensions: 24 inches (62 cm) long, 11.5 inches (30 cm) diameter
- Weight: 60 pounds (28 kg); shipping weight 100 pounds (46 kg)
- 120v standard; 240v option available
- Five year parts and labor warranty



*CFD Modeling Available for
Your Tank!*

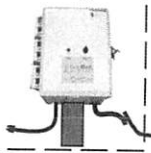
*Medora Corporation's potable water products are certified to
NSF/ANSI Standard 61, including Annex G for low-lead content.
Learn more at www.medoraco.com/std61.*



Installation Overview

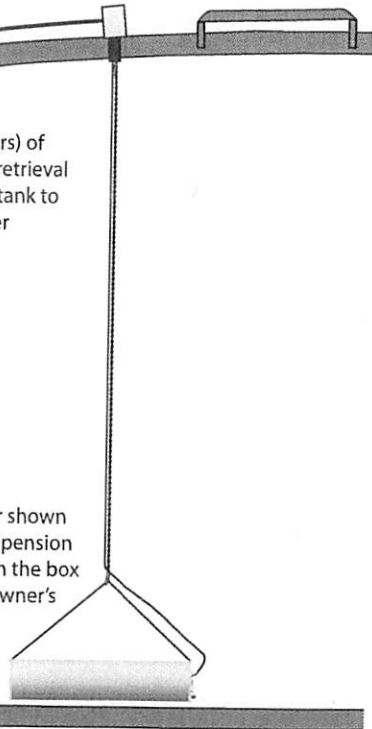
Electrician to provide:
1) 120v standard power outlet 2) Power cord to run to roof top junction box

Optional NEMA 4X control box with SCADA monitoring



75 feet (22 meters) of powercord and retrieval chain extend in tank to GridBee GS mixer

GridBee GS mixer shown installed with suspension kit. It's included in the box and installed at owner's discretion.



Package Contents

GridBee
GS-9
Submersible
Mixer



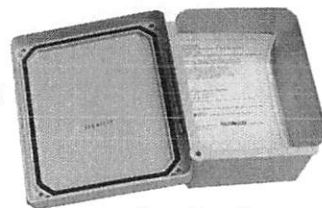
Kellum Grip Cord
Strain Relief



Mounting
Feet



Junction Box



1-5/16"
Hole Saw



Retrieval
Chain

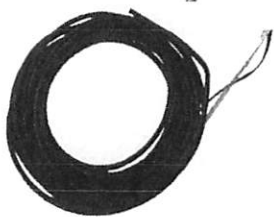
Cord Grip

Quick Link



Operations
Manual

75 feet (22 meters) of power cord
and retrieval chain



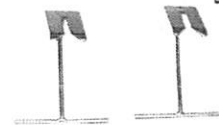
Lexel Sealant



Cord
Penetrator Bolt



Suspension
Kit



Chain Grab Tools

SolarBee® and GridBee® are brands of Medora Corporation

Medora Corporation

3225 Hwy 22 • Dickinson, ND 58601

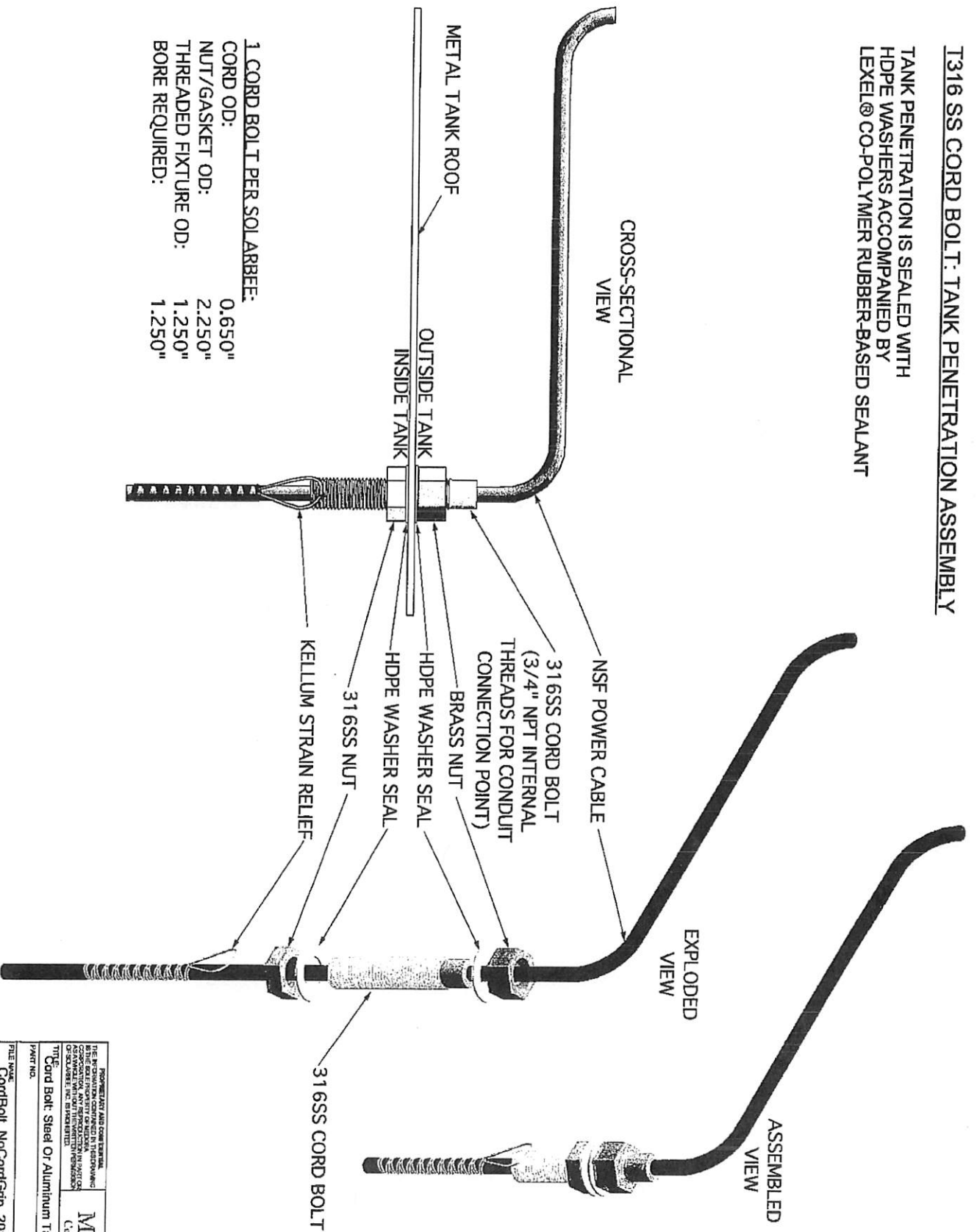
Ph +1 866 437 8076 • www.medoraco.com

GS9_20140513 • © 2014 Medora Corporation

Locally Represented By:

T316 SS CORD BOLT: TANK PENETRATION ASSEMBLY

TANK PENETRATION IS SEALED WITH
HDPE WASHERS ACCOMPANIED BY
LEXEL® CO-POLYMER RUBBER-BASED SEALANT



<p>PROFESSIONAL AND COMMERCIAL THE INFORMATION CONTAINED IN THIS DRAWING IS THE PROPERTY OF MEDORA ALUMINUM TANK MOUNTS, INC. IT IS TO BE USED FOR THE PROJECT SPECIFICALLY IDENTIFIED HEREON. NO OTHER USE OR REPRODUCTION OR SCALING, INC. IS PERMITTED.</p>	<p>Medora Corporation</p>
<p>TYPE Cord Bolt: Steel Or Aluminum Tank Mount</p>	<p>PART NO. REV</p>
<p>PULL PAGE CordBolt: McCordGrip: 20130827</p>	

I. Safe and Accessible Tank Condition Required. This quotation is based on the best information made available to us by the above date. If this equipment is ordered, Medora's engineering and installation team will need detail information and photographs to plan the installation. If the detail information changes the installation scope significantly, Medora reserves the right to withdraw or alter this quotation, even if the equipment has already been ordered. To avoid surprises, the City should supply detailed tank information and photos as soon as possible. To ensure the safety of Medora's installation crews, it is the City's responsibility to make sure that all antennas (radio, cell phone, other) located at or near the tank site are inactivated during the installation and/or service of this equipment.

J. Customer to Follow Medora's Maintenance and Safety Guidelines: The customer agrees to follow proper maintenance, operating, and safety instructions regarding the equipment as contained in the safety manual that accompanies the equipment or is sent to the customer's address.

K. Regulatory Compliance. The customer must comply with all applicable Federal and State governmental regulations. It is the customer's sole responsibility to inquire about governmental regulations and ensure that GridBee and SolarBee equipment is deployed and maintained so as to remain in compliance with these regulations and guidelines, and to hold Medora harmless from any liability caused by non-compliance with these regulations and guidelines.

L. Warranty. Medora Corporation has the best parts and labor warranties that we are aware of in the industry. The details of the Warranty which applies to this project are either attached to this document or are available at:
<http://potablewater.medoraco.com/potablewater/product-information>

7. To Accept This Quotation

To order the equipment, please issue a purchase order to Medora Corporation, 3225 Hwy. 22, Dickinson, ND 58601. The purchase order can be mailed to the address above, faxed to 866-662-5052, or emailed to the home office at orderprocessing@medoraco.com. The purchase order should refer to the date of this quotation, and will be assumed to include this entire quotation by reference.

If purchase orders are not utilized, please sign and date below, provide billing information, and fax to 866-662-5052 or email to orderprocessing@medoraco.com.

Signing below acknowledges acceptance of this quotation. Please indicate which of the following options have been chosen (mixer type and shipping, on-site trainer or factory installation option):

Proposal Date: November 7, 2014

Project #: 6639

☐ Electric Mixer Purchase

☐ Equipment Options _____

Signature

Date

Printed Name

Title

TERMS

6. General Provisions

A. Equipment Purchase, Not a Construction Project: This equipment is portable, and can be easily relocated or removed entirely from the premises at any time. It does not become an integral part of any building or other structure, or part of "real estate." Therefore, to purchase it, the City should use the same procedure as for purchasing other portable equipment, such as a forklift, a drill press, or an office desk. Medora reserves the right not to accept an order if the purchase is incorrectly characterized as a "construction" project." Medora has not found any State or other jurisdiction where construction or contractor statutes apply to portable equipment that is sold by a factory, with on-site final assembly and placement performed by factory personnel.

B. Assumptions: This quotation may be based on worksheets, calculations or other information that has been provided by the City. The City should bring to Medora's attention any discrepancies, errors in data, or false assumption that Medora may have made while preparing this quotation.

C. Expiration: This quotation expires in 90 days, or on the date of any new quotation for this project, whichever is sooner.

D. Delivery Time: Delivery is scheduled at time of order, and is usually between 4 and 8 weeks.

E. Payment Terms: For a federal, state, or local government purchaser with a good credit rating, full payment is due in US dollars 30 days after invoice date, which is generally the date when the goods leave the Medora factory. For a non-government purchaser, full payment must be made by credit card or cashier's check before the goods leave the Medora factory though, in some cases, based on availability of a payment bonding or a bank Letter of Credit, 30 day credit terms may be extended upon special request by the purchaser. If there are any issues with these payment terms, please do not rely on this quotation until the issues have been resolved with Medora.

F. Add for Taxes and Any Governmental Fees: Except as indicated above, no taxes, tariffs or other governmental fees are included in the quote shown above, nor are there any costs added for special insurance coverage the customer may require. It is the customer's responsibility to pay all local, state, and federal taxes, including, sales and use taxes, business privilege taxes, and fees of all types relating to this sale, whether they are imposed on either Medora or the customer, or whether these taxes and fees are learned about after the customer orders the equipment. The customer's purchase order should indicate any taxes or fees due on equipment and/or services, and whether the customer will pay them directly to the governing body or include the tax payment with the purchase for Medora to submit them to the governing body.

G. Add for Special Insurance Requirements: Medora Corporation maintains adequate liability and workman's compensation insurance to generally comply with its requirements for doing business in all fifty U.S. states, and will provide at no charge certificates of insurance when requested. However, if additional insurance or endorsements beyond the company's standard policy are required by the customer, then the costs of those additional provisions and/or endorsements will be invoiced to the customer after the costs become known.

H. Add for Special Training, Safety, Signage, or Other Requirements: Medora has a very strong safety training program for its employees. If any special training classes for Medora personnel are required by the customer, please notify Medora well in advance. The cost of this training will be added to this quotation or invoiced to the customer separately. The same applies to any other special requirements the customer may have, including providing of project signage or any other requirement.

POTABLE WATER OPTIONS

Options for GS Series Electric Mixers		
Chemical Injection Line Kit	75 ft Long x 1/2" ID injection hose kit, connects to fitting on intake of mixer and to top of tank, shipped loose with machine for customer / contractor installation.	\$300 per mixer
Motor Control Panel SCADA not included	IEEC UL listed Motor Control Panel 120 /1ph, Fiberglass 4X enclosure 10" x 8" x 6", including: HOA, overload, reset, pilot light, hinged door accepts padlock, SCADA not included. Shipped with mixer for electrical contractor installation.	\$488 per mixer
Portable Disinfectant Boost System	<i>Consider when occasional on-site boosting is desired.</i> Portable Disinfectant Boost System (designed to be installed in the back of a pickup), safe, durable chemical transfer system to boost disinfectant in potable water reservoirs. Boosting rate up to 4 gpm, one system can treat multiple tanks, approximate dimensions: 20" W x 52" L x 20" H. Air compressor (4 cfm @ 60 psi) is required to operate the air-powered diaphragm pump; air compressor not included. Brochure available upon request.	\$8,600
THM Removal System	Effective and economical spray nozzle system that works in conjunction with a GridBee / SolarBee mixer to strip TTHM from potable water storage tanks and clearwells. For more information on the THM removal system, please contact us or visit MedoraCo.com.	Call for pricing.

PROJECT DESCRIPTION

1. Tank Location

Townsend, MA

2. Tank Description

The Townsend Tank description: Riveted-steel, ground storage tank, volume 500,000 gallons, height 34.10 feet, diameter 49.8 feet.

3. Project Objectives

The objective is to provide thorough mixing of the tank to reduce water age, stagnation, stratification, short circuiting, and cold-climate ice buildup. Thorough mixing not only improves water quality, it also allows for representative sampling of the tank water, and disinfectant boosting if ever needed.

4. Medora Co. Recommendation/System Design for this Installation

To meet the above objectives, we recommend the installation of one (1) GS-9-120 volt mixer. The minimum hatch size for this installation is 12" diameter. This unit requires 120 vAC power; which, is provided by the customer.

Performance Guarantee: These mixers will completely mix the subject tank. In continuous operation, (1) at least once per 24 hours all water temperatures within the tank shall converge to within 0.8 degrees C, and (2) at least once per 72 hours all chlorine concentrations within the tank shall converge to within 0.18 mg/l.



Medora Corporation
3225 Highway 22 • Dickinson, ND 58601
Tel: (701) 225-4495 • www.MedoraCo.com



Quotation: Potable Water Circulation Equipment for Townsend Tank

Date: November 7, 2014

Project #: 6639

To: Paul Rafuse, Superintendent
Townsend Water Department
prafuse@townsend.ma.us • 978-597-2212

From: David Sullivan, David F. Sullivan & Assoc., Inc., Medora Co. local representative, Seabrook, NH
davesullivan@davidfsullivan.com • 603-964-6305

Michelle McCadden, Medora Corporation Regional Manager, Stillwater, NY
michelle.m@medoraco.com • 518-541-3543

Amy Dinius, Medora Corporation Sales Engineering Dept., Greeley, CO
amy.dinius@medoraco.com • 866-437-8076

Dear Mr. Rafuse,

Thank you for requesting this quotation. We are very pleased to work with you to provide high quality potable water circulation equipment at an economical price. This project fits our capabilities well, and we will do everything possible to ensure your project flows smoothly and meets your goals and expectations. Please contact us with any questions.

Best Regards,

Amy Dinius

SolarBee / GridBee Team

3.3

PRICING

5. Equipment Cost – For Equipment and Option Details, See Attached Documents

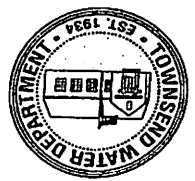
GS Series Electric Mixers

Quantity	Equipment Description	Cost Each	Equipment Total
1	GS-9 – 120v Submersible Electric Mixer	\$4,830	\$4,830
1	GS-9 Control Box with SCADA Monitoring	\$1,080	\$1,080
1	Disinfectant Boost System	\$8,580	\$8,580
1	Chemical Injection Line Kit	\$300	\$300
60	3/8" Exterior SS Chemical Injection Hose (priced by foot)	\$5.60	\$336
Equipment Subtotal			\$5,910

Factory Delivery, Installation and Startup (If the power source for the mixer is available at the time of installation. This price was for Medora to do the installation which only included installing the GS-9 mixer in the tank to and including a junction box at the top of the tank. From here to the power supply would have to be installed by another electrician	\$9,875
Medora shipping costs for equipment	\$210
Waterline Industries Inc. cost for complete installation. Installation of the GS-9 mixer and power to power supply to include burying cable from tank to vault	\$13,750

Equipment, Delivery, and Placement Total	\$19,870
---	-----------------

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



Name: _____
 Account # _____
 Address: _____
 Phone # _____
 Billing date 12-8-14
 Amount: _____
 ABATEMENT [] ADJUSTMENT [X] (check one)
 REQUESTED BY: CUSTOMER [] OFFICE [X] [] OTHER [] - if other please explain below:
 Reasons: (please attached supporting documentation if applicable)

Various Water Lines

(43,413.87) user

(702.07) S/charges

(2019.94) Late charges totaling 46,125.88.

APPROVED [X] acknowledged DENIED [] (check one)

DATE: 12-8-14

TOWNSEND BOARD OF WATER COMMISSIONERS

Folde 1

5.6



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, Chairman
Paul L. Rafuse,
Water Superintendent

Niles Busler, Vice Chairman

Nathan Mattila, Clerk
(978) 597-2212
Fax (978) 597-5611

NO. 15-5
11/30/2014

SCHEDULE OF BILLS RECEIVABLE

To the Accountant:
Treasurer:

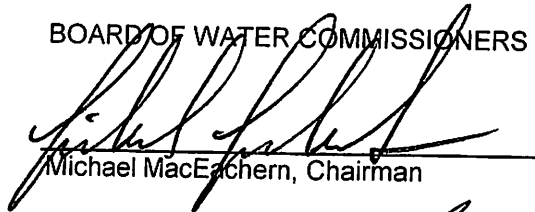
The following bills, amounting in the aggregate to

ONE THOUSAND FIVE HUNDRED EIGHTY-FOUR AND 32/100***** Dollars

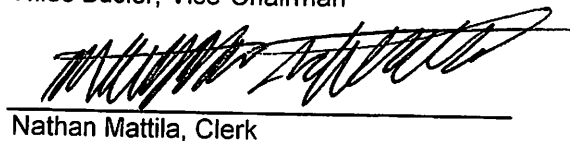
are herewith committed for collection.

<u>DATE</u>	<u>USER CHARGES</u>	<u>SERVICE CHARGES</u>	<u>CONN CHARGES</u>	<u>BACK FLOW</u>
11/30/14	687.00	897.32	0.00	0.00

BOARD OF WATER COMMISSIONERS


Michael MacEachern, Chairman


Niles Busler, Vice-Chairman


Nathan Mattila, Clerk



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

Name: Ron LaPointe Account # 61094

Address: 18 Reagan.

Phone # _____ Email Address _____

Billing date _____

AMOUNT: 480 y/c ABATEMENT [] ADJUSTMENT [] (check one)

REQUESTED BY: CUSTOMER [] OFFICE [] OTHER [] - if other please explain below:

Reasons: (please attached supporting documentation if applicable)

Ron came to office in August w/ July's payment
gave to the girl - Check was never cashed
will pay 216 - for 2 quarters - Requesting,
w/charges waived

APPROVED [☒] DENIED [] (check one)

DATE: 12-8-14

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]
[Signature]
[Signature]



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

3.7

Name: John Leahy Account # 60 9801

Address: 36 Warren Road

Phone # _____ Email Address _____

Billing date _____

AMOUNT: 112.50 ABATEMENT ☐ ADJUSTMENT ☒ (check one)

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

Reasons: (please attached supporting documentation if applicable)

112.50 - user - NSF -
25.00 Late charge -

APPROVED ☒ DENIED ☐ (check one)

DATE: 12-8-14

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]

[Signature]

[Signature]



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

Application No. 2014-7

Account No. 5525

Date 11/18/14

APPLICATION FOR WATER SERVICE

Name of Property Owner: HD Industrial Way LLC

Service Address: 18 Alyssa Dr (Lot 9)

Townsend MA

Tel No.: 603/635-4557 Cell No. _____

Billing Address:

(If different from service address): 16 Pelpit Rock Rd
Pelham NH 03076

Units (Check all that apply):

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

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

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

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

Is a flow test/s required? ☐ Yes ☒ No

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

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

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

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

Signature of Owner/Applicant

Date

11/18/14

BOARD OF WATER COMMISSIONERS

Chairman

Vice Chairman

Clerk

Date Signed by Board of Water Commissioners

12/8/14

PA 2000-
V# 12009
2,000-
11-24-14



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

Application No. 2014-2

Account No. 5515

Date 11/18/14

APPLICATION FOR WATER SERVICE

Name of Property Owner: HD Industrial Way LLC

Service Address: 14 Alyssa DR (Lot 7)
Townsend MA

Tel No.: 603/635-4557 Cell No. _____

Billing Address:

(If different from service address): 16 Pulpit Rock Rd
Pelham NH 03076

Units (Check all that apply):

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

Type of Use (Check One):

☒ Residential ☐ Industrial
☐ Commercial/Business ☐ Municipal
☐ Agricultural

pd
2000-
V#
10208.
11-24-14

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

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

Is a flow test/s required? ☐ Yes ☒ No

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

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

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

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

Signature of Owner/Applicant

Date 11/18/14

BOARD OF WATER COMMISSIONERS

Chairman

Vice Chairman

Clerk

Date Signed by Board of Water Commissioners 12/8/14

GRADE: T-6
performing the duties of this job the employee is frequently required to talk, hear, stand, walk, bend, stoop, crawl, kneel, reach, lift, climb, and/or balance. Works for extended periods of time as required by emergency situations. Occasionally works in confined/cramped quarters and exposed to loud noise.
(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Perform basic routine maintenance to vehicles and equipment

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school graduation; ~~three years~~ 6 months experience in municipal water supply operations and/or ~~electrical and diesel pumping equipment~~ a technical field or trade; or any equivalent combination of education and experience.

Special Requirements:

Must possess or acquire within ±2 years from the date of hire a Massachusetts Drinking Water D±2, and T1 Licenses in distribution and treatment. Within 2 years from the date of hire must possess or acquire Massachusetts Drinking Water D2 license in distribution.

Possession of a valid Class D drivers license.

Possession of a valid restricted 2B Hoisting license.

OSHA construction safety and health certificate required.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of the materials and methods used in the operation of a water distribution system and pumping station. Working knowledge of the occupational hazards and safety precautions of the trade. Requires working knowledge of state and federal regulations that affect water system operations.

Ability: Ability to carry out oral and written instructions. Ability to follow proper methods, procedures and safety precautions. Mechanical ability. Must possess the ability to work effectively with others and maintain good working relationships. Requires the ability to be familiar with the layout of streets and water distribution system within a reasonable amount of time. Requires the ability to communicate with the public with tact in a respectful, patient, and courteous manner in answering questions and or resolving issues.

Skill: Skill in operating above mentioned equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate physical effort is generally required which involves frequent lifting of up to 30 pounds and occasionally lifting up to 100 pounds. Employee is required to drive heavy-medium or light duty equipment for long periods of time during all types of weather conditions. When

Performs basic routine repairs and maintenance on pumps and equipment.

Installs repairs and maintains water mains. Installs, repairs and maintains water services. Installs, maintains, and repairs fire hydrants. Performs emergency repairs to distribution system.

Installs, and repairs water meters. Reads water meters and records readings.

Operates all heavy and light equipment and trucks and other equipment necessary for completion of projects; performs labor incidental to the work of operating assigned equipment or other laboring tasks. Repair street cuts as necessary.

Perform routine inspections of all pumping facilities, reservoirs and standpipes noting any irregularities and reports any observations to the Water Superintendent.

Assists in the periodic flushing of mains as directed by the Water Superintendent.

Collects water samples from pre-determine points and transports same to appropriate testing facility for analysis when requested by the Superintendent.

Operate a riding and push mower, trimmers, and brush cutters associated in the care and maintenance of Water Department properties.

Removes snow and ice from Water Department facilities and pumping stations. Maintains grounds at all water department facilities.

Perform repairs or replace chemical treatment equipment using protective equipment to avoid coming in contact with caustic chemical.

Enters pumping and water quality data into computer.

Provides on-call services on a rotating basis, requiring availability to respond to emergencies during nights, weekends, and holidays.

Must follow town and department safety policies and guidelines at all times.

Must attend periodic seminars or classes to accrue required educational or training credits in order to acquire or retain proper licensing in the distribution and treatment of a public water system.

Record daily work performed by manually entering in a log book or entering into a computer.

Create and maintain accurate diagrams for all services and mains, revising as necessary when repairs or replacements are performed.

WATER TECHNICIAN TRAINEE

3.2

Position Purpose:

The purpose of this position is to perform skilled manual and technical work in connection with the Town's water distribution system construction and maintenance. Provides ~~support assistance~~ to all water department personnel; Assists with the installation, repair, and maintain ~~maintenance of water services, and water mains and their appurtenances, to town residents.~~ Reads water meters, ~~and maintains fire hydrants.~~ Maintains ~~Assists with the maintenance and repair of~~ water treatment process and water pumping stations. Performs periodic collection of water quality samples. Performs all other related work as required.

Supervision:

Supervision Scope: Perform a variety of skilled and semi-skilled tasks which require the exercise of judgement and initiative while performing duties within established guidelines.

Supervision Received: Works under the general direction of the Water Superintendent. The position is subject to review and evaluation according to the Town's personnel plan.

Supervision Given: None.

Job Environment:

Work is performed indoors and outdoors at which time the employee may be exposed to weather extremes of hot and cold temperatures and inclement weather. The employee is required to traverse uneven terrain. The employee is subject to working with chemicals associated with cleaning and the repair and maintenance of tools and equipment. The employee is subject to working with caustic chemicals associated with water treatment. Work environment is frequently very loud.

Operates light trucks, heavy equipment, hand/power/pneumatic tools, a computer, telephones, and standard office machines as needed.

Interacts frequently with other Town department employees, and the general public. On a less frequent basis has contact with vendors. Communication is generally in person and by phone and involves an information exchange dialogue.

Errors in judgement may impose undue and substantial expense recovering from errors, result in delays or loss of service, cause damage to buildings and/or equipment and injury to others.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Townsend, MA
Water Technician Trainee
FLSA: Non-Exempt
Page 1

Labor Worksheet

Department Name	Department Number	Fiscal Year
Water	061	2016

Board of Water Commission Staff		FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Name: Mike MacEachern					
Salary & Wages - Base					
Add'l Gross - Overtime					
Add'l Gross - Shift Diff'l					
Add'l Gross - Longevity					
Other - Stipend					
Other - Certification		1	1	0.00%	
Other - Uniform Allow.					
Employee Total		1	1	0.00%	

Board of Water Commission Staff		FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Name: Nathan Mattila					
Salary & Wages - Base					
Add'l Gross - Overtime					
Add'l Gross - Shift Diff'l					
Add'l Gross - Longevity					
Other - Stipend					
Other - Certification		1	1	0.00%	
Other - Uniform Allow.					
Employee Total		1	1	0.00%	

Board of Water Commission Staff		FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Name: Niles S. Busler					
Salary & Wages - Base					
Add'l Gross - Overtime					
Add'l Gross - Shift Diff'l					
Add'l Gross - Longevity					
Other - Stipend					
Other - Certification		1	1	0.00%	
Other - Uniform Allow.					
Employee Total		1	1	0.00%	

Labor Worksheet

Department Name	Department Number	Fiscal Year
Water	061	2016

Office Staff		FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Name: Brenda Boudreau	Salary & Wages - Base	38,712	39,088	0.97%	
Position: Office Administrator	Add'l Gross - Overtime	1,500	1,500	0.00%	
Hrs/Wk: 40	Add'l Gross - Shift Diff'l				
Rate: Hourly	Add'l Gross - Longevity	800	800	0.00%	
Current: 18.54	Other - Stipend				
Proposed: 18.72	Other - Certification				
Per Collective Bargaining Agmt.	Other - Clothing Allow.	1,000	1,000		
	Employee Total	42,012	42,388	0.89%	

Office Staff		FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Name: Carolyn Smart	Salary & Wages - Base	16,600			
Position: Collector/Clerk	Add'l Gross - Overtime	800			
Hrs/Wk: 20	Add'l Gross - Shift Diff'l				
Rate: Hourly	Add'l Gross - Longevity	600			
Current: 15.12	Other - Stipend				
Grade T-2/Level 2	Other - Certification				
Proposed: 15.90	Other - Clothing Allow.				
Grade T-2/Level 2	Employee Total	18,000	0	-100.00%	

Operational/Office Staff		FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Name:	Salary & Wages - Base				
Position: Extra Help	Add'l Gross - Overtime	1	1	0.00%	
Hrs/Wk:	Add'l Gross - Shift Diff'l				
Rate/Hr: 6.50	Add'l Gross - Longevity				
Proposed:	Other - Stipend				
	Other - Certification				
	Other - Uniform Allow.				
	Employee Total	1	1	0.00%	

Labor Worksheet

Department Name	Department Number	Fiscal Year
Water	061	2016

Department Head		FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Name: Paul Rafuse	Salary & Wages - Base	71,915	73,707	2.49%	
Position: Superintendent	Add'l Gross - Overtime				
Hrs/Wk: 40 Rate: (Salary)	Add'l Gross - Reg & Hol. On Call	4,625	4,400	-4.86%	Supt.=17 weeks on-call, 4 holidays
Current: 34.44	Add'l Gross - Longevity	900	900	0.00%	
Grade T-9/Level 9	Other - Stipend				
Proposed: 35.30	Other - Certification				
Grade T-9/Level 10	Other - Clothing Allow.	800	800	0.00%	
	Employee Total	78,240	79,807	2.00%	

Operational Staff		FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Name: Michael MacEachern	Salary & Wages - Base	48,892	49,382	1.00%	
Position: Water Technician	Add'l Gross - Overtime	3,000	3,000	0.00%	
Hrs/Wk: 40 Rate: Hourly	Add'l Gross - Reg. & Hol. On call	4,400	4,749	7.93%	Water Tech = 16 weeks on-call, 2 holidays
Current: 23.41	Add'l Gross - Longevity	1,100	1,100	0.00%	
Proposed: 23.65	Other - Stipend				
	Other - Certification	500	500		
Per Collective Bargaining Agrmt.	Other - Clothing Allow.	1,000	1,000	0.00%	
	Employee Total	58,892	59,731	1.42%	

Operational Staff		FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Name: James Blanchard	Salary & Wages - Base	48,892	49,382	1.00%	
Position: Water Technician	Add'l Gross - Overtime	3,000	3,000	0.00%	
Hrs/Wk: 40 Rate: Hourly	Add'l Gross - Reg. & Hol. On call	4,300	4,725	9.88%	Water Tech = 18 weeks on-call, 3 holidays
Current: 23.41	Add'l Gross - Longevity	500	500	0.00%	
Proposed: 23.65	Other - Stipend				
	Other - Certification	500	500		
Per Collective Bargaining Agrmt.	Other - Clothing Allow.	1,000	1,000	0.00%	
	Employee Total	58,192	59,107	1.57%	

Operational Staff		FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Name:	Salary & Wages - Base		38,630	#DIV/0!	
Position: Water Technician Trainee	Add'l Gross - Overtime		3,000	#DIV/0!	
Hrs/Wk: 40 Rate: Hourly	Add'l Gross - Reg. & Hol. On call		0	#DIV/0!	
Current:	Add'l Gross - Longevity		0	#DIV/0!	
Proposed: 18.50	Other - Stipend		0	#DIV/0!	
	Other - Certification		0		
Per Collective Bargaining Agrmt.	Other - Clothing Allow.		1,000	#DIV/0!	
	Employee Total		42,630	#DIV/0!	

Expense Worksheet

Acct.#	Description	Department Name	Department Number	Fiscal Year	Comments/Notes
		Water	061	2016	
		FY2015 Approp.	FY 2016 Proposed	% Change	
Purchase of Services 2					
5201	Prior Year Unpaid Bills				
061-04-000-5210-0000-000	Energy	82,000	70,000	-14.63%	
061-04-000-5240-0000-000	Repairs and Maintenance - Bldg	5,000	5,000	0.00%	
061-04-000-5245-0000-000	Repairs and Maintenance - Equip, Veh	20,000	20,000	0.00%	
061-04-000-5245-0006-000	Repair and Maintain SCADA System	1	1	0.00%	
061-04-000-5270-0000-000	Rentals	1,000	1,000	0.00%	
	Total Purchase of Services	108,001	96,001	-11.11%	
Purchased Services 3					
061-04-000-5300-0000-000	Professional & Technical Services	20,000	20,000	0.00%	
061-04-000-5300-0001-000	Backflow Prevention Survey and Testing	6,000	6,000	0.00%	
061-04-000-5340-0000-000	Communication (Tel,Internet,Post, etc)	17,600	17,600	0.00%	Required Per Twn. Acct. Not an expense by TWD.
061-04-000-5380-0000-000	Other Purchased Services	2,600	2,600	0.00%	
	Total Purchase of Services	46,200	46,200	0.00%	
Purchased Supplies 4					
061-04-000-5420-0000-000	Office Supplies	5,000	5,000	0.00%	
061-04-000-5430-0000-000	Building Supplies	1,500	1,500	0.00%	
061-04-000-5435-0000-000	Equipment Maint Supplies	1,500	1,500	0.00%	
061-04-000-5460-0000-000	Groundskeeping Supplies	500	500	0.00%	
061-04-000-5480-0000-000	Vehicular Supplies	8,000	8,000	0.00%	
	Total Purchase of Services	16,500	16,500	0.00%	
Purchased Supplies 5					
061-04-000-5530-0000-000	Public Works Supplies	35,000	35,000	0.00%	
061-04-000-5530-0001-000	Chemicals (Treatment)	23,000	23,000	0.00%	
061-04-000-5580-0000-000	Other Supplies	1,000	1,000	0.00%	
	Total Purchased Supplies	59,000	59,000	0.00%	
Title Not On File 6					
5600	Prior Year Encumbrance				
	Total Title Not On File				
Other Charges and Expences 7					
061-04-000-5710-0000-000	Travel, Mileage - In State	1,100	1,100	0.00%	
061-04-000-5720-0000-000	Travel, Mileage - Out of State	100	100	0.00%	
061-04-000-5730-0000-000	Dues and Memberships	2,000	2,000	0.00%	
061-04-000-5780-0000-000	Other Charges	500	500	0.00%	
061-04-000-5785-0000-000	Other Charges - State Water Assess.(DEP)	2,000	2,000	0.00%	
	Total Other Charges and Expences	5,700	5,700	0.00%	
Articles 8					
061-04-000-5850-0000-000	New Equipment	10,000	10,000	0.00%	
061-04-000-5870-0000-000	Replacement Equipment	0	0	#DIV/0!	
	Total Articles	10,000	10,000	0.00%	
Debt Service 9					
061-04-000-5910-0000-000	LT Debt Service-MWPAT-Eastside Phase I	33,002	33,002	0.00%	
061-04-000-5901-0001-000	LT Debt Service-MWPAT- Eastside Phase II	48,030	48,030	0.00%	
061-04-000-5920-0000-000	LT Interest-MWPAT-Eastside Phase I	9,378	9,378	0.00%	
061-04-000-5920-0001-000	LT Interest-MWPAT-Eastside Phase II	14,970	14,970	0.00%	
061-04-000-5975-0000-000	Intermunicipal Agreement	0	0	#DIV/0!	
	Total Debt Service	20,000	20,000	0.00%	
Special Articles					
061-04-500-5000-0000-000	Emergency Reserve Fund				
	Total Debt Service	125,380	125,380	0.00%	
Total Supplies, Services, Charges and Expences					
		370,781	358,781	-3.24%	

3.1

Budget Worksheet

Department Name		Department Number	Fiscal Year
Water		061	2016

Budget Summary	FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Personal Services	258,100	283,667	9.91%	3 Water Tech's & Office Admin. part of Coll. Barg. Agmt.
Purchase of Services	154,201	142,201	-7.78%	
Supplies	75,500	75,500	0.00%	
Other Charges and Expenses	5,700	5,700	0.00%	
Capital Outlay	10,000	10,000	0.00%	
Debt Service	125,380	125,380	0.00%	
Total Dept. Operating Budget	628,881	642,448	2.16%	

Acct. #	Expenditure Object Descrip	FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
061-04-000-5100-0000-000	Salaries & Wages - Department Head	71,915	73,707	2.49%	
061-04-000-5110-0000-000	Salaries & Wages - Operational Staff	97,784	137,394	40.51%	
061-04-000-5112-0000-000	Salaries & Wages - Office Staff	55,312	39,088	-29.33%	
061-04-000-5120-0000-000	Salaries & Wages - Temp. Help	1	1	0.00%	
061-04-000-5130-0000-000	Additional Gross-Overtime	11,060	10,500	-5.06%	
061-04-000-5190-0000-000	Additional Gross - Longevity	3,900	3,300	-15.38%	
061-04-000-5134-0000-000	Additional Gross - Reg. & Spec. On - Call	13,325	13,874	4.12%	
061-04-000-5191-0000-000	Commissioners Stipends	3	3	0.00%	
061-04-000-5193-0000-000	Other - Retirement Benefits	2,000	2,000	0.00%	
061-04-000-5195-0000-000	Other - Clothing Allowance	2,800	3,800	35.71%	
	TOTAL PERSONAL SERVICES	258,100	283,667	9.91%	

Submitted by:

Chairman, Board of Water Commissioners

Date:

- 3.5 NM made a motion to approve 1" service # 5515, HD Industrial Way, 14 Alyssa Drive. NB seconded. Unanimous vote.
- 3.6 NM made a motion to approve 1" service # 5525, HD Industrial Way, 18 Alyssa Drive. NB seconded. Unanimous vote.
- 3.7 NM made a motion to approve adjustment #60989 John Leahy, 36 Warren Road \$112.50 User RE: NSF. NB seconded. Unanimous vote.
- 3.8 NM made a motion to approve late charge adjustment to Acct #61094, Ronald Lapointe, 18 Reagan Road \$4.80 late charge. RE: Payment was brought to the office but check was never applied, processed or found. NB seconded. Unanimous vote.
- 3.9 Brenda presented the Board with a list of customers that were sent to lien.

IV. COMMISSIONERS UPDATES AND REPORTS.

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

- 5.1 Highland St. Tank testing results

VI. OFFICE UPDATES AND REPORTS.

- 5.4 The Board reviewed and signed the Bills Payable Warrants.
- 5.5 The Board reviewed the payroll.
- 5.6 The Board reviewed and signed November's 2014 Schedule of Bills Receivable report.
- 5.7 The Board reviewed November's 2014 Accounts Receivable report.
- 5.8 The Board reviewed November's 2014 Appropriation Balance report.

NM made a motion to sign the bills payable warrants out of session. NB seconded. Unanimous vote.

NM made a motion to sign all future warrants out of session for the second Monday of the month in lieu of a meeting, these warrant signings would require all three signatures. The motion was not clear.

MM adjourned the meeting at 8:05 P.M.

Respectfully Submitted,

Brenda Boudreau
Office Administrator



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, Chairman
Paul L. Rafuse,
Water Superintendent

Niles Busler, Vice-Chairman

Nathan Mattila, Clerk
(978) 597-2212
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WATER COMMISSIONERS MEETING MINUTES

December 8, 2014 - 5:30P.M.

Water Department 540 Main Street, Meeting Room

[Handwritten signatures and date 1/14/15]

I. PRELIMINARIES:

- 1.1 MM called the meeting to order at 5:35 P.M. at 540 Main Street.
- 1.2 Roll call showed Members Present: Michael MacEachern, Chairman, Niles Busler, Vice-Chairman and Nathan Mattila-Clerk. Guests Present: Paul Rafuse, Brenda Boudreau and James Blanchard.
- 1.3 MM announced that the meeting is being tape recorded
- 1.4 Chairman's additions or deletions: MM added for discussion to review the water liens sent to the assessors and to sign all future bills payable warrants out of session for the second meeting of the month.
- 1.5 NM made a motion to approve the minutes of November 10, 2014 MM seconded. Unanimous vote. Niles Busler abstained.
- 1.6 The Board reviewed the correspondence. Paul had previously made comments on the Mandatory referral for the bus company and sent it back electronically. The project requires a 1" service.

II. APPOINTMENTS: NONE

III. MEETING BUSINESS:

- 3.1 The Board Reviewed the FY16 Draft Budget. Paul wants to hire another water tech. Paul believes that with Jim retiring in a few years he would like to hire someone to train and get there licenses, he also believes that the water department needs a third man to help with the day to day operation. Niles believes that their may be surplus hours because of the radio read program. Jim explained that the work has been neglected for some time. Paul also wanted to eliminate the Temporary billing clerk position due to the outsourcing of collections. Both were tabled for discussion until next meeting.
- 3.2 The Board discussed the staffing changes and tabled the discussion until the January BOWC meeting. Niles would like the Billing clerk position to be extended until June 30, 2015.
- 3.3 The Board discussed the proposal to install GridBee tank mixing system at the Fitchburg Rd. storage tank. NB and NM think that the electrical installation part of the proposal is too expensive and is requesting Paul to acquire a couple of quotes for the electrical installation only. Tabled for more information.
- 3.4 The Board discussed the proposal from Maher Services Inc. for \$4,675.00 to treat the Cross St. well due to elevated amounts of Iron & Manganese. Paul reported that the well has been having recent issues with discolored water and odor when the pump sits for several hours. The Board suggested letting it sit for a couple of weeks and then take another sample at Tad's home. Tabled for more information.