



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

*Handwritten:* ✓  
4-6-20

Michael MacEachern, *Chairman*  
Paul Rafuse  
Water Superintendent

Nathan Mattila, *Vice-Chairman*

Todd Melanson, *Clerk*  
(978) 597-2212  
Email: [water@townsend.ma.us](mailto:water@townsend.ma.us)

**WATER COMMISSIONERS MEETING MINUTES**

**December 9 2019, 2019 – 6:00 P.M.**

**Water Department 540 Main Street, Meeting Room**

**I. PRELIMINARIES:**

- 1.1 MM called the meeting to order at 6:00 P.M. at 540 Main Street.
- 1.2 Roll call showed Members **Present:** Chairman Michael MacEachern (MM), Vice-Chair Nathan Mattila (NM), and Todd Melanson (TM), Clerk. **Guests Present:** Ryan Lapierre.
- 1.3 MM announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions. None
- 1.5 Review correspondence. Brenda presented the Board with an email from the Selectmen requesting a meeting of all Boards/committees in February 2020.

**II. APPOINTMENTS VOTES MAY BE TAKEN:**

- 2.1 None

**III. MEETING BUSINESS VOTES MAY BE TAKEN:**

- 3.1 Discuss Interim IT Cloud Services. The Board would like to move forward and set up a scope of services to get quotes.
- 3.2 Discuss Advertising for the Superintendents position / review draft job description. After a brief discussion the Board decided to review the description and suggest revisions at the next BOWC meeting.
- 3.3 Discuss meeting with Town Counsel on December 18, 2019 at 5:45 p.m. indirect cost using the DOR worksheet and clarification on the town specific contracts. The BOWC wants to post an agenda so all can attend the meeting.

**IV. COMMISSIONERS UPDATES AND REPORT**

- 4.1

**V. INTERIM SUPERINTENDENTS UPDATES AND REPORTS VOTES MAY BE TAKEN**

- 5.1 Discuss Main Street Water Main Project. TM reported that Shepco finished the tie in at the Main St Station and are priming the booster station today. Will connect even numbered houses first.
- 5.2 Update on STM Warrant Articles. The warrants are set to go before Finance Committee for approval.
- 5.3 Update on Meadow Road Main Project. The contractor is going to put in a "T", chlorinate and flush the system.
- 5.4 Update on FY21 budget planning. Rebecca present a draft budget with recommendations from Brenda and Terry and will revise accordingly. She also plans to recommend raising the water rates according to the 2010 Water Rate Study which will increase needed revenue to support proposed projects.
- 5.5 Discuss need for new furnace at the Water Department office. Lorden feels it is too old to repair. The Board suggested that we should get another opinion.

**VI. FOREMANS UPDATES AND REPORTS:**

- 6.1 Report on stations/systems updates. Ryan reported that he has been in touch with Wayne Bennett from FW Webb. The sodium hydroxide tank has a leak and will need to be replaced. Ryan also reported that they caught a couple of juveniles vandalizing the building. Ryan is working with the parents to repaint the building/hydrants rather than prosecuting them.

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

- 7.1 The Board scheduled the next BOWC meeting for January 6, 2020.
- 7.2 The Board reviewed the Certified Free Cash report.
- 7.3 The Board reviewed and signed Bills Payable Warrants.
- 7.4 The Board reviewed and signed Schedule of Bills Receivable report.
- 7.5 The Board reviewed the Accounts Receivable Report.

7.6 The Board reviewed the year to date expenditures.

ADJOURNMENT:

NM moved to review and sign reports out of session. TM seconded. Unanimous vote.

MM adjourned the BOWC meeting at 6:45 P.M.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Brenda Boudreau", with a stylized flourish at the end.

Brenda Boudreau

Office Administrator

Townsend Water Department

1.5

**Brenda**

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**From:** Carolyn Smart <csmart@townsend.ma.us>  
**Sent:** Friday, December 6, 2019 1:17 PM  
**To:** Brenda Boudreau  
**Subject:** FW: All Boards/Committees/Commissions Meeting

**From:** Carolyn Smart [mailto:csmart@townsend.ma.us]  
**Sent:** Wednesday, December 4, 2019 2:42 PM  
**To:** 'townsendchairs@townsend.ma.us' <townsendchairs@townsend.ma.us>  
**Subject:** All Boards/Committees/Commissions Meeting

Good Afternoon:

The Selectmen would like to schedule an all Boards/Committees/Commissions meeting in February. Could you please let me know what dates/times might work best.

Thank you.

## **WATER DEPARTMENT SUPERINTENDENT-WATER**

### **DEFINITION**

Responsible technical, administrative and supervisory work in directing the operations and maintenance of the municipal drinking water storage, distribution and treatment system; all other related work, as required.

### **ESSENTIAL FUNCTIONS**

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Oversees and supervises division personnel; assigns and oversees the completion of all projects; oversees the maintenance and repair of the water system. Plans, lays out, and supervises new construction. Supervises the installation and maintenance of meter systems, wells, and pumping stations. Supervises and provides customer service.
- Ensures compliance with all applicable local, State, and federal regulations for drinking water supply and water treatment operations. Completes and signs all state Department of Environmental Protection reports.
- Ensures the security and resilience of the public potable water system
- Supervises the town's cross connection program.
- Coordinates the needs and operations of the division with all interested and affected parties, such as town agencies, utility companies, and private property owners. Communicates with contractors and developers to ensure that customers' interests are protected. Coordinates the work of outside contractors and town staff.
- Provides emergency response to water service interruptions and ensures efficient and economical repairs; resolves customer complaints.
- Formulates, in conjunction with the Board of Water Commissioners, operating and capital budgets, departmental policy, and procedures.
- Participates in the process of hiring of new employees, evaluates employee performance, and recommends employees for commendation or disciplinary action.

- Maintains and orders stock items used in division activities; administers requisitions and purchases parts, as needed.
- Attends professional meetings and seminars.
- Performs other similar or related work, as required, or as situation dictates.

### **SUPERVISION RECEIVED**

Under the administrative direction of the Board of Water Commissioners, the Superintendent works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts which arise and coordinate with others as necessary.

### **SUPERVISION EXERCISED**

The supervisor, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. The employee gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions and has substantial responsibility for technical soundness of subordinates' work.

### **JUDGMENT AND COMPLEXITY**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

### **NATURE AND PURPOSE OF CONTACTS**

Relationships are constantly with co-workers, vendors, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise are required to secure support, concurrence

and acceptance or compliance.

## **CONFIDENTIALITY**

Employee has access to sensitive information in the performance of their duties.

## **EDUCATION AND EXPERIENCE**

Associate Degree, or equivalent technical training in a related field; three to five years of experience in water or sewer system maintenance and construction; one two three years at Foreman level or equivalent; or an equivalent combination of education and experience.

### **Special Requirements**

Massachusetts Water Distribution License, Grade 2  
Massachusetts Water Treatment License, Grade 1  
Motor Vehicle Operator License  
OSHA 10 Certification

## **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Expert knowledge of the local, state and federal water treatment regulations.

Thorough knowledge of the policies and operating procedures of the town water supply source. Detailed knowledge of the distribution system, and materials, methods and techniques relative to underground installations. Thorough knowledge of the hazards and safety precautions involved in water distribution construction and repair work, including the proper operation of required tools and equipment. Thorough knowledge of public works construction and maintenance methods, materials and techniques; public works financing and administration. Considerable knowledge of personnel management and purchasing procedures. Working knowledge of Massachusetts public procurement, public meeting, public records, and ethics laws.

Abilities: Ability to plan, assign and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective and harmonious working relationships with employees and employee unions, town officials and departments, state agencies, the public, consultants, vendors and contractors. Ability to interact with employees and employee unions the public tactfully and effectively and maintain positive public relations. Ability to prepare and administer budgets and prepare financial reports. . Ability to explain complex, technical issues to the general public. Ability to read and interpret blueprints, drawings, and plans. Ability to enforce regulations firmly, tactfully, and impartially.

Skills: Excellent management and leadership skills. Excellent labor relations skills. Skill in developing policies and procedures to accomplish goals and objectives. Excellent customer service and public relations skills. Excellent organizational skills. Proficiency in software applications customarily used in municipalities and public works for word processing, spreadsheets, database, presentations, drafting, and mapping.

## **WORK ENVIRONMENT**

Working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Includes work under typical shop conditions or outdoor work. Employee may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. Employee may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### **Physical Skills**

Administrative work is in an office setting, involving sitting, with intermittent periods of stooping, walking, and standing. When in the field, work requires agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 50 lbs.). There may be need to stretch and reach to retrieve materials.

### **Motor Skills**

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes such as plans, maps, surveys, contracts, and technical specifications.

## December STM Warrant Articles

To see if the Town will vote to repurpose Article 9 ATM 5/7/2019 Funding FY20 Capital Plan from Water Department 1 Ton Dump Truck w/Plow to a Water Department Utility Truck w/Plow.

To see if the Town will vote to transfer from Article 14 ATM 5/2/17 Main St Cleaning the sum of \$50,000 to Article 10 STM 5/1/18 West End Main Street to cover additional expenses not anticipated.

To see if the Town will vote to transfer from Water Special Articles Emergency Repairs the sum of \$20,000 to Article 10 STM 5/1/18 West End Main Street to cover additional expenses not anticipated.

To see what sum the Town will appropriate from Water Enterprise Free cash to supplement the FY20 Water Enterprise budget.



Filter by: Segment 1: 061, 062, 063

Group as: \*\*\*\_\*\*\_\*\*\*\_\*\*\*\*\_\*\*\*\*\_\*\*\*

Parameters: Fiscal Year: 2020

Start Date: 10/01/2019

end: 11/07/2019

# Town of

## Expense Control Report - Expenditure Ledger

| Account Number                        |                                     | Curr. Month<br>Total<br>Expended | Original<br>Budget | YTD<br>Adjusted<br>Budget | YTD<br>Actual<br>Expended | YTD<br>Unexpended<br>Balance | % Var.       |
|---------------------------------------|-------------------------------------|----------------------------------|--------------------|---------------------------|---------------------------|------------------------------|--------------|
| <b>Group 1: Segment 3: Department</b> |                                     | <b>Code: 000 - General</b>       |                    |                           |                           |                              |              |
| <b>Personnel</b>                      |                                     |                                  |                    |                           |                           |                              |              |
| 061-04-000-5100-0000-000              | WATER - SALARY - SUPERINTENDENT     | -9,033.60                        | 89,129.00          | 89,129.00                 | -27,100.80                | 62,028.20                    | 30.41        |
| 061-04-000-5110-0000-000              | WATER - WAGES-OPER STAFF            | -18,715.20                       | 175,227.00         | 175,227.00                | -53,613.64                | 121,613.36                   | 30.60        |
| 061-04-000-5112-0000-000              | WATER - WAGES-SUPPORT STAFF         | -6,663.12                        | 63,821.00          | 63,821.00                 | -20,063.02                | 43,757.98                    | 31.44        |
| 061-04-000-5130-0000-000              | WATER - ADDITIONAL GROSS - OVERTI   | -2,096.97                        | 14,240.00          | 14,240.00                 | -6,602.36                 | 7,637.64                     | 46.36        |
| 061-04-000-5134-0000-000              | WATER - ADDITIONAL GROSS - REG & S  | -1,575.00                        | 19,770.00          | 19,770.00                 | -4,725.00                 | 15,045.00                    | 23.90        |
| 061-04-000-5190-0000-000              | WATER - OTHER - STIPEND - LONGEVIT  | 0.00                             | 2,700.00           | 2,700.00                  | -1,600.00                 | 1,100.00                     | 59.26        |
| 061-04-000-5191-0000-000              | WATER - OTHER - STIPENDS - BOARD O  | 0.00                             | 3.00               | 3.00                      | 0.00                      | 3.00                         | 0.00         |
| 061-04-000-5192-0000-000              | WATER - OTHER-STIPENDS - LICENSE &  | 0.00                             | 1,500.00           | 1,500.00                  | 0.00                      | 1,500.00                     | 0.00         |
| 061-04-000-5193-0000-000              | WATER - OTHER - RETIREMENT BENEFI   | 0.00                             | 2,000.00           | 2,000.00                  | 0.00                      | 2,000.00                     | 0.00         |
| 061-04-000-5195-0000-000              | WATER - OTHER - CLOTHING ALLOWAN    | 0.00                             | 600.00             | 600.00                    | -600.00                   | 0.00                         | 100.00       |
| 061-04-000-5197-0000-000              | WATER- VEHICLE ALLOWANCE            | 0.00                             | 6,000.00           | 6,000.00                  | 0.00                      | 6,000.00                     | 0.00         |
| 061-04-000-5198-0000-000              | WATER- OTHER STIPEND- SNOW STOR     | 0.00                             | 4,000.00           | 4,000.00                  | 0.00                      | 4,000.00                     | 0.00         |
| <b>Total Group 3: Personnel</b>       |                                     | <b>-38,083.89</b>                | <b>378,990.00</b>  | <b>378,990.00</b>         | <b>-114,304.82</b>        | <b>264,685.18</b>            | <b>30.16</b> |
| <b>Expenses</b>                       |                                     |                                  |                    |                           |                           |                              |              |
| 061-04-000-5210-0000-000              | WATER - ENERGY                      | -5,826.10                        | 70,000.00          | 70,000.00                 | -19,253.27                | 50,746.73                    | 27.50        |
| 061-04-000-5240-0000-000              | WATER - REPAIR & MAINT BUILDING     | -167.48                          | 5,000.00           | 5,000.00                  | -3,667.48                 | 1,332.52                     | 73.35        |
| 061-04-000-5245-0000-000              | WATER - REPAIR & MAINT EQUIPMENT    | -4,255.42                        | 20,000.00          | 20,000.00                 | -7,793.86                 | 12,206.14                    | 38.97        |
| 061-04-000-5245-0006-000              | WATER - REPAIR & MAINTAIN - SCADA S | 0.00                             | 10,000.00          | 10,000.00                 | -5,707.50                 | 4,292.50                     | 57.08        |
| 061-04-000-5245-0007-000              | WATER - REPAIR & MAINTAIN-DISTRIBU  | -26,800.00                       | 0.00               | 0.00                      | -26,800.00                | -26,800.00                   | 0.00         |
| 061-04-000-5270-0000-000              | WATER - RENTALS                     | 0.00                             | 1,000.00           | 1,000.00                  | -315.00                   | 685.00                       | 31.50        |
| 061-04-000-5300-0000-000              | WATER - PROFESSIONAL SERVICES       | -7,901.55                        | 60,000.00          | 60,000.00                 | -16,108.01                | 43,891.99                    | 26.85        |
| 061-04-000-5300-0001-000              | WATER - PROF SVS - BACKFLOW SURV    | 0.00                             | 6,000.00           | 6,000.00                  | -4,600.00                 | 1,400.00                     | 76.67        |
| 061-04-000-5307-0000-000              | WATER- PROF & TECH - LEGAL          | 0.00                             | 12,000.00          | 12,000.00                 | 0.00                      | 12,000.00                    | 0.00         |
| 061-04-000-5340-0000-000              | WATER - COMMUNICATION               | -2,619.93                        | 17,600.00          | 17,600.00                 | -4,912.01                 | 12,687.99                    | 27.91        |
| 061-04-000-5380-0000-000              | WATER - OTHER SERVICES              | 0.00                             | 2,600.00           | 2,600.00                  | 0.00                      | 2,600.00                     | 0.00         |
| 061-04-000-5420-0000-000              | WATER - OFFICE SUPPLIES             | -373.12                          | 5,000.00           | 5,000.00                  | -841.16                   | 4,158.84                     | 16.82        |
| 061-04-000-5430-0000-000              | WATER - BUILDING SUPPLIES           | 0.00                             | 1,500.00           | 1,500.00                  | 0.00                      | 1,500.00                     | 0.00         |
| 061-04-000-5435-0000-000              | WATER - EQUIPMENT MAINT SUPPLIES    | 0.00                             | 1,500.00           | 1,500.00                  | 0.00                      | 1,500.00                     | 0.00         |
| 061-04-000-5460-0000-000              | WATER - GROUNDSKEEPING SUPPLIES     | -12.75                           | 500.00             | 500.00                    | -125.94                   | 374.06                       | 25.19        |
| 061-04-000-5480-0000-000              | WATER - VEHICULAR SUPPLIES          | -1,232.72                        | 8,000.00           | 8,000.00                  | -2,295.04                 | 5,704.96                     | 28.69        |

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Group as: \*\*\*.\*\*\*.\*\*\*.\*\*\*.\*\*\*.\*\*\*

Parameters: Fiscal Year: 2020 Start Date: 10/01/2019 end: 11/07/2019

# Town of

## Expense Control Report - Expenditure Ledger

| Account Number   |  | Curr. Month<br>Total<br>Expended | Original<br>Budget | YTD<br>Adjusted<br>Budget | YTD<br>Actual<br>Expended | YTD<br>Unexpended<br>Balance | % Var. |
|--|--|----------------------------------|--------------------|---------------------------|---------------------------|------------------------------|--------|
| 061-04-000-5530-0000-000   | WATER - PUBLIC WORKS SUPPLIES          | -995.91                          | 35,000.00          | 35,000.00                 | -14,837.89                | 20,162.11                    | 42.39  |
| 061-04-000-5530-0001-000   | WATER - PUBLIC WORKS SUPPLIES - C      | -107.60                          | 23,000.00          | 23,000.00                 | -5,467.99                 | 17,532.01                    | 23.77  |
| 061-04-000-5580-0000-000   | WATER - OTHER SUPPLIES                 | 0.00                             | 1,000.00           | 1,000.00                  | 0.00                      | 1,000.00                     | 0.00   |
| 061-04-000-5585-0000-000   | WATER- UNIFORM ALLOWANCE               | -460.50                          | 5,000.00           | 5,000.00                  | -460.50                   | 4,539.50                     | 9.21   |
| 061-04-000-5710-0000-000   | WATER - TRAVEL/MILEAGE-IN STATE        | -133.40                          | 1,100.00           | 1,100.00                  | -133.40                   | 966.60                       | 12.13  |
| <del>061-04-000-5720-0000-000</del>                                    | <del>WATER - OUT OF STATE TRAVEL</del> | 0.00                             | 100.00             | 100.00                    | 0.00                      | 100.00                       | 0.00   |
| 061-04-000-5730-0000-000   | WATER - DUES & MEMBERSHIPS             | 0.00                             | 2,000.00           | 2,000.00                  | -5,143.00                 | -3,143.00                    | 257.15 |
| 061-04-000-5780-0000-000   | WATER - OTHER CHARGES                  | 0.00                             | 500.00             | 500.00                    | 0.00                      | 500.00                       | 0.00   |
| 061-04-000-5785-0000-000   | WATER - ASSESSMENT D.E.P.              | 0.00                             | 2,000.00           | 2,000.00                  | 0.00                      | 2,000.00                     | 0.00   |
| 061-04-000-5850-0000-000   | WATER - NEW EQUIPMENT                  | 0.00                             | 10,000.00          | 10,000.00                 | -6,429.80                 | 3,570.20                     | 64.30  |
| 061-04-000-5910-0000-000   | WATER - LT DEBT SERVICE - MWPAT - E    | 0.00                             | 37,210.00          | 37,210.00                 | -37,210.00                | 0.00                         | 100.00 |
| 061-04-000-5910-0001-000   | WATER - LT DEBT SERVICE - MWPAT EA     | 0.00                             | 53,008.00          | 53,008.00                 | -53,007.31                | 0.69                         | 100.00 |
| 061-04-000-5920-0000-000   | WATER - LT INTEREST - MWPAT - EAST     | 0.00                             | 5,163.86           | 5,163.86                  | -2,767.98                 | 2,395.88                     | 53.60  |
| 061-04-000-5920-0001-000   | WATER - LT INTEREST - MWPAT - EAST     | 0.00                             | 8,575.67           | 8,575.67                  | -4,552.87                 | 4,022.80                     | 53.09  |
| 061-04-000-5925-0000-000   | WATER-INT ON ST LOANS/ISSUANCE CO      | 0.00                             | 23,300.27          | 23,300.27                 | 0.00                      | 23,300.27                    | 0.00   |
| Total Group 3: Expenses  |  | -50,886.48                       | 427,657.80         | 427,657.80                | -222,430.01               | 205,227.79                   | 52.01  |
|  |  | -88,970.37                       | 806,647.80         | 806,647.80                | -336,734.83               | 469,912.97                   | 41.74  |
| Total Group 1: Segment 3: Department Code: 000 - General               |  | -88,970.37                       | 806,647.80         | 806,647.80                | -336,734.83               | 469,912.97                   | 41.74  |
| Group 1: Segment 3: Department Code: 400 - Water Construction Projects |  |                                  |                    |                           |                           |                              |        |
| Special  |  |                                  |                    |                           |                           |                              |        |
| 061-04-400-5012-0000-000   | SYSTEM ENHANCEMENTS                    | -15,530.56                       | 144,328.64         | 144,328.64                | -19,195.80                | 125,132.84                   | 13.30  |
| Total Group 3: Special   |  | -15,530.56                       | 144,328.64         | 144,328.64                | -19,195.80                | 125,132.84                   | 13.30  |
| Expenses   |  |                                  |                    |                           |                           |                              |        |
| 061-04-400-5805-2018-000   | WATER ENT- A14 ATM05/07/17 MEADOW      | -8,515.88                        | 198,400.00         | 198,400.00                | -13,595.88                | 184,804.12                   | 6.85   |
| 061-04-400-5895-2018-000   | WATER ENT- A14 ATM05/07/17 MAIN LIN    | 0.00                             | 60,000.00          | 60,000.00                 | 0.00                      | 60,000.00                    | 0.00   |
| 061-04-400-5902-2018-000   | WATER ENT- MAIN ST CLEANING            | 0.00                             | 50,000.00          | 50,000.00                 | 0.00                      | 50,000.00                    | 0.00   |
| 063-04-400-5895-0000-000   | WATER ENT-INFRASTRUCTURE IMPROV        | -311,564.47                      | 0.00               | 0.00                      | -347,239.47               | -347,239.47                  | 0.00   |
| Total Group 3: Expenses  |  | -320,080.35                      | 308,400.00         | 308,400.00                | -360,835.35               | -52,435.35                   | 117.00 |
|  |  | -335,610.91                      | 452,728.64         | 452,728.64                | -380,031.15               | 72,697.49                    | 83.94  |
| Total Group 1: Segment 3: Department Code: 400 - Water Construction    |  | -335,610.91                      | 452,728.64         | 452,728.64                | -380,031.15               | 72,697.49                    | 83.94  |

Group as: \*\*\*\_\*\*\_\*\*\*\_\*\*\*\*\_\*\*\*\*\_\*\*\*\*

Parameters: Fiscal Year: 2020

Start Date: 10/01/2019

end: 11/07/2019

# Town of

## Expense Control Report - Expenditure Ledger

| Account Number                              |                                       | Curr. Month<br>Total<br>Expended          | Original<br>Budget  | YTD<br>Adjusted<br>Budget | YTD<br>Actual<br>Expended | YTD<br>Unexpended<br>Balance | % Var.       |
|---|---------------------------------------|---|---------------------|---------------------------|---------------------------|------------------------------|--------------|
| <b>Group 1: Segment 3: Department</b>       |                                       | <b>Code: 500 - Water Special Articles</b> |                     |                           |                           |                              |              |
| <b>Special</b>                              |                                       |   |                     |                           |                           |                              |              |
| 061-04-500-5000-0000-000                    | WATER OPER 000 EMERGENCY RESERV       | 0.00                                      | 20,000.00           | 20,000.00                 | 0.00                      | 20,000.00                    | 0.00         |
| 061-04-500-5005-2018-000                    | WATER ENT- A14ATM05/07/17 UPDATE M    | 0.00                                      | 50,000.00           | 50,000.00                 | 0.00                      | 50,000.00                    | 0.00         |
| <b>Total Group 3: Special</b>               |                                       | <b>0.00</b>                               | <b>70,000.00</b>    | <b>70,000.00</b>          | <b>0.00</b>               | <b>70,000.00</b>             | <b>0.00</b>  |
| <b>Expenses</b>                             |                                       |   |                     |                           |                           |                              |              |
| 061-04-500-5245-2006-000                    | STORAGE TANK MAINT FUND ATM 5/06 A    | -8,685.00                                 | 13,883.40           | 13,883.40                 | -8,685.00                 | 5,198.40                     | 62.56        |
| 061-04-500-5640-0000-100                    | WATER OPER 000 PRIOR YEAR ENCUMB      | 0.00                                      | 0.00                | 11,611.30                 | -5,815.48                 | 5,795.82                     | 50.08        |
| 061-04-500-5803-2019-000                    | WATER-ATM 05/01/18 ART8 GENERATOR     | 0.00                                      | 30,000.00           | 30,000.00                 | 0.00                      | 30,000.00                    | 0.00         |
| 061-04-500-5804-2016-251                    | WATER-A28ATM5/15 - WITCHS BROOK R     | 0.00                                      | 40,000.00           | 40,000.00                 | 0.00                      | 40,000.00                    | 0.00         |
| 061-04-500-5806-2020-320                    | ATM 05/07/19 ART 9 1TON DUMP TRUCK    | 0.00                                      | 50,000.00           | 50,000.00                 | 0.00                      | 50,000.00                    | 0.00         |
| 061-04-500-5809-2017-002                    | WATER-A18ATM5/3/16-HIGHLAND ST ST     | 0.00                                      | 75,000.00           | 75,000.00                 | 0.00                      | 75,000.00                    | 0.00         |
| 061-04-500-5902-2018-000                    | WATER-STM 05/01/18 ART 3 UTILITY BILL | 0.00                                      | 18,000.00           | 18,000.00                 | 0.00                      | 18,000.00                    | 0.00         |
| <b>Total Group 3: Expenses</b>              |                                       | <b>-8,685.00</b>                          | <b>226,883.40</b>   | <b>238,494.70</b>         | <b>-14,500.48</b>         | <b>223,994.22</b>            | <b>6.08</b>  |
|   |                                       | <b>-8,685.00</b>                          | <b>296,883.40</b>   | <b>308,494.70</b>         | <b>-14,500.48</b>         | <b>293,994.22</b>            | <b>4.70</b>  |
| <b>Total Group 1: Segment 3: Department</b> |                                       | <b>-8,685.00</b>                          | <b>296,883.40</b>   | <b>308,494.70</b>         | <b>-14,500.48</b>         | <b>293,994.22</b>            | <b>4.70</b>  |
| <b>57 Account(s) totaling:</b>              |                                       | <b>-433,266.28</b>                        | <b>1,556,259.84</b> | <b>1,567,871.14</b>       | <b>-731,266.46</b>        | <b>836,604.68</b>            | <b>46.64</b> |

7.2

|              |               |           |          |
|--------------|---------------|-----------|----------|
| SUBMITTED BY | Lauri Plourde | COMMUNITY | Townsend |
| FIELD REP    | Bobbi Colburn | FUND      | Water    |

**RETAINED EARNINGS CALCULATION - ENTERPRISE FUND**

**PART I**

CASH 1,768,647

SUBTRACT:

CURRENT LIABILITIES, DESIGNATIONS OF FUND BALANCE

|                           |         |
|---------------------------|---------|
| Warrants Payable          | 33,843  |
| Encumbrances              | 11,611  |
| Expenditures              | 150,000 |
| Other liabilities         | 11,448  |
| Continuing Appropriations | 699,612 |
| Petty Cash                | 250     |

OTHER

TOTAL 861,883

**PART II**

RETAINED EARNINGS - UNDESIGNATED 861,883

SUBTRACT:

ACCOUNTS RECEIVABLE (NET)

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

OTHER

TOTAL 861,883

**PART III**

**FIXED ASSETS:**

DEBITS

CREDITS

|                      |       |       |       |
|----------------------|-------|-------|-------|
| _____                | _____ | _____ | _____ |
| _____                | _____ | _____ | _____ |
| _____                | _____ | _____ | _____ |
| _____                | _____ | _____ | _____ |
| Total                | -     | _____ | -     |
| FIXED ASSET VARIANCE | -     | _____ | _____ |

*Bobbi Colburn*

REVIEWED BY: \_\_\_\_\_ PLEASE SEE CERTIFICATION LETTER

DATE: 11/19/19 \_\_\_\_\_ FOR DIRECTOR OF ACCOUNTS APPROVAL

TOWN OF TOWNSEND  
WATER DEPARTMENT

NO. 20-05

11/30/2019

SCHEDULE OF BILLS RECEIVABLE

To the Accountant: Lauri Plourde

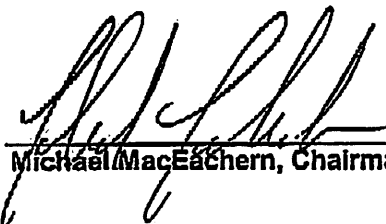
The following bills, amounting in the aggregate to

THREE HUNDRED NINETY EIGHT DOLLARS AND 00/100

are herewith committed for collection.

| <u>DATE</u> | <u>USER<br/>CHARGES</u> | <u>SERVICE<br/>CHARGES</u> | <u>CONN<br/>CHARGES</u> | <u>BACK<br/>FLOW</u> | <u>TOTAL</u> |
|-------------|-------------------------|----------------------------|-------------------------|----------------------|--------------|
| 11/30/19    | 4,240.00                | 85.00                      | -                       | -                    | 4,325.00     |

BOARD OF WATER COMMISSIONERS

  
Michael MacEachern, Chairman

  
Nathan Mattila, Vice-Chairman

  
Todd Melanson, Clerk

## Master Activity Report Summary

## Townsend Water Department

11/01/2019 through 11/30/2019 INCLUDES ALL ACCOUNTS FROM 0001 TO 70000

| Code                         | Count     | Used           | Start Balance       | Count      | Charges           | Count      | Payments           | Count    | Ajustments     | End Balance         |
|------------------------------|-----------|----------------|---------------------|------------|-------------------|------------|--------------------|----------|----------------|---------------------|
| <b>Services</b>              |           |                |                     |            |                   |            |                    |          |                |                     |
| SPKL1 SPRINKLER              |           | 0              | 1,035.94            | 0          | 0.00              | 0          | 0.00               | 0        | 0.00           | 1,035.94            |
| SPKL2 SPRINKLER              |           | 0              | 140.00              | 0          | 0.00              | 0          | 0.00               | 0        | 0.00           | 140.00              |
| SPKL3 SPRINKLER              |           | 0              | 10.39               | 0          | 0.00              | 0          | 0.00               | 0        | 0.00           | 10.39               |
| <b>Group Totals</b>          |           |                | <u>1,186.33</u>     | <u>0</u>   | <u>0.00</u>       | <u>0</u>   | <u>0.00</u>        | <u>0</u> | <u>0.00</u>    | <u>1,186.33</u>     |
| <b>Water</b>                 |           |                |                     |            |                   |            |                    |          |                |                     |
| W01 Water (Residential)      | 2         | 11,100         | 72,444.71           | 2          | 333.00            | 171        | 24,989.75          | 1        | 116.50         | 47,904.46           |
| W02 Water (Municipal)        | 2         | 1,200          | -129.67             | 2          | 36.00             | 2          | 53.39              | 0        | 0.00           | -147.06             |
| W03 Water (Commercial)       |           |                | 1,297.83            | 0          | 0.00              | 3          | 340.04             | 0        | 0.00           | 957.79              |
| W04 Water (Agricultural)     | 1         | 2,100          | 0.00                | 1          | 63.00             | 0          | 0.00               | 0        | 0.00           | 63.00               |
| W05 Water (Recreational)     | 1         | 2,500          | 0.00                | 1          | 75.00             | 1          | 75.00              | 0        | 0.00           | 0.00                |
| W06 Water (Restaurant)       |           |                | 1,052.06            | 0          | 0.00              | 3          | 1,037.34           | 0        | 0.00           | 14.72               |
| W07 Water (Retail)           |           |                | 234.00              | 0          | 0.00              | 0          | 0.00               | 0        | 0.00           | 234.00              |
| W08 Water (Schools)          | 2         | 109,100        | -696.00             | 2          | 3,273.00          | 0          | 0.00               | 0        | 0.00           | 2,577.00            |
| W09 Water (Condo)            |           |                | 3,753.55            | 0          | 0.00              | 5          | 3,637.74           | 0        | 0.00           | 115.81              |
| W11 Water (Industrial)       |           |                | 3.00                | 0          | 0.00              | 0          | 0.00               | 0        | 0.00           | 3.00                |
| WATR Water-Res. (Witches Br) | 4         | 40,000         | 34,089.87           | 4          | 160.00            | 73         | 6,866.62           | 0        | 0.00           | 27,383.25           |
| WR Unit Charge               |           | 0              | 53,971.61           | 9          | 300.00            | 246        | 17,578.98          | 1        | -37.50         | 36,656.13           |
| <b>Group Totals</b>          | <u>12</u> | <u>165,000</u> | <u>168,020.96</u>   | <u>21</u>  | <u>4,240.00</u>   | <u>504</u> | <u>54,578.86</u>   | <u>2</u> | <u>79.00</u>   | <u>115,761.10</u>   |
| <b>Late Charges</b>          |           |                |                     |            |                   |            |                    |          |                |                     |
| LAT Late Charge              |           | 0              | 9,629.19            | 630        | 2,552.18          | 239        | 3,398.79           | 0        | 0.00           | 8,782.58            |
| <b>Group Totals</b>          |           |                | <u>9,629.19</u>     | <u>630</u> | <u>2,552.18</u>   | <u>239</u> | <u>3,398.79</u>    | <u>0</u> | <u>0.00</u>    | <u>8,782.58</u>     |
| <b>Backflow</b>              |           |                |                     |            |                   |            |                    |          |                |                     |
| BKFL1 BACKFLOW DEVICE        |           | 0              | 248.45              | 0          | 0.00              | 4          | 110.57             | 0        | 0.00           | 137.88              |
| BKFL7 BACKFLOW DEVICE        |           | 0              | 210.00              | 0          | 0.00              | 0          | 0.00               | 0        | 0.00           | 210.00              |
| <b>Group Totals</b>          |           |                | <u>458.45</u>       | <u>0</u>   | <u>0.00</u>       | <u>4</u>   | <u>110.57</u>      | <u>0</u> | <u>0.00</u>    | <u>347.88</u>       |
| <b>Services</b>              |           |                |                     |            |                   |            |                    |          |                |                     |
| SERV SERVICE CHARGES         |           | 0              | 821.31              | 3          | 85.00             | 7          | 183.38             | 0        | 0.00           | 722.93              |
| <b>Group Totals</b>          |           |                | <u>821.31</u>       | <u>3</u>   | <u>85.00</u>      | <u>7</u>   | <u>183.38</u>      | <u>0</u> | <u>0.00</u>    | <u>722.93</u>       |
| <b>Report Totals</b>         |           |                | <u>\$178,116.24</u> | <u>664</u> | <u>\$6,877.18</u> | <u>754</u> | <u>\$58,271.60</u> | <u>2</u> | <u>\$79.00</u> | <u>\$126,800.82</u> |

**FISCAL YEAR 20 SUMMARY**  
**TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE**  
**November 30, 2019**

UNCOLLECTED FROM JUNE 30, 2019

89,610.77

| <u>CHARGED</u>     | <u>07/01/19</u> | <u>11/30/19</u> | <u>11/30/2019</u> | <u>Previous Balance</u> | <u>Total</u> |                   |
|--------------------|-----------------|-----------------|-------------------|-------------------------|--------------|-------------------|
| USER CHARGES       |                 |                 | 4,240.00          | 516,154.00              | 520,394.00   |                   |
| SERVICE CHARGES    |                 |                 | 85.00             | 12,407.73               | 12,492.73    |                   |
| CONNECTION CHARGES |                 |                 | 0.00              | 6,000.00                | 6,000.00     |                   |
| LATE CHARGES       |                 |                 | 2,552.18          | 7,351.10                | 9,903.28     |                   |
| BACKFLOW           |                 |                 |                   | 4,600.00                | 4,600.00     |                   |
| SUBTOTAL           |                 |                 | <b>6,877.18</b>   |                         |              |                   |
| TOTAL CHARGES      |                 |                 |                   |                         |              | <b>553,390.01</b> |
|                    |                 |                 |                   |                         |              | <b>643,000.78</b> |
| <u>RECEIVED</u>    | <u>07/01/19</u> | <u>11/30/19</u> | <u>11/30/2019</u> |                         |              |                   |
| USER CHARGES       |                 |                 | 54,578.86         | 430,636.23              | 485,215.09   |                   |
| SERVICE CHARGES    |                 |                 | 183.38            | 13,639.34               | 13,822.72    |                   |
| CONNECTION CHARGES |                 |                 | 0.00              | 6,000.00                | 6,000.00     |                   |
| LATE CHARGES       |                 |                 | 3,398.79          | 4,988.01                | 8,386.80     |                   |
| BACKFLOW           |                 |                 | 110.57            | 4,754.24                | 4,864.81     |                   |
| SUBTOTAL           |                 |                 | <b>58,271.60</b>  |                         |              |                   |
| TOTAL RECEIPTS     |                 |                 |                   |                         |              | <b>518,289.42</b> |
| SENT TO LIEN       |                 |                 |                   |                         |              |                   |
| LIENS COLLECTED    |                 |                 |                   |                         |              |                   |
| ABATEMENTS         |                 |                 |                   |                         |              | -79.00            |
| ADJUSTMENTS        |                 |                 |                   |                         |              | -2,010.46         |
| AJD TO MASTER      |                 |                 |                   |                         |              |                   |
| UNCOLLECTED        |                 |                 |                   |                         |              | <b>126,800.82</b> |
|                    |                 |                 |                   |                         |              | <b>643,000.78</b> |

**OUTSTANDING:**

|                    |                   |
|--------------------|-------------------|
| USER CHARGES       | 115,761.10        |
| SERVICE CHARGES    | 1,909.26          |
| CONNECTION CHARGES | 0.00              |
| LATE CHARGES       | 8,782.58          |
| BACKFLOW           | 347.88            |
| TOTAL OUTSTANDING  | <b>126,800.82</b> |

## Master Activity Report Summary

## Townsend Water Department

07/01/2019 through 11/30/2019 INCLUDES ALL ACCOUNTS FROM 0001 TO 70000

| Code                 |                         | Count        | Used              | Start Balance    | Count        | Charges           | Count        | Payments          | Count     | Ajustments      | End Balance       |
|----------------------|-------------------------|--------------|-------------------|------------------|--------------|-------------------|--------------|-------------------|-----------|-----------------|-------------------|
| <b>Water</b>         |                         |              |                   |                  |              |                   |              |                   |           |                 |                   |
| W01                  | Water (Residential)     | 1,450        | 5,944,300         | 35,731.94        | 1449         | 178,335.00        | 1299         | 168,573.64        | 20        | 2,411.16        | 47,904.46         |
| W02                  | Water (Municipal)       | 14           | 54,300            | -275.44          | 14           | 1,629.00          | 10           | 1,500.62          | 0         | 0.00            | -147.06           |
| W03                  | Water (Commercial)      | 30           | 183,700           | -576.81          | 30           | 5,688.00          | 26           | 4,153.40          | 0         | 0.00            | 957.79            |
| W04                  | Water (Agricultural)    | 3            | 156,900           | 0.00             | 3            | 4,707.00          | 3            | 4,644.00          | 0         | 0.00            | 63.00             |
| W05                  | Water (Recreational)    | 1            | 2,500             | 0.00             | 1            | 75.00             | 1            | 75.00             | 0         | 0.00            | 0.00              |
| W06                  | Water (Restaurant)      | 12           | 362,400           | -278.44          | 12           | 10,872.00         | 12           | 10,578.84         | 0         | 0.00            | 14.72             |
| W07                  | Water (Retail)          | 16           | 82,000            | 57.56            | 16           | 2,460.00          | 15           | 2,283.56          | 0         | 0.00            | 234.00            |
| W08                  | Water (Schools)         | 8            | 191,900           | 0.56             | 8            | 5,757.00          | 6            | 3,180.56          | 0         | 0.00            | 2,577.00          |
| W09                  | Water (Condo)           | 15           | 524,500           | 112.12           | 15           | 15,735.00         | 15           | 15,731.31         | 0         | 0.00            | 115.81            |
| W10                  | Water (Service Station) | 2            | 6,400             | 0.00             | 2            | 192.00            | 2            | 192.00            | 0         | 0.00            | 0.00              |
| W11                  | Water (Industrial)      | 8            | 828,900           | 45.00            | 8            | 24,867.00         | 7            | 24,909.00         | 0         | 0.00            | 3.00              |
| W12                  | Water (Church)          | 4            | 7,700             | 0.74             | 4            | 231.00            | 4            | 231.74            | 0         | 0.00            | 0.00              |
| W13                  | Water (Day Care)        | 2            | 12,900            | 0.00             | 2            | 387.00            | 2            | 387.00            | 0         | 0.00            | 0.00              |
| WATR                 | Water-Res. (Witches Brc | 497          | 19,996,000        | 16,211.06        | 497          | 79,684.00         | 444          | 68,511.81         | 0         | 0.00            | 27,383.25         |
| WR                   | Unit Charge             |              | 0                 | 27,467.74        | 2076         | 189,775.00        | 1874         | 180,262.61        | 13        | -325.00         | 36,655.13         |
| <b>Group Totals</b>  |                         | <b>2,062</b> | <b>28,354,400</b> | <b>78,496.03</b> | <b>4,137</b> | <b>520,394.00</b> | <b>3,720</b> | <b>485,215.09</b> | <b>33</b> | <b>2,086.16</b> | <b>115,761.10</b> |
| <b>Miscellaneous</b> |                         |              |                   |                  |              |                   |              |                   |           |                 |                   |
| CONN                 | CONNECTION CHARGE       |              | 0                 | 0.00             | 3            | 6,000.00          | 3            | 6,000.00          | 0         | 0.00            | 0.00              |
| <b>Group Totals</b>  |                         |              |                   | <b>0.00</b>      | <b>3</b>     | <b>6,000.00</b>   | <b>3</b>     | <b>6,000.00</b>   | <b>0</b>  | <b>0.00</b>     | <b>0.00</b>       |
| <b>Late Charges</b>  |                         |              |                   |                  |              |                   |              |                   |           |                 |                   |
| LAT                  | Late Charge             |              | 0                 | 7,262.80         | 858          | 9,903.28          | 622          | 8,386.80          | 1         | 3.30            | 8,782.58          |
| <b>Group Totals</b>  |                         |              |                   | <b>7,262.80</b>  | <b>858</b>   | <b>9,903.28</b>   | <b>622</b>   | <b>8,386.80</b>   | <b>1</b>  | <b>3.30</b>     | <b>8,782.58</b>   |
| <b>Backflow</b>      |                         |              |                   |                  |              |                   |              |                   |           |                 |                   |
| BKF21                | BACKFLOW TESTING        |              |                   | 0.00             | 1            | 1,050.00          | 1            | 1,050.00          | 0         | 0.00            | 0.00              |
| BKFL1                | BACKFLOW DEVICE         |              | 0                 | 112.69           | 21           | 1,050.00          | 21           | 1,024.81          | 0         | 0.00            | 137.88            |
| BKFL2                | BACKFLOW DEVICE         |              | 0                 | 100.00           | 7            | 700.00            | 8            | 800.00            | 0         | 0.00            | 0.00              |
| BKFL3                | BACKFLOW DEVICE         |              | 0                 | 0.00             | 4            | 600.00            | 4            | 600.00            | 0         | 0.00            | 0.00              |
| BKFL5                | BACKFLOW DEVICE         |              | 0                 | 0.00             | 2            | 500.00            | 2            | 500.00            | 0         | 0.00            | 0.00              |
| BKFL7                | BACKFLOW DEVICE         |              | 0                 | 0.00             | 2            | 700.00            | 2            | 490.00            | 0         | 0.00            | 210.00            |
| BKFL8                | BACKFLOW DEVICE         |              | 0                 | 400.00           | 0            | 0.00              | 1            | 400.00            | 0         | 0.00            | 0.00              |
| <b>Group Totals</b>  |                         |              |                   | <b>612.69</b>    | <b>37</b>    | <b>4,600.00</b>   | <b>39</b>    | <b>4,864.81</b>   | <b>0</b>  | <b>0.00</b>     | <b>347.88</b>     |



**Master Activity Report Summary****Townsend Water Department**

07/01/2019 through 11/30/2019 INCLUDES ALL ACCOUNTS FROM 0001 TO 70000

| Code                 | Count | Used | Start Balance      | Count       | Charges             | Count       | Payments            | Count     | Ajustments        | End Balance         |
|----------------------|-------|------|--------------------|-------------|---------------------|-------------|---------------------|-----------|-------------------|---------------------|
| <b>Services</b>      |       |      |                    |             |                     |             |                     |           |                   |                     |
| SERV SERVICE CHARGES |       | 0    | 1,624.88           | 40          | 1,992.73            | 42          | 2,894.68            | 0         | 0.00              | 722.93              |
| SPKL1 SPRINKLER      |       | 0    | 1,031.63           | 16          | 3,360.00            | 13          | 3,355.69            | 0         | 0.00              | 1,035.94            |
| SPKL2 SPRINKLER      |       | 0    | 362.10             | 6           | 1,680.00            | 6           | 1,902.10            | 0         | 0.00              | 140.00              |
| SPKL3 SPRINKLER      |       | 0    | 220.64             | 1           | 420.00              | 1           | 630.25              | 0         | 0.00              | 10.39               |
| SPKL4 SPRINKLER      |       |      | 0.00               | 3           | 2,520.00            | 3           | 2,520.00            | 0         | 0.00              | 0.00                |
| SPKL6 SPRINKLER      |       |      | 0.00               | 1           | 2,520.00            | 1           | 2,520.00            | 0         | 0.00              | 0.00                |
| <b>Group Totals</b>  |       |      | <u>3,239.25</u>    | <u>67</u>   | <u>12,492.73</u>    | <u>66</u>   | <u>13,822.72</u>    | <u>0</u>  | <u>0.00</u>       | <u>1,909.26</u>     |
| <b>Report Totals</b> |       |      | <u>\$89,610.77</u> | <u>5102</u> | <u>\$553,390.01</u> | <u>4450</u> | <u>\$518,289.42</u> | <u>34</u> | <u>\$2,089.46</u> | <u>\$126,800.82</u> |

2:23 PM  
12/09/19  
Accrual Basis

**Townsend Water Department**  
**Budget vs. Actual**  
July through November 2019

|  | <u>Jul - Nov 19</u> | <u>Budget</u>     | <u>\$ Over Bud...</u> |
|--|---------------------|-------------------|-----------------------|
| <b>Ordinary Income/Expense</b>             |                     |                   |                       |
| <b>Income</b>                              |                     |                   |                       |
| 5000 cost of goods                         | 387.03              | 0.00              | 387.03                |
| Service                                    | 0.00                | 0.00              | 0.00                  |
| <b>Total Income</b>                        | <u>387.03</u>       | <u>0.00</u>       | <u>387.03</u>         |
| <b>Gross Profit</b>                        | 86.79               | 0.00              | 86.79                 |
| <b>Expense</b>                             |                     |                   |                       |
| 061.000 · General Operations 000           |                     |                   |                       |
| 061.001 · Personal Services 1              |                     |                   |                       |
| 5100 · Salaries & Wages-Water Super        | 30,112.80           | 89,129.00         | -59,016.20            |
| 5110 · Salary & Wages-Oper Staff           | 53,613.60           | 175,227.00        | -121,613.40           |
| 5112 · Salary & Wages-Support Staff        | 20,072.26           | 63,821.00         | -43,748.74            |
| 5130 · Additional Gross                    | 6,602.27            | 14,240.00         | -7,637.73             |
| 5134 · Additional Gross-Reg&SpecOnc...     | 4,725.00            | 19,770.00         | -15,045.00            |
| 5190 · Other Stipened-Longevity            | 1,500.00            | 2,700.00          | -1,200.00             |
| 5191 · Other - Stipend BOWC                | 0.00                | 3.00              | -3.00                 |
| 5192 · Other-Certification/Stipend         | 0.00                | 1,500.00          | -1,500.00             |
| 5193 · Retirement Benefit                  | 0.00                | 2,000.00          | -2,000.00             |
| 5195 · Other-Clothing Allowance            | 600.00              | 600.00            | 0.00                  |
| 5197 · Vehicle Allowance -Super            | 0.00                | 6,000.00          | -6,000.00             |
| 5198 · Snow Storm Stipend                  | 0.00                | 4,000.00          | -4,000.00             |
| <b>Total 061.001 · Personal Services 1</b> | <u>117,225.93</u>   | <u>378,990.00</u> | <u>-261,764.07</u>    |

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**Townsend Water Department**  
**Budget vs. Actual**  
July through November 2019

|   | <u>Jul - Nov 19</u> | <u>Budget</u>     | <u>\$ Over Bud...</u> |
|---|---------------------|-------------------|-----------------------|
| <b>061.002 · Purchased Services 2</b>       |                     |                   |                       |
| 5210 · Energy                               | 25,091.25           | 70,000.00         | -44,908.75            |
| 5240 · Repair & Maint Building              | 3,886.48            | 5,000.00          | -1,113.52             |
| 5245 · Repair & Maint Equipment             | 9,441.94            | 20,000.00         | -10,558.06            |
| 5245006 · Repair & Maintain Equip SC...     | 8,552.50            | 10,000.00         | -1,447.50             |
| 5270 · Rentals                              | 315.00              | 1,000.00          | -685.00               |
| <b>Total 061.002 · Purchased Services 2</b> | <b>74,087.17</b>    | <b>106,000.00</b> | <b>-31,912.83</b>     |
| <b>061.003 · Purchased Services 3</b>       |                     |                   |                       |
| 5300-02 · Proff Legal Expense               | 0.00                | 12,000.00         | -12,000.00            |
| 5300 · Professional Services                | 20,529.85           | 60,000.00         | -39,470.15            |
| 5300100 · Proff Service Backflow            | 4,600.00            | 6,000.00          | -1,400.00             |
| 5340 · Communication                        | 5,161.06            | 17,600.00         | -12,438.94            |
| 5380 · Other Services                       | 0.00                | 2,600.00          | -2,600.00             |
| <b>Total 061.003 · Purchased Services 3</b> | <b>30,290.91</b>    | <b>98,200.00</b>  | <b>-67,909.09</b>     |
| <b>061.004 · Purchased Supplies 4</b>       |                     |                   |                       |
| 5420 · Office Supplies                      | 1,479.81            | 5,000.00          | -3,520.19             |
| 5430 · Building Supplies                    | 21.36               | 1,500.00          | -1,478.64             |
| 5435 · Equipment Maint Supplies             | 0.00                | 1,500.00          | -1,500.00             |
| 5460 · Groundskeeping Supplies              | 134.52              | 500.00            | -365.48               |
| 5480 · Vehicular Supplies                   | 1,526.70            | 8,000.00          | -6,473.30             |
| <b>Total 061.004 · Purchased Supplies 4</b> | <b>3,162.39</b>     | <b>16,500.00</b>  | <b>-13,337.61</b>     |
| <b>061.005 · Purchased Supplies 5</b>       |                     |                   |                       |
| 5530 · Public Works Supplies                | 20,706.99           | 35,000.00         | -14,293.01            |
| 5531 · Chemicals                            | 8,049.71            | 23,000.00         | -14,950.29            |
| 5580 · Other Supplies                       | 0.00                | 1,000.00          | -1,000.00             |
| 5585 · Clothing Allowance                   | 0.00                | 5,000.00          | -5,000.00             |
| <b>Total 061.005 · Purchased Supplies 5</b> | <b>28,756.70</b>    | <b>64,000.00</b>  | <b>-35,243.30</b>     |

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**Townsend Water Department**  
**Budget vs. Actual**  
July through November 2019

|   | <u>Jul - Nov 19</u> | <u>Budget</u>       | <u>\$ Over Bud...</u> |
|---|---------------------|---------------------|-----------------------|
| <b>061.007 · Other Charges &amp; Exp 7</b>        |                     |                     |                       |
| 5710 · Travel/mileage-in state                    | 293.48              | 1,100.00            | -806.52               |
| 5720 · Out of State Travel                        | 0.00                | 100.00              | -100.00               |
| 5730 · Dues and Memberships                       | 2,483.00            | 2,000.00            | 483.00                |
| 5780 · Other Charges                              | 0.00                | 500.00              | -500.00               |
| 5785 · Water Assessment D.E.P.                    | 0.00                | 2,000.00            | -2,000.00             |
| 5850 · New Equipment                              | 6,429.80            | 10,000.00           | -3,570.20             |
| <b>Total 061.007 · Other Charges &amp; Exp 7</b>  | <b>9,206.28</b>     | <b>15,700.00</b>    | <b>-6,493.72</b>      |
| <br><b>061.400 · Special Projects 400</b>         |                     |                     |                       |
| 5012 · System Enhancement                         | 19,855.72           | 144,328.64          | -124,472.92           |
| 5805 · Meadow Rd Main Replacement                 | 13,979.88           | 198,400.00          | -184,420.12           |
| 5895 · Main Line Gate/Valve Replacemen            | 0.00                | 60,000.00           | -60,000.00            |
| 5902-18 · Main St Cleaning                        | 0.00                | 50,000.00           | -50,000.00            |
| <b>Total 061.400 · Special Projects 400</b>       | <b>33,835.60</b>    | <b>452,728.64</b>   | <b>-418,893.04</b>    |
| <br><b>061.500 · Special Articles 500</b>         |                     |                     |                       |
| 5000 · Water Oper Emergency Res Fund              | 0.00                | 20,000.00           | -20,000.00            |
| 5005-18 · Update Master Plan                      | 0.00                | 50,000.00           | -50,000.00            |
| 5020 · Storage Tank Maintenance                   | 8,685.00            | 13,883.40           | -5,198.40             |
| 5092-15 · Water-CIP-VFD&Elec SVS Pu...            | 0.00                | 12,426.44           | -12,426.44            |
| 5600 · Prior Year Encumbrance                     | 6,550.97            | 11,611.30           | -5,060.33             |
| 5803-19 · Generator 540 Main St                   | 0.00                | 30,000.00           | -30,000.00            |
| 5804-17 · Witches Brook Repairs                   | 0.00                | 40,000.00           | -40,000.00            |
| 5805-15 · Water Meter Replacements                | 0.00                | 0.00                | 0.00                  |
| 5809-17 · Highland Street Storage Tank            | 0.00                | 75,000.00           | -75,000.00            |
| <b>Total 061.500 · Special Articles 500</b>       | <b>15,235.97</b>    | <b>252,921.14</b>   | <b>-237,685.17</b>    |
| <br><b>Total 061.000 · General Operations 000</b> | <b>311,800.95</b>   | <b>1,385,039.78</b> | <b>-1,073,238.83</b>  |

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Townsend Water Department  
**Budget vs. Actual**  
July through November 2019

|  | <u>Jul - Nov 19</u>       | <u>Budget</u>               | <u>\$ Over Bud...</u>      |
|--|---------------------------|-----------------------------|----------------------------|
| <b>061.009 · Debt Service 9</b>        |                           |                             |                            |
| 5910 · Long Term Debt-East Side Phase1 | 37,210.00                 | 37,210.00                   | 0.00                       |
| 5911 · Long Term Debt-East Side Ph 2   | 53,007.31                 | 53,008.00                   | -0.69                      |
| 5920 · Long term Interest-Phase1       | 2,767.98                  | 5,163.86                    | -2,395.88                  |
| 5921 · Long Term Int East Side Ph2     | 4,552.87                  | 8,575.67                    | -4,022.80                  |
| 5925-01 · Int Temp Loans/Bond Iss Fee  | 0.00                      | 23,300.27                   | -23,300.27                 |
| 5975 · Intermunicipal Agreement        | 0.00                      | 280,935.20                  | -280,935.20                |
| <b>Total 061.009 · Debt Service 9</b>  | <u>97,538.16</u>          | <u>408,193.00</u>           | <u>-310,654.84</u>         |
| <b>063.400 · Projects</b>              |                           |                             |                            |
| 5805-18 · West End-Water Main          | 347,239.47                | 900,400.00                  | -553,160.53                |
| <b>Total 063.400 · Projects</b>        | <u>347,239.47</u>         | <u>900,400.00</u>           | <u>-553,160.53</u>         |
| <b>Total Expense</b>                   | <u>756,578.58</u>         | <u>2,693,632.78</u>         | <u>-1,937,054.20</u>       |
| <b>Net Ordinary Income</b>             | <u>-756,491.79</u>        | <u>-2,693,632.78</u>        | <u>1,937,140.99</u>        |
| <b>Net Income</b>                      | <u><u>-756,491.79</u></u> | <u><u>-2,693,632.78</u></u> | <u><u>1,937,140.99</u></u> |