



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, Chairman
(978) 597-2212

Nathan Mattila, Vice-Chairman

Todd Melanson, Clerk
Email: water@townsend.ma.us

WATER COMMISSIONERS MEETING MINUTES

February 19, 2020 – 6:00 P.M.

Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 MM called the meeting to order at 6:05 P.M., 540 Main Street.
- 1.2 Roll call showed Members Present: Michael MacEachern, Chairman (MM) Nathan Mattila, Vice-Chair (NM) and Todd Melanson, Clerk (TM). Guests Present: Ryan Lapierre.
- 1.3 MM announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions. MM added to the agenda information pertaining to the Maher Proposal. Ryan stated that the pump at the Main Street Station has broken down again for the second time in four months. Maher investigated and discovered that the pump is taking in sand from the well field. Forest will first have to install a strainer where the water enters the building. The wellfield would have to be cleaned again before we put in a new pump Ryan is gather quotes on these projects. MM recommends the pump be repaired as soon as possible. Todd would like all quotes and proposals to have the Superintendents or the foreman's name only. MM asked if the backhoe was ready? Ryan reported it should be repaired by the end of next week.
- 1.5 Approve meeting minutes. None.
- 1.6 Review correspondence. None

II. APPOINTMENTS

- 2.1 None.

III. MEETING BUSINESS VOTES MAY BE TAKEN:

- 3.1 Discuss IT Services and review quote(s) from vendor(s). After reviewing all of the bids the Board concluded that they felt the best quote for IT services was White Mountain IT. TM motioned to accept the proposal from White Mountain. NM seconded. Unanimous vote.
- 3.2 Discuss Office Assistant's position. The Board all agreed that the Office Assistant position requires additional hours to run the office effectively. NM moved to submit to the BOS to declare a vacancy and approval to increase the Office assistant's hours from 19 to 30 hours weekly. The job posting should reflect the additional hours. TM seconded. Unanimous vote.
- 3.3 Discuss Interim Superintendents contract. Rebecca was not there to discuss but MM asked about the progress for the Superintendent's job posting. Brenda reported that they are currently trying to put the Job posting in the trades for Water Superintendent. TM mentioned to post with MMA and Mass Municipal.
- 3.4 Update on FY21 budget planning. TM reported that he still hasn't received the DOR requirements for the cross charges that he had requested from Town hall or Town Counsel.

IV. COMMISSIONERS UPDATES AND REPORT:

- 4.1 None.

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

- 5.1 None.

VI. FOREMANS UPDATES AND REPORTS:

- 6.1 None.

VII. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:

- 7.1 Schedule next BOWC meeting. The Board scheduled the next meeting for March 9th. In addition, Brenda also discussed optional meeting dates for the Public Rate Increase public meeting. Dates are scarce with the Town Meeting and town voting. Brenda will also require someone to complete the CCR report by the second week of March, so we can find someone to create a URL to print on the April Water Bills.

TM motioned to adjourn the meeting at 7:10 P.M. MM seconded. Unanimous vote.

MM adjourned the BOWC meeting at 7:10 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brenda Boudreau", with a long horizontal flourish extending to the right.

Brenda Boudreau

Office Administrator

Townsend Water Department

DATE February 19, 2020

NAME	ADDRESS	PH/EMAIL
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Ryan Laprise

199 mg

PH/EMAIL

RYAN DAWSON LEEVERIO QCS



1.4
71 Concord Street
North Reading, MA 01864
Tel: 978-664-WELL (9355) Fax: 978-664-9356
www.maherserv.com

2/13/2020

Kevin Keefe
Townsend Water Department
540 Main Street
P.O. Box 17
West Townsend, MA 01474
watertech@townsend.ma.us
Phone - (978) 597-2212
Fax - (978) 597-5611

Proposal No.: MS-4067

**RE: Main Street Station Pump
Townsend, MA**

Dear Kevin,

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 Main Street Station Pump, Townsend, MA. Please see the attached Quote Form for detailed pricing.

Scope of Work:

For inspection and evaluation, the pump was brought to our supplier, Hayes Pump. Pictures and the evaluation notes were sent in previous emails.

7/ 2017 – Original installation

9/23/2019 – Removed pump. The inline check valve failed and water ran backwards through the pump for approximately 5 hours. Pump was severely worn.

9/30/2019 – Installed replacement CR 90-2 chamber stack kit, shaft seal kit and gasket kit.

10/2020 – Service call due to slight pump noise. Pump was a little noisy. The flow meter only showed approximately 100 when normally it would register about 300 GPM. We found the flow meter was air bound. Bled air and meter went up to 300 GPM. Pump quieted down and ran smooth.

2/3/2020 – Removed pump. Pump is severely worn.

From June 2017 until the check valve failed in September 2019, the pump performed as designed. There must be residual sand and material in the main or tank.

We have provided a price for a new pump end to be reused with the existing motor, and for a new pump end and new motor end.

Experience & Reliability -

Prices are good for 10 days from the date of this proposal and are based upon MSI standard wage rates, unless otherwise noted. 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.

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,
MAHER SERVICES, INC.



Peter Maher
pmaher@maherserv.com

**71 Concord Street
North Reading, MA 01864
Tel: 978-664-WELL (9355) Fax: 978-664-9356**

MS-4067.xlsx

[illegible]

PROPOSAL # MS-4067

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: _____

Townsend Water Department**IT Quote Summary****February 3, 2020**

We received 3 quotes for IT services.

Pixelated Tech	Lunenburg Ma	\$615/month
White Mountain IT Services	Nashua NH	\$806/month
Guardian Technologies	Leominster MA	\$449.95/month

Pixelated Tech – estimates are not guaranteed. Vendor still needs to do “discovery.” Prices could change.

White Mountain IT Services – most comprehensive quote. Price was increased from last June to include additional items (Voice Phones/Sonic Firewall) per the recommendation of the Town Administrator. One time set-up fee for Managed Backup Services and onboarding \$1,605.

Would recommend this vendor.

Guardian Technologies – while price is the lowest, we did not receive any documents outlining services. Vendor cited state bid list contracts.

Additional Hours Justification

1. To secure a larger number of applicants that are more professional.
2. I will be out of the office for surgery on 7/8/20. My surgeon has told me 8-10 weeks recovery and I will have another surgery the following year.
3. Emails can run up to 30+ which requires time and effort to respond.
4. The demands of the department have increased.
5. Equal hours of other offices such as Assessors. Treasures and Clerks.
6. Increase in phone calls from residents/water users with various questions concerning bill payments, water quality, general information, etc.
7. Provide New Superintendent with additional support when needed.
8. Frequent calls from mortgage companies/Treasurer Collector requesting customer balances for refinancing
9. Frequent calls from realtors/ attorneys/vendors etc.
10. Increase in the number of final read requests. Each final read requires constant emails/phone calls setting up times for final read, request for information between buyers and listing agent to set up new accounts with accurate information. Prepare transfer with information packet for mailing. Filing of final read information in file cabinet by account for proper audit.
11. More requests for Consumption reports.
12. Preparation of letters notifying users of estimated reads. Follow up phone calls from users to schedule appointments for meter change outs. Creates work order and add to shared calendar for Water Technicians then add to customer accounts. Determine number of times accounts have been estimated and send appropriate letter.
13. End of month account reconciliation for monthly expense reports with Town Accountant. We reconcile three payment sources monthly.
14. Assist Office Administrator with end of month accounts receivable reconciliation.
15. Assist Office Administrator with user notification of accounts to be placed on yearly lien list.
16. Funds will come from water receipts.

17. Assist Office Administrator with follow up to monthly reports and/or letters (sometimes bi-monthly) meetings
18. Looking for Office Assistant to eventually move into Office Administrator's position when incumbent moves toward retirement. Long term goals.

Water Department Superintendent

Town of Townsend Ma

Applicants sought for the position of Water Superintendent to oversee the Townsend Water Department. This is a Distribution Level 2, Treatment Level 1 system. Selected candidate would be responsible for the oversight of 1 Water Foreman, 2 Water Technicians and 2 Office Staff personnel.

This is a union position subject to collective bargaining, 40 hours per week with a full benefit package.

See full job post at <https://townsend.ma.us> need link

Submit a letter of interest and resume to who? Board of Water Commissioners first?

Position will remain open until filled.

Brenda

From: Carolyn Smart <csmart@townsend.ma.us>
Sent: Thursday, February 6, 2020 11:51 AM
To: 'Brenda'
Subject: RE: Job Descriptions

Thank you, Terry

From: Brenda [mailto:bboudreau@townsend.ma.us]
Sent: Thursday, February 6, 2020 11:23 AM
To: 'Carolyn Smart' <csmart@townsend.ma.us>
Subject: FW: Job Descriptions

Hi:

I believe this is the final draft. Just need the additional dual role function.

Thanks

Terry

From: Brenda [mailto:bboudreau@townsend.ma.us]
Sent: Wednesday, January 22, 2020 8:17 AM
To: 'Mike Maceachern' <mmaceachern@townofgroton.org>; Nathan Mattila (natemwater@gmail.com) <natemwater@gmail.com>; 'Todd Melanson' <tdzilla66@gmail.com>
Subject: FW: Job Descriptions

Please see the attached final draft for review. I would like to have the Superintendent's job description approved at the next BOS meeting after you reviewed the document.

Please respond.

Brenda

From: David A Colton [mailto:David.Colton@umb.edu]
Sent: Wednesday, January 22, 2020 12:01 AM
To: Brenda <bboudreau@townsend.ma.us>; Carolyn Smart <csmart@townsend.ma.us>; Jim Kreidler <jkreidler@townsend.ma.us>
Subject: Re: Job Descriptions

Hi Brenda,

Sorry for the delay. Did you receive my response stating that I was travelling and wouldn't be able to look at this for a few days?

I have attached my final draft. Please remember that the Collins Center Agreement is to provide a set of job descriptions to the Town Administrator and Selectmen. Therefore, any questions about process or schedule should be addressed to Jim or Carolyn.

Best,

David

From: Brenda <bboudreau@townsend.ma.us>
Sent: Tuesday, January 21, 2020 8:36 AM
To: David A Colton <David.Colton@umb.edu>
Subject: Job Descriptions

[EXTERNAL SENDER]

Hi David,

I am following up on our last email dated January 14, 2020. I was wondering when we would be able to obtain the Water Superintendents Job description with the final revisions from the Board of Water Commissioners?

I was also questioning as to when the rest of the Department would be receiving their job descriptions? I look forward to your response.

Kind Regards,

Brenda Boudreau
Office Administrator
Townsend Water Department
978-597-2212