



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

mm
4-6-2020

Michael MacEachern, Chairman
(978) 597-221

Nathan Mattila, Vice-Chairman

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

WATER COMMISSIONERS MEETING MINUTES

January 6, 2020 – 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., 540 Main Street..
- 1.2 Roll call showed Members present: Chairman Michael MacEachern (MM), Vice-Chair Nathan Matilla (NM), and Todd Melanson (TM), Clerk and Interim Superintendent, Rebecca McEnroe (RM). Guests Present: Ryan LaPierre and Harold Chattawgy of Ashby.
- 1.3 MM announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions. None
- 1.5 Approve meeting minutes. Not available.
- 1.6 Review correspondence. The Board reviewed the correspondence.

II. MEETING BUSINESS VOTES MAY BE TAKEN:

- 3.1 Discuss/ Acknowledge Paul Rafuse retirement after 39 years of service. The Board agreed that we should hold a small ceremony to acknowledge 39 years of dedicated service to the Townsend Water Department. Office staff will search for an award and have it inscribed before the ceremony in March.
- 3.2 Discuss IT Services and review quote(s) from vendor(s). The BOWC would like us to get some more quotes with cloud backup services and email them for discussion at the next BOWC meeting. TM will talk to the Fire Chief to see who he uses for IT.
- 3.3 Discuss Advertising for the Superintendents position /review draft job description. After much discussion TM suggested that the treatment requirement should be a T2 preferred. The board also agreed that the applicant should also have supervisory experience. **TM motioned to approve the Superintendent's job description with the pending three revisions. I, Describe the position as a primary operator dual role 2. Increase to a T2 3. Under education/experience charge to foreman/supervisory. NM seconded. Unanimous vote.**
- 3.4 Discuss scheduling a public rate increase hearing. Brenda would like to set a meeting date to coincide with the April bills. Brenda will contact Carolyn to see what dated Memorial Hall will be available for the meeting.
- 3.5 Discuss Office Assistant's position. The board agreed that the hours should be increased but would like to know the cost of benefits. Brenda reported that they remain behind in posting, transcribing minutes, and inventory. The Board asked Ryan to take on the job to update inventory. He agreed that it would be easier for him to do so.
- 3.6 Discuss extending the Interim Superintendent's contract. RM made the revisions suggested by the TA. **TM motioned to approve the extension of Interim Superintendent Contract as submitted. NM seconded. Unanimous vote.**
- 3.7 Update Conflict of Interest Annual Summary. The board was presented with the Conflict of Interest Annual Summary.
- 3.8 Discuss Account 60226, 17 New Fitchburg Road RE: Account Error. **TM moved to waive the Late Fees and accrued interest from account#60226, 17 New Fitchburg Road until paid, as long as they maintain a payment schedule. NM seconded. Unanimous vote.**

III. COMMISSIONERS UPDATES AND REPORT

- 4.1 Discuss meeting with Town Counsel on December 18, 2019. TM updated the board with his meeting with Town Counsel. 1. Discussed STM warrant articles to submit to be reviewed with the Finance Committee. 2. Town Counsel wanted us to use the town specific contracts for our vendors. It is okay if vendors use their own contracts but it will take longer to review and approve. 3. TM also discussed the DOR rules on indirect cost and the way it should be calculated. TM has not heard back from Counsel.

- 4.2 Sign Municipal Vulnerability Preparedness Grant Program. After a brief discussion NM moved to approve and sign the Municipal Vulnerability Preparedness Grant Program. TM seconded. Unanimous vote.
- 4.3 Discuss possible containment site on Log Cabin Road, Ashby, MA. TM has been attending meeting regarding this issue and has reviewed the site on Log Cabin Road. After a lengthy discussion TM suggested writing a letter from the BOWC to the Drinking Water Program in Central Region and Ashby BOS with our concerns.

IV. INTERIM SUPERINTENDENTS UPDATES AND REPORTS VOTES MAY BE TAKEN

- 5.1 Discuss Main Street Water Main Project. RM reported that the main is now live. Shepco will connect homes on the even side of Main Street but will have to wait until spring for the odd side due to the boring under the road being more successful when the weather is a bit warmer. RM suggested to Shepco and they agreed to flush the main weekly to help alleviate the stagnant water. MM reported that he noticed two new hydrants that were installed are very crooked.
- 5.2 Approve STM Warrant Articles. Tabled
- 5.3 Update on Meadow Road Main Project. Meadow Road testing has finally passed. Work still needs to be performed. RM recommends that we pay the first pay rec and hold back \$50,000 until the work is completed in spring.
- 5.4 Update on FY21 budget planning. RM prepared a draft budget for the Board to review, updating the FY20 budget. Anything that was increase more than 5% there was an explanation. RM suggested the Board take it home to review for the next meeting.
- 5.5 Discuss FY21 Capital Program submission, meeting scheduled January 22, 2020 at 6:00 p.m., Town Hall. RM sat with Ryan and went over the master plan. They decided the best thing to do is to continue going east with the Water Main Project. Also needed is a new DEP requirement which includes day tanks, transfer cases, and electricians to install. Plans may change when we receive the updated Master Plan from Tighe & Bond.

V. FOREMANS UPDATES AND REPORTS:

- 6.1 Report on stations/systems updates. Ryan reported that the ceiling at Witches Brook #2 has been repaired. They are working on the pumps/discharge at Main Street.
- 6.2 Discuss low pressure issue at 514 Main Street. Homeowner is stating their kitchen sink was clogged when Shepco connected the main to their home. The BOWC feels that Shepco should pay for any damaged caused by their work. The Board wants Ryan to contact the homeowner to get more information for discussion at the next board meeting. RM suggested Ryan get a copy of the repair bill for consideration.

VI. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:

- 7.1 The Board scheduled the next BOWC meeting for February 10, 2020.
- 7.2 The Board reviewed and signed Bills Payable Warrants.
- 7.3 The Board reviewed and signed Schedule of Bills Receivable report.
- 7.4 The Board reviewed Accounts Receivable Report.
- 7.5 The Board reviewed year to date expenditures.

ADJOURNMENT:

NM motioned to review reports and sign bill payable warrants out of session. TM seconded. Unanimous vote.

MM adjourned the BOWC meeting at 8:10 P.M.

Respectfully submitted,



Brenda Boudreau,

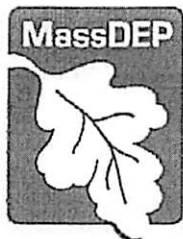
Office Administrator

Townsend Water Department

WATER DEPARTMENT MEETING

DATE January 6, 2020

NAME	ADDRESS	PH/EMAIL
Syan Labierre	540 main	—
Rebecca McEnroe	406 Sugar Rd Bolton MA	
Harold Chatterney	71 Old Northfield Rd, Arkiv	



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

Central Regional Office • 8 New Bond Street, Worcester MA 01606 • 508-792-7650

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Matthew A. Beaton
Secretary

Martin Suuberg
Commissioner

Water Management Act Permit Application
Received on December 7, 2018
by the Massachusetts Department of Environmental Protection
For the Nashua River Basin

As a Water Management Act (WMA) Permit or Registration holder in the Nashua River Basin, you are being sent this notice in accordance with 310 CMR 36.23 Massachusetts Water Resources Management Program.

The Lunenburg Water District (LWD) submitted to the Massachusetts Department of Environmental Protection (MassDEP) an application for a new WMA permit to increase their total authorized withdrawal volume and to add a withdrawal point. A notice was mailed to you in December 2018 with an error in the requested volume. This notice serves to correct that error.

LWD holds a WMA Registration Statement to withdraw 0.29 million gallons per day (MGD) from four wells in the Nashua River Basin (Wells 1, 2, 3 and 4). LWD is also permitted through the WMA Program to withdraw up to an additional 0.25 MGD for a total authorized withdrawal volume of 0.54 MGD. The Permit adds four additional withdrawal points (Wellfield 5 and its replacement wellfield, the Hickory Hills Well, and the Keating Well). The application requests an increase in the permitted volume from 0.25 MGD to 0.563 MGD for a total authorized volume of 0.853 MGD (0.29 MGD registered plus 0.563 MGD permitted) through 2029 and a permitted volume of 0.553 MGD for a total authorized volume of 0.843 MGD from 2030 through 2034. Included in the permitted volume is 0.253 MGD allocated as potential water to be sold to the Town of Lancaster. The remaining additional 0.06 MGD is for projected growth within the Town of Lunenburg. The volumes are consistent with a water needs forecast prepared by the Department of Conservation and Recreation. The application also seeks approval to add an additional withdrawal point. A new wellfield was installed adjacent to the existing Well 2 off Lancaster Avenue in Lunenburg. A pumping test was conducted on the proposed wellfield in September 2019 and a WS19 application for approval of the pumping test was submitted to MassDEP in November 2019. The requested approved yield from the wellfield is 291 gallons per minute (0.42 MGD).

A copy of the WMA Permit application is available for review at the Lunenburg Water District Office at 50 Lesure Road in Lunenburg, MA or at the MassDEP office, 8 New Bond Street in Worcester, MA. The application is also available electronically from MassDEP. Contact Susan Connors at Susan.Connors@mass.gov for a copy.

Written comments on the granting of a MassDEP permit to Lunenburg will be accepted until January 31, 2020. The comments should be submitted to MassDEP, Attn: Susan Connors, 8 New Bond Street, Worcester, MA 01606 or by email to Susan.Connors@mass.gov.



116.
OFFICE OF THE BOARD OF SELECTMEN
272 Main Street, Townsend, MA
(978) 597-1700 - selectmen@townsend.ma.us

James M. Kreidler, Jr.
Town Administrator

MEMORANDUM

DATE: November 13, 2019
TO: All Elected & Appointed Officials, Department Heads, Boards and Committees
FROM: Carolyn Smart, Executive Assistant to the Town Administrator
RE: ANNUAL TOWN REPORT 2019

Once again it is time to start preparing for the Annual Town Report. I would like to take this opportunity to thank everyone who contributed to the 2018 Town Report. I am asking for 100% participation again this year.

Annual Reports should be submitted no later than **Friday, January 31, 2020**, earlier submissions would be greatly appreciated. Please submit your report to this office on a disk, CD, or via email csmart@townsend.ma.us.

Any photos submitted to me will be returned; or you may forward pictures by disk, CD or email.

I understand most all our Boards and Committees are volunteers with limited time and resources. If anyone needs assistance with their report, please do not hesitate to contact me.

Thank you.

IN TOWN MAILBOX 12/10/19.

Terry Walsh

From: Lauri Plourde <lplourde@townsend.ma.us>
Sent: Tuesday, December 31, 2019 11:33 AM
To: 'Terry Walsh'
Subject: RE: STM Warrant Articles

That would be fine

Lauri Plourde CGA

Town Accountant
 Town of Townsend
 272 Main St
 Townsend, MA 01469

978-597-1700 ex:1705

From: Terry Walsh [mailto:twalsh@townsend.ma.us]
Sent: Tuesday, December 31, 2019 10:56 AM
To: 'Lauri Plourde' <lplourde@townsend.ma.us>
Subject: RE: STM Warrant Articles

Hoping to keep it between \$50 - \$75 to include engraving and personalization etc.

From: Lauri Plourde [mailto:lplourde@townsend.ma.us]
Sent: Tuesday, December 31, 2019 10:22 AM
To: 'Terry Walsh' <twalsh@townsend.ma.us>
Subject: RE: STM Warrant Articles

How much does a plaque usually cost?

Lauri Plourde CGA

Town Accountant
 Town of Townsend
 272 Main St
 Townsend, MA 01469

978-597-1700 ex:1705

From: Terry Walsh [mailto:twalsh@townsend.ma.us]
Sent: Tuesday, December 31, 2019 10:07 AM
To: 'Lauri Plourde' <lplourde@townsend.ma.us>
Subject: RE: STM Warrant Articles

Okay...thanks. Can you let us know about the purchase of a plaque for Paul?

3.2

Pixelated Tech
 1 Main Street, Suite 11
 Lunenburg, MA 01462
 www.pixelatedtech.com
 9783840122



Townsend Water Department
 540 Main Street
 Townsend, MA 01474

Estimate # 1178
 Estimate Date 12-23-19
Total \$565.00

Item	Description	Unit Cost	Quantity	Line Total
Tech Advantage - Server w/ Backup	Tech Advantage Server • 1 Server • 24/7 Monitoring, Managed Anti-Virus w/ free virus removal, Web Content Filtering, Automated Maintenance/Remediation, File and System State Backup	\$175.00	1.0	\$175.00
Tech Advantage w/ Backup - Workstation	Tech Advantage Plan w/ Backup Pricing - \$350/Month • Up to 5 Users • 1 Hour Remote Support per user/month • 1 PC, 1 Printer, 1 Mobile device per user • 24/7 Monitoring, Managed Anti-Virus w/ free virus removal, Web Content Filtering, Automated Maintenance/Remediation, Mobile Device Management, File and System State Backup (PC only) • Each additional pc/printer/mobile device: \$20/month per device *Tech Advantage Plan covers up to 5 users. An additional plan subscription must be purchased after 5 users exceeded.	\$350.00	1.0	\$350.00
Tech Advantage - Network Device	Network Device - Router, Access Point, NVR, NAS, UTM	\$40.00	1.0	\$40.00

THIS IS AN ESTIMATE

Disclaimer

Please understand estimates are not guaranteed and are subject to change if unforeseen issues arise. Hardware pricing is not guaranteed. Estimates are void after 14 days.

Subtotal \$565.00
Tax \$0.00
Estimate Total \$565.00

Signed: _____

Date: _____



Brenda

From: David A Colton <David.Colton@umb.edu>
Sent: Sunday, December 29, 2019 10:48 AM
To: Brenda
Cc: Jim Kreidler; Carolyn Smart
Subject: RE: Water Superintendent
Attachments: WATER DEPARTMENT-SUPERINTENDANT WATER-Vacant-DRAFT 2.docx

Hello Brenda,

I have attached the 2nd Draft for review by the Board and Town. Please note my comments, particularly around education and experience. I think it is worth reminding all that a job description is meant to set out the minimum requirements for a job. The employer is always free to describe the Ideal Candidate in recruitment materials, but requiring that the ideal candidate be the only candidate that is considered is often a bad idea.

David

From: Brenda <bboudreau@townsend.ma.us>
Sent: Friday, December 27, 2019 1:38 PM
To: David A Colton <David.Colton@umb.edu>
Subject: Water Superintendent

[EXTERNAL SENDER]

Hi David,

The Board of Water Commissioners have scheduled their board meeting on Monday, January 6, 2020. The Board would like opportunity to review the Job description with the suggested changes I forwarded to you on December 17 & 18, 2019.

They are looking forward to reviewing/approving the final draft of the Superintendent's job description then forwarding it to the BOS for the final approval. The Board of Water Commissioners would like to advertise the position as soon as possible.

With Kind Regards,

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

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.

- Supervises, plans, directs, and administers all aspects of the Department. Oversees and supervises division personnel, consulting engineers, and contractors; 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.
- Formulates, in conjunction with the Board of Water Commissioners, operating and capital budgets, departmental policy, and procedures.
- Oversees management of department budget and personnel administration; administers departmental expenditures, including contracts for outside services; administers all short-term and long-term planning.
- Participates in the process of hiring of new employees, evaluates employee performance, and recommends employees for commendation or disciplinary action.
- Oversees meter reading and water billing; Resolves disputes.
- 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 (leaks, reduced pressure, loss of service) and ensures efficient and economical repairs; resolves customer complaints; Determines cause of service interruptions and assigns appropriate responsibility.
- 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; Bachelor's degree preferred; ~~three to five to seven~~ years of experience in water or sewer system maintenance and construction; ~~one to two three~~ three to five years at Foreman level or equivalent above; Experience at a management level preferred; 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 system, supply source. Detailed knowledge of the distribution system, and materials, methods and techniques relative to underground installations. Thorough knowledge of SCADA. Thorough knowledge of the hazards and safety precautions, including OSHA regulations, involved in water distribution construction and repair work, including the proper operation of required software, tools and equipment. Thorough knowledge of public works construction and maintenance methods, materials and techniques; public works financing and administration. Considerable knowledge

Commented [DC1]: Many comments indicate that Board members are looking for a VERY experienced person who is already a Superintendent. One comment suggested a bachelor's degree. We would caution against setting the qualifications too high as it would limit the pool of candidates and eliminate people who are ready for a promotion and others such as experienced engineers who have worked in water, but not as a superintendent. We did increase the requirements, as noted, but would not recommend going much higher.

Commented [DC2]: Board members commented that this should be Grade 2. These are minimum requirements and should match the level required by the state. If you are operating a Grade 2 treatment system, then it should be changed, if your system is grade 1 it should be left as is. This standard should apply to all Water Department workers of whom a license is required.

of budgeting, personnel management and purchasing procedures. Working knowledge of Massachusetts public procurement, public meeting, public records, and ethics laws.

Commented [DC3]: One Board member suggested more specificity by citing specific laws, such as, MGL 40B. We do not typically do that because no list would be comprehensive enough. For example, there are several laws related to procurement other than 40B, such as MGL Chapter 30 section 39M and others. The same could be said of almost every area of municipal law. We find that it is better to reference the categories of these 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, technical manuals, and specifications. 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, and water system operation and control.

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.

DRAFT

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

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and acceptance or compliance.

CONFIDENTIALITY

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

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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.

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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.

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Motor Skills

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Visual Skills

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

AGREEMENT BETWEEN
MCENROE CONSULTING LLC
AND
TOWN OF TOWNSEND WATER DEPARTMENT
FOR
INTERIM SUPERINTENDENT
DATED 1/2/20

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**AGREEMENT BETWEEN
MCENROE CONSULTING LLC
AND
TOWNSEND WATER
DEPARTMENT
FOR
INTERIM SUPERINTENT**

THIS IS AN AGREEMENT made as of January 2, 2019 between McEnroe Consulting LLC ("ENGINEER") and Townsend Water Department ("CLIENT"). CLIENT hereby engages ENGINEER to furnish certain services related to the Project in accordance with the terms and conditions of this Agreement. Such services are generally described as the provision of onsite observations of ongoing construction projects, review of operations and budget as directed by the Board of Water Commissioners.

CLIENT and ENGINEER in consideration of their mutual covenants herein agree in respect to the performance or furnishing of professional engineering services by ENGINEER with respect to the Project and the payment for those services by CLIENT as set forth in Section 2 below. Execution of this Agreement by ENGINEER and CLIENT constitutes CLIENT's written authorization to ENGINEER to proceed on the date first above written with the Services described in Section 1 below. This Agreement will become effective on the date first above written.

SECTION 1 - SCOPE OF SERVICES

I. Construction Oversight.

ENGINEER shall:

- A. Review plans and specifications for two ongoing construction projects for the Water Department.
- B. Ensure Job is performed per specifications.
- C. Attend Board of Water Commissioner meeting to update Commissioners on construction projects.
- D.

II. Engineering Oversight

ENGINEER shall:

- A. Work with Water Department Foreman to assist with engineering issues related to water department activities where needed.
- B. Assist with ongoing engineering projects such as the Masterplan project.

III. Additional Scope

During ENGINEER's work on the project it may become apparent to ENGINEER that Additional Services not included in the basic Scope of Services are desired. ENGINEER will undertake to provide such Additional Services upon CLIENT's written authorization.

SECTION 2 -COMPENSATION

I. Payments to ENGINEER

ENGINEER's fee for the services outlined in the **SCOPE OF SERVICES** section of this Agreement is as follows:

For Scope Items noted, a fee based on ENGINEER's rate of \$135/hour plus \$0.58/mile (46 miles round trip). Total estimated compensation for these Scope Items is \$9800 (8-10 hours/week for up to 70 hours of time).

For authorized Additional Services, ENGINEER will bill CLIENT a fee based on ENGINEER's rate of \$135/hour.

This Agreement (consisting of pages 1 to 4 inclusive and Exhibit A) constitutes the entire agreement between ENGINEER and CLIENT and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

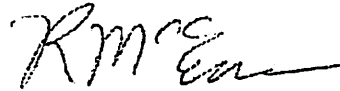
IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the date first above written.

CLIENT:

Town of Townsend

-

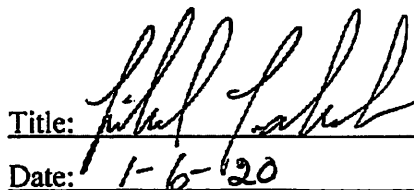
ENGINEER:



By: _____

Title: _____

Date: _____



Title: _____

Date: _____

Title: President

Date: 1/6/2020

Address for giving notices:

Address for giving notices:

406 Sugar Rd.

Bolton, MA

01740

38

Townsend Water Department

12/30/2019

PO Box 321 Medford MA 02155-0004 PH: 978-597-2212

5

CUSTOMER HISTORY 03/06/2007 to 01/01/2020

Acct: 60226 NELSON SUZANNE Home:978-597-0952
P.O. BOX 9W W TOWNSEND MA 01474 Current Balance: \$429.50 ACTIVE
Loc ID: 60226 @ 17 NEW FITCHBURG ROAD W TOWNSEND
Rte: 99 Seq.# 445 Dep:\$0.00

Date	Code	Description	Previous	Present	Used	Charge	Payment	Balance
1/1/2018	W01	Read on 12/05/2017 (X100) RemMR	2,703	2,717	14	42.00		42.00
1/1/2018	WR	Unit Charge				37.50		79.50
2/9/2018	W01	Rec fromTreasurer For \$79.50					42.00	37.50
2/9/2018	WR	Rec fromTreasurer For \$79.50					37.50	0.00
4/1/2018	W01	Read on 03/12/2018 (X100) RemMR	2,717	2,728	11	33.00		33.00
4/1/2018	WR	Unit Charge				37.50		70.50
4/18/2018	W01	Rec fromTreasurer For \$70.50					33.00	37.50
4/18/2018	WR	Rec fromTreasurer For \$70.50					37.50	0.00
7/1/2018	W01	Read on 06/05/2018 (X100) RemMR	2,728	2,743	15	45.00		45.00
7/1/2018	WR	Unit Charge				37.50		82.50
7/31/2018	WR	Rec fromTreasurer For \$82.50					37.50	45.00
7/31/2018	W01	Rec fromTreasurer For \$82.50					45.00	0.00
10/1/2018	W01	Read on 08/30/2018 (X100) RemMR	2,743	2,815	72	216.00		216.00
10/1/2018	WR	Unit Charge				37.50		253.50
10/31/2018	WR	Rec fromTreasurer For \$263.50					37.50	216.00
10/31/2018	W01	Rec fromTreasurer For \$263.50					226.00	-10.00
12/18/2019	Update	Changed Active Status from False to True						-10.00
1/1/2020	W01	Read on 12/18/2019 (X100) KeyedIn REMMR	2,815	2,949	134	402.00		392.00
1/1/2020	WR	Unit Charge				37.50		429.50

4.2



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, Chairman
978-597-2212

Nathan Mattila, Vice Chairman

Todd Melanson, Clerk
water@townsend.ma.us

December 18, 2019

Katie Theoharides, Assistant Secretary of Climate Change
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

Re: Municipal Vulnerability Preparedness Grant Program
Commbuys Bid # BD-20-1042-ENV-ENV01-44324
Request for Responses (RFR) ENV 20 MVP 01

Dear Ms. Theoharides,

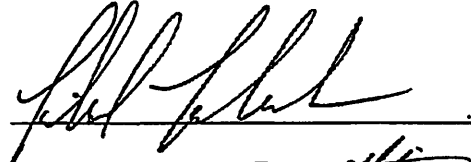
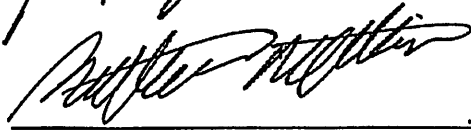
The Townsend Water Department understands that the Town of Townsend intends to submit an application for the Municipal Vulnerability Preparedness Planning Grant Program, to further their ability to plan for and respond to the effects of climate change, including sea level rise and increased intensity of storm surge.

The Department is one of the principle stakeholders in the Town of Townsend being that it is the supplier of the municipal drinking water to the Town and its residents. The Department's sole responsibility is all things drinking water related operationally and fiscally. In looking at the vulnerability map, the District's facilities and infrastructure looks to be in areas effected by flooding. So the District would look most favorably on any program that would help the Town and Department plan to mitigate these effects from climate change and the severe weather effects associated with it through redundancy and protective actions.

This was presented to the Board of Water Commissioners and as such the Board of Water Commissioners supports Townsend's commitment to this effort. We look forward to participating in the Community Resilience Building workshop program.

Sincerely,

Townsend Board of Water Commissioners

A handwritten signature in black ink, appearing to be "John J. ...", written over a horizontal line.A handwritten signature in black ink, appearing to be "Bryce ...", written over a horizontal line.A handwritten signature in black ink, appearing to be "Todd R. ...", written over a horizontal line.

5.5

[illegible]

Department Head Signature

Date Submitted

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

1. Department Water	2. Date: 12/20/2019
3. Contact Person & Title: Rebecca McEnroe , Interim Superintendent	4. Phone: Extension: 978-597-2212
5. Project Title: Water Main Replacement Project Main St well to Wes	6. Contact Email Address: water@townsend.ma.us
7. Purpose of Project Request Form (check): (<input checked="" type="checkbox"/>) Add a New Project to the CIP () Modify a Project Already in the CIP () Resubmit Previous Project Request If Prior Unfunded Request, What FY 1st Submitted? _____	8. Fiscal Year Requested in CIP: 21
	9. Department Priority: 1
	10. Estimated Useful Life in Years: indefinite
11. Description/Justification (attach any relevant background information): This project consists of replacing approximately 3,300 feet of 10 inch unlined cast iron water main installed in 1934. This project involves replacing water main between the Main st well to West Elm St on Main St This will improve water quality as well as fire protection and allow for isolation of this area of town which is difficult due to a number of broken isolation valves on the Main st water main.	
12. Need for Consultant Advisory Services? (check): (<input checked="" type="checkbox"/>) Yes () No	
13. Month & Year Project Will Begin If Funded? unknown Month & Year Project Will End If Funded unknown	

14. Estimated Capital Costs:	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Planning & Design						
Land Acquisition						
Site Development						
Construction		1,200,000				1,200,000
Other (specify):						
TOTAL	\$ -	\$ 1,200,000	\$ -	\$ -	\$ -	\$ 1,200,000

15. Estimated Net Effects on Operation Costs	16. Estimated Net Effects On Municipal Revenue (+/-):	
One-Time \$ Annual \$		
Personnel		17. Recommended Financing Source (if known): Bond or Band
Utilities		
Supplies		
Other (specify):	(30,000)	
TOTAL	\$ - \$ (30,000)	18. Signature:

Notes (reserved): other = contractors cost to repair watermain break on rt 119

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

1. Department Water	2. Date: 12/11/2019
3. Contact Person & Title: Rebecca McEnroe , Interim Superintendent	4. Phone: Extension: 978-597-2212
5. Project Title: Water Main Replacement Project South St Directional Drill	6. Contact Email Address: water@townsend.ma.us
7. Purpose of Project Request Form (check): <input checked="" type="checkbox"/> Add a New Project to the CIP <input type="checkbox"/> Modify a Project Already in the CIP <input type="checkbox"/> Resubmit Previous Project Request If Prior Unfunded Request, What FY 1st Submitted? _____	8. Fiscal Year Requested in CIP: 22
	9. Department Priority: 2
	10. Estimated Useful Life in Years: indefinite
11. Description/Justification (attach any relevant background information): This project consists of replacing approximately 5,000 feet of 6 inch unlined cast iron water main installed in 1934. The project involves replacing approximately 3,000 ft. of 6 inch water main on New Fitchburg Rd. beginning at Main St. (Rt. 119). The age and and construction (unlined cast iron) of this main has resulted in periodic on-going rusty colored water complaints from customers despite flushing and main cleaning efforts.	
12. Need for Consultant Advisory Services? (check): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
13. Month & Year Project Will Begin If Funded? unknown Month & Year Project Will End If Funded unknown	

14. Estimated Capital Costs:	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Planning & Design						
Land Acquisition						
Site Development						
Construction		1,500,000				1,500,000
Other (specify):						
TOTAL	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000

15. Estimated Net Effects on Operation Costs (+/-):		16. Estimated Net Effects On Municipal Revenue (+/-):	
	One-Time \$ Annual \$		
Personnel		17. Recommended Financing Source (if known): BAND	
Utilities	(10,000)		
Supplies	(5,000)		
Other (specify):			
TOTAL	\$ - \$ (15,000)	18. Signature:	

Notes (reserved):

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

1. Department Water	2. Date: 12/11/2018
3. Contact Person & Title: Rebecca McEnroe, Interim Superintendent	4. Phone: Extension: 978-597-2212
5. Project Title: Water Main Replacement Project	6. Contact Email Address: water@townsend.ma.us
7. Purpose of Project Request Form (check): <input checked="" type="checkbox"/> Add a New Project to the CIP <input type="checkbox"/> Modify a Project Already in the CIP <input type="checkbox"/> Resubmit Previous Project Request If Prior Unfunded Request, What FY 1st Submitted? _____	8. Fiscal Year Requested in CIP: 22
	9. Department Priority: 3
	10. Estimated Useful Life in Years: indefinite
11. Description/Justification (attach any relevant background information): This project consists of replacing approximately 4,500 feet of 6 & 8 inch unlined cast iron water main installed in 1934 beginning at Rt. 119 to the end of the existing main. Because the end of the line borders our ability to supply water during a major event a booster station will be required. This would eliminate rusty water complaints while improving volume and quality of water.	
12. Need for Consultant Advisory Services? (check): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
13. Month & Year Project Will Begin If Funded? unknown Month & Year Project Will End If Funded unknown	

14. Estimated Capital Costs:	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Planning & Design						
Land Acquisition						
Site Development						
Construction			3,000,000			3,000,000
Other (specify):						
TOTAL	\$ -	\$ -	\$ 3,000,000	\$ -	\$ -	\$ 3,000,000

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

Notes (reserved):

For Capital Committee Use Only: Recommended Number of Years (if any): Statutory Reference:	Estimated Annual Debt Service (Initial Fiscal Year): Maximum Number of Years Allowed: Date Estimated Provided:
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Filter by: Segment 1: 061
Group as: ***-**-***-****-****-****

Parameters: Fiscal Year: 2020 Start Date: 12/01/2019 end: 12/31/2019 Active Accounts Only

Town of Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department		Code: 000 - General					
Personnel							
061-04-000-5100-0000-000	WATER - SALARY - SUPERINTENDENT	-13,249.28	89,129.00	89,129.00	-43,361.28	45,767.72	48.65
061-04-000-5110-0000-000	WATER - WAGES-OPER STAFF	-12,556.80	175,227.00	175,227.00	-72,448.84	102,778.16	41.35
061-04-000-5112-0000-000	WATER - WAGES-SUPPORT STAFF	-4,511.44	63,821.00	63,821.00	-27,090.28	36,730.72	42.45
061-04-000-5130-0000-000	WATER - ADDITIONAL GROSS - OVERTI	-299.44	14,240.00	14,240.00	-7,075.16	7,164.84	49.69
061-04-000-5134-0000-000	WATER - ADDITIONAL GROSS - REG & S	-1,150.00	19,770.00	19,770.00	-6,450.00	13,320.00	32.63
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	-1,500.00	4,000.00	4,000.00	-1,500.00	2,500.00	37.50
Total Group 3: Personnel		-33,266.96	378,990.00	378,990.00	-160,125.56	218,864.44	42.25
Expenses							
061-04-000-5210-0000-000	WATER - ENERGY	-6,196.12	70,000.00	70,000.00	-31,287.37	38,712.63	44.70
061-04-000-5240-0000-000	WATER - REPAIR & MAINT BUILDING	0.00	5,000.00	5,000.00	-3,904.48	1,095.52	78.09
061-04-000-5245-0000-000	WATER - REPAIR & MAINT EQUIPMENT	-1,465.31	20,000.00	20,000.00	-9,483.41	10,516.59	47.42
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	0.00	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	-3,713.24	60,000.00	60,000.00	-31,626.01	28,373.99	52.71
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	-829.88	17,600.00	17,600.00	-6,975.77	10,624.23	39.64
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	0.00	5,000.00	5,000.00	-1,479.81	3,520.19	29.60
061-04-000-5430-0000-000	WATER - BUILDING SUPPLIES	-20.53	1,500.00	1,500.00	-78.31	1,421.69	5.22
061-04-000-5435-0000-000	WATER - EQUIPMENT MAINT SUPPLIES	-39.47	1,500.00	1,500.00	-749.89	750.11	49.99
061-04-000-5460-0000-000	WATER - GROUNDSKEEPING SUPPLIES	0.00	500.00	500.00	-134.52	365.48	26.90
061-04-000-5480-0000-000	WATER - VEHICULAR SUPPLIES	-421.26	8,000.00	8,000.00	-3,497.65	4,502.35	43.72

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

Parameters: Fiscal Year: 2020 Start Date: 12/01/2019 end: 12/31/2019 Active Accounts Only

Town of

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	% Var.
061-04-000-5530-0000-000	WATER - PUBLIC WORKS SUPPLIES	-495.32	35,000.00	35,000.00	-21,580.47	13,419.53	61.66
061-04-000-5530-0001-000	WATER - PUBLIC WORKS SUPPLIES - C	-86.08	23,000.00	23,000.00	-8,135.79	14,864.21	35.37
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	-85.90	5,000.00	5,000.00	-546.40	4,453.60	10.93
061-04-000-5710-0000-000	WATER - TRAVEL/MILEAGE-IN STATE	0.00	1,100.00	1,100.00	-400.20	699.80	36.38
061-04-000-5720-0000-000	WATER - OUT OF STATE TRAVEL	0.00	100.00	100.00	0.00	100.00	0.00
061-04-000-5730-0000-000	WATER - DUES & MEMBERSHIPS	-201.99	2,000.00	2,000.00	-2,684.99	-684.99	134.25
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		-13,555.10	427,657.80	427,657.80	-263,955.53	163,702.27	61.72
		-46,822.06	806,647.80	806,647.80	-424,081.09	382,566.71	52.57
Total Group 1: Segment 3: Department Code: 000 - General		-46,822.06	806,647.80	806,647.80	-424,081.09	382,566.71	52.57
Group 1: Segment 3: Department Code: 400 - Water Construction Projects							
Special							
061-04-400-5012-0000-000	SYSTEM ENHANCEMENTS	0.00	144,328.64	144,328.64	-21,695.72	122,632.92	15.03
Total Group 3: Special		0.00	144,328.64	144,328.64	-21,695.72	122,632.92	15.03
Expenses							
061-04-400-5805-2018-000	WATER ENT- A14 ATM05/07/17 MEADOW	0.00	198,400.00	198,400.00	-15,959.88	182,440.12	8.04
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
Total Group 3: Expenses		0.00	308,400.00	308,400.00	-15,959.88	292,440.12	5.18
		0.00	452,728.64	452,728.64	-37,655.60	415,073.04	8.32
Total Group 1: Segment 3: Department Code: 400 - Water Construction		0.00	452,728.64	452,728.64	-37,655.60	415,073.04	8.32

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

Parameters: Fiscal Year: 2020 Start Date: 12/01/2019 end: 12/31/2019 Active Accounts Only

Town of

Expense Control Report - Expenditure Ledger

Account Number		Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department		Code: 500 - Water Special Articles					
Special							
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
Total Group 3: Special		0.00	70,000.00	70,000.00	0.00	70,000.00	0.00
Expenses							
061-04-500-5245-2006-000	STORAGE TANK MAINT FUND ATM 5/06 A	0.00	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	-264.01	0.00	11,611.30	-6,354.48	5,256.82	54.73
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
Total Group 3: Expenses		-264.01	226,883.40	238,494.70	-15,039.48	223,455.22	6.31
		-264.01	296,883.40	308,494.70	-15,039.48	293,455.22	4.88
Total Group 1: Segment 3: Department		-264.01	296,883.40	308,494.70	-15,039.48	293,455.22	4.88
56 Account(s) totaling:		-47,086.07	1,556,259.84	1,567,871.14	-476,776.17	1,091,094.97	30.41

FISCAL YEAR 20 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
December 31, 2019

UNCOLLECTED FROM JUNE 30, 2019

89,610.77

CHARGED	07/01/19 12/31/19	12/31/2019	Previous Balance	Total	
USER CHARGES		650.50	520,394.00	521,044.50	
SERVICE CHARGES		225.00	12,492.73	12,717.73	
CONNECTION CHARGES		0.00	6,000.00	6,000.00	
LATE CHARGES		1,466.79	9,903.28	11,370.07	
BACKFLOW		0.00	4,600.00	4,600.00	
SUBTOTAL		2,342.29			
TOTAL CHARGES					555,732.30
					645,343.07
RECEIVED	07/01/19 12/31/19	12/31/2019			
USER CHARGES		16,388.34	485,215.09	501,603.43	
SERVICE CHARGES		210.00	13,822.72	14,032.72	
CONNECTION CHARGES		0.00	6,000.00	6,000.00	
LATE CHARGES		767.12	8,386.80	9,153.92	
BACKFLOW		0.00	4,864.81	4,864.81	
SUBTOTAL		17,365.46			
TOTAL RECEIPTS					535,654.88
SENT TO LIEN					26,436.35
LIENS COLLECTED					
ABATEMENTS					-79.00
ADJUSTMENTS					-2,110.46
AJD TO MASTER					
UNCOLLECTED					85,441.30
					645,343.07

OUTSTANDING:

USER CHARGES	77,784.26
SERVICE CHARGES	1,924.26
CONNECTION CHARGES	0.00
LATE CHARGES	5,384.90
BACKFLOW	347.88
TOTAL OUTSTANDING	85,441.30