



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

Lance Lewand, Chairman  
Paul L. Rafuse,  
Water Superintendent

Michael MacEachern, Vice-Chairman

Nathan Mattila, Clerk  
(978) 597-2212

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

**WATER COMMISSIONERS MEETING MINUTES**

**January 15, 2019 - 5:00 P.M.**

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

**I. PRELIMINARIES:**

- 1.1 LL called the meeting to order at 5:01 P.M., 540 Main Street.
- 1.2 Roll call showed three members present: Chairman, Lance Lewand (LL) Vice-Chair, Michael MacEachern (MM) and Clerk, Nathan Mattila (NM)
- 1.3 LL announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions. MM asked if Roger Rapoza was taking on call yet. Typically when passing the test they can begin on-call duties.
- 1.5 Review correspondence. None.

**II. APPOINTMENTS:**

- 2.1

**III. MEETING BUSINESS:**

- 3.1 Discuss/Approve FY 20 budget. Paul did not have the FY20 budget available. He will email it to the board for review and schedule a short meeting to discuss/approve.
- 3.2 Update Water Foreman position. Paul noted that we did receive an application and has scheduled and interview although the advertisement in in the paper until February 8<sup>th</sup>.
- 3.3 Discuss/Vote/Approve to create a policy RE: Responsibility for cost to repair leaks on services with meter pits. After a lengthy discussion the Board instructed Paul to create a policy to review at the next meeting.
- 3.4 Update on Main Street Pump Station Bridge. Paul reported that it has been an extremely frustrating process and has not been able to pay Gary Shepherd to date. He hopes that there will be a resolution soon.

**IV. COMMISSIONERS UPDATES AND REPORT:**

- 4.1

**V. WATER SUPERINTENDENT'S UPDATES AND REPORTS:**

- 5.1 Update on Meadow Road water main replacement. Paul reported that the bid will be ready to go out in April.
- 5.2 Update on water main replacement project on Main St. West Townsend. Paul would like the bid to go out in March
- 5.3 Discussing clearing fire hydrants. Paul intends to send a memo to all departments requesting help.
- 5.4 Update on phone system. No new updates to report.
- 5.5 Discuss/Approve Capital Improvement Plan. Paul reviewed the draft for the Board to review.

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

- 6.1 The Board scheduled next BOWC meeting on February 19, 2019.
- 6.2 The Board reviewed and signed Bills Payable Warrants out of session.
- 6.3 The Board reviewed and signed Schedule of Bills Receivable report out of session.
- 6.4 The reviewed Accounts Receivable report.
- 6.5 The Board members were reminded to complete the Conflict of Interest online training program.

ADJOURNMENT:

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

NM moved to adjourn the BOWC meeting @ 6:17 P.M. MM seconded. Unanimous vote.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brenda Boudreau", followed by a long horizontal flourish line.

Brenda Boudreau, Office Administrator

## Expense Worksheet

1/28/19 3.1

Department	EXPENSE Proposed FY20 Fiscal Year	Account #
Water	20	61

Acct. #	Description	FY19 Approp.	FY20 Proposed	% Differential	Town Administrator Recommend
5201	Prior Year Unpaid Bills				
061-04-000-5210-0000-000	Energy	70,000	70,000	0.00%	
061-04-000-5240-0000-000	Repairs and Maintenance - Bldg	5,000	5,000	0.00%	
061-04-000-5245-0000-000	Repairs and Maintenance - Equip, Veh	20,000	20,000	0.00%	
061-04-000-5245-0006-000	Repair and Maintain SCADA System	10,000	10,000	0.00%	
061-04-000-5270-0000-000	Rentals	1,000	1,000	0.00%	
061-04-000-5300-0000-000	Professional & Technical Services	60,000	60,000	0.00%	
061-04-000-5300-0001-000	Backflow Prevention Survey and Testing	6,000	6,000	0.00%	
061-04-000-5300-0002-000	Professional Legal Services	12,000	12,000	0.00%	
061-04-000-5340-0000-000	Communication (Tel, Internet, Post, etc)	17,600	17,600	0.00%	
061-04-000-5380-0000-000	Other Purchased Services	2,600	2,600	0.00%	
061-04-000-5420-0000-000	Office Supplies	5,000	5,000	0.00%	
061-04-000-5430-0000-000	Building Supplies	1,500	1,500	0.00%	
061-04-000-5435-0000-000	Equipment Maint Supplies	1,500	1,500	0.00%	
061-04-000-5460-0000-000	Groundskeeping Supplies	500	500	0.00%	
061-04-000-5480-0000-000	Vehicular Supplies	8,000	8,000	0.00%	
061-04-000-5530-0000-000	Public Works Supplies	35,000	35,000	0.00%	
061-04-000-5530-0001-000	Chemicals (Treatment)	23,000	23,000	0.00%	
061-04-000-5580-0000-000	Other Supplies	1,000	1,000	0.00%	
061-04-000-5585-0000-000	Clothing Allowance	5,000	5,000	0.00%	Recommended to be moved from Salaries & Wages per Twn Acct.
061-04-000-5710-0000-000	Travel, Mileage - In State	1,100	1,100	0.00%	
061-04-000-5720-0000-000	Travel, Mileage - Out of State	100	100	0.00%	
061-04-000-5730-0000-000	Dues and Memberships	2,000	2,000	0.00%	
061-04-000-5780-0000-000	Other Charges	500	500	0.00%	
061-04-000-5785-0000-000	Other Charges - State Water Assess.(DEP)	2,000	2,000	0.00%	
061-04-000-5850-0000-000	New Equipment	10,000	10,000	0.00%	
061-04-000-5870-0000-000	Replacement Equipment	0	0	#DIV/0!	
061-04-000-5910-0000-000	LT Debt Service-MWPAT-Eastside Phase I	35,043	37,210	6.18%	
061-04-000-5901-0001-000	LT Debt Service-MWPAT- Eastside Phase II	51,001	53,008	3.94%	
061-04-000-5920-0000-000	LT Interest-MWPAT-Eastside Phase I	7,331	2,396	-67.32%	
061-04-000-5920-0001-000	LT Interest-MWPAT-Eastside Phase II	13,915	4,023	-71.09%	
	ST Borrowing-WT Main Rplcmt-Principle		0	100.00%	Short term borrowing over ten years. In accordance with the
	ST Borrowing-WT Main Rplcmt-Interest		23,300	100.00%	Treasurer's payment options on 4/30/2018
061-04-000-5975-0000-000	Intermunicipal Agreement	0	0	0.00%	
	<b>Total</b>	<b>407,690</b>	<b>420,337</b>	<b>3.10%</b>	

# Budget Worksheet

Department Name	Department Number	Fiscal Year
Water	061	2019

Budget Description	FY2019 Approp.	FY 2020 Proposed	% Change	Town Administrator Recommend
Personal Services	\$351,119.00	\$378,990.00	7.94%	
Expenses	\$430,190.00	\$420,337.00	-2.29%	Inc. In Prof. & Legal serv. and Interest for short term fdg.
<b>Total Dept. Operating Budget</b>	<b>\$781,309.00</b>	<b>\$799,327.00</b>	<b>2.31%</b>	

Acct. #	Budget Detail	FY2019 Approp.	FY 2020 Proposed	% Change	Town Administrator Recommend
061-04-000-5100-0000-000	Salaries & Wages - Department Head	\$84,502.00	\$89,129.00	5.48%	Subject to change per union negotiations
061-04-000-5110-0000-000	Salaries & Wages - Operational Staff	\$159,402.00	\$175,227.00	9.93%	Subject to change per union negotiations. Added Foreman Position
061-04-000-5112-0000-000	Salaries & Wages - Office Staff	\$61,912.00	\$63,821.00	3.08%	Subject to change per union negotiations
061-04-000-5120-0000-000	Salaries & Wages - Temp. Help	\$0.00	\$0.00	0.00%	
061-04-000-5130-0000-000	Additional Gross-Overtime	\$13,200.00	\$14,240.00	7.88%	
061-04-000-5134-0000-000	Additional Gross - Reg. & Spec. On - Call	\$14,400.00	\$19,770.00	37.29%	
061-04-000-5190-0000-000	Additional Gross - Longevity	\$4,100.00	\$2,700.00	-34.15%	
061-04-000-5191-0000-000	Commissioners Stipends	\$3.00	\$3.00	0.00%	
061-04-000-5192-0000-000	Other Stipends-Licenses & Certifications	\$1,000.00	\$1,500.00	50.00%	
061-04-000-5193-0000-000	Other - Retirement Benefits	\$2,000.00	\$2,000.00	0.00%	
061-04-000-5195-0000-000	Other - Supt. Clothing Allowance	\$600.00	\$600.00		
061-04-000-5197-0000-000	Other - Supt. Vehicle Allowance	\$6,000.00	\$6,000.00		
061-04-000-5198-0000-000	Snow Storm Stipend	\$4,000.00	\$4,000.00		
	<b>TOTAL PERSONAL SERVICES</b>	<b>\$351,119.00</b>	<b>\$378,990.00</b>	<b>7.94%</b>	

Note: There are a few changes;

1. It should be noted that the Intermunicipal Agreement expense is and has been omitted from reflecting it on the budget per Town Accountant several years ago. The amount will remain the same as last year at \$233,325.00.

Total budget: \$799,327.00  
 Plus Intermunicipal Agmnt. \$233,325.00  
 Total: \$1,032,652.00

Board Of Water Commissioners

Approved  
 Chairman, Lance Levand

**Labor Worksheet**

Department Name	Acct. Number	Fiscal Year
Water	061	2020

Department Head		Current Annum	FY 2020 Proposed	% Change	Comments/Notes
Name: Paul Rafuse	Salary & Wages - Base	84,502	89,129	5.48%	
Position: Superintendent	On call - Reg. & Holiday	4,800	6,590		
Hrs/Wk:40 Rate: (Salary)	Add'l Gross - Overtime				
Current: 37.64	Add'l Gross - Reg & Hol. On Call				
Proposed: 39.53	Add'l Gross - Longevity	1,500	1,500	0.00%	
	Other - Stipend				Amounts are subject to change per union negotiations.
Per Collective Bargaining Agrmt.	Other - Certification				
	Other - Clothing Allow.	0	0	#DIV/0!	Transferred to Expense per Twn Acct.
	<b>Employee Total</b>	<b>86,002</b>	<b>97,219</b>	<b>13.04%</b>	

Operational Staff		Current Annum	FY 2020 Proposed	% Change	Comments/Notes
Name: Roger Rapoza Jr.					
Position: Water Technician	Salary & Wages - Base	53,134	52,994	-0.26%	
Hrs/Wk: 40 Rate: Hourly	Add'l Gross - Overtime	3,300	3,300	0.00%	
Current: 20.36	Add'l Gross - Reg. & Hol. On call	4,800	6,590	37.29%	
Proposed: 21.38	Add'l Gross - Longevity	1,400	0	-100.00%	
	Other - Stipend-Work During Snowstorms	1,000	1,000	0.00%	
Per Collective Bargaining Agrmt.	Other - Certification	500	500		Amounts are subject to change per union negotiations.
	Other - Clothing Allow.	0	0	#DIV/0!	Transferred to Expense per Twn Acct.
	<b>Employee Total</b>	<b>64,134</b>	<b>64,384</b>	<b>0.39%</b>	

Operational Staff		Current Annum	FY 2020 Proposed	% Change	Comments/Notes
Name: Kevin Keefe					
Position: Water Technician	Salary & Wages - Base	53,134	51,992	-2.15%	
Hrs/Wk: 40 Rate: Hourly	Add'l Gross - Overtime	3,300	3,300	0.00%	
Current: 18.00	Add'l Gross - Reg. & Hol. On call	4,800	6,590	37.29%	
Proposed: 18.90	Add'l Gross - Longevity	0	0	#DIV/0!	
	Other - Stipend-Work During Snowstorms	1,000	1,000	0.00%	
Per Collective Bargaining Agrmt.	Other - Certification-Licenses	500	500		Amounts are subject to change per union negotiations.
	Other - Clothing Allow.	0	0	#DIV/0!	Transferred to Expense per Twn Acct.
	<b>Employee Total</b>	<b>62,734</b>	<b>63,382</b>	<b>1.03%</b>	

Operational Staff		Current Annum	FY 2020 Proposed	% Change	Comments/Notes
Name:					
Position: Foreman	Salary & Wages - Base	53,134	70,241	32.20%	
Hrs/Wk: 40 Rate: Hourly	Add'l Gross - Overtime	3,300	4,340	31.52%	
Current: 0	Add'l Gross - Reg. & Hol. On call	4,800	6,590	37.29%	
Proposed: 33.64	Add'l Gross - Longevity	0	0	#DIV/0!	
	Other - Stipend-Work During Snowstorms	1,000	1,000	0.00%	
Per Collective Bargaining Agrmt.	Other - Certification-Licenses	500	500	0.00%	
	Other - Clothing Allow.	0	0	#DIV/0!	Transferred to Expense per Twn Acct.
	<b>Employee Total</b>	<b>62,734</b>	<b>82,671</b>	<b>31.78%</b>	

### Labor Worksheet

Department Name	Acct. Number	Fiscal Year
Water	061	2020

Office Staff		Current Annum	FY 2020 Proposed	% Change	Comments/Notes
Name: Brenda Boudreau					
Position: Office Administrator	Salary & Wages - Base	42,072	44,809	6.51%	Amounts are subject to change per transfer to Clerical Union.
Hrs/Wk: 40      Rate: Hourly	Add'l Gross - Overtime	3,300	3,300	0.00%	
Current: 19.96	Add'l Gross - Shift Diff'l				
Proposed: 21.46	Add'l Gross - Longevity	1,200	1,200	0.00%	
	Other - Stipend-Work During Snowstorms	1,000	1,000		
Per Collective Bargaining Agrmt.	Other - Certification-Licenses				
	Other - Clothing Allow.	0	0		Transferred to expense acct. per Twn Acct.
	<b>Employee Total</b>	<b>47,572</b>	<b>50,309</b>	<b>5.75%</b>	

Office Staff		Current Annum	FY 2020 Proposed	% Change	Comments/Notes
Name: Terry Walsh					
Position: Par Time Office Assist.	Salary & Wages - Base	16,903	19,012	12.48%	Wages are subject to change per position included in the Clerical Union
Hrs/Wk: 20      Rate: Hourly	Add'l Gross - Overtime			0.00%	
Current: 17.34	Add'l Gross - Shift Diff'l			0.00%	
Proposed: 18.21	Add'l Gross - Longevity			0.00%	
	Other - Stipend			0.00%	
	Other - Certification			0.00%	
	Other - Clothing Allow.			0.00%	
	<b>Employee Total</b>	<b>16,903</b>	<b>19,012</b>	<b>0.00%</b>	

Operational/Office Staff		Current Annum	FY 2020 Proposed	% Change	Comments/Notes
Name:	Salary & Wages - Base	0	0	#DIV/0!	
Position: Extra Help	Add'l Gross - Overtime				
Hrs/Wk:      Rate/Hr: 6.50	Add'l Gross - Shift Diff'l				
Proposed:	Add'l Gross - Longevity				
	Other - Stipend				
	Other - Certification				
	Other - Uniform Allow.				
	<b>Employee Total</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	

### Labor Worksheet

Department Name	Acct. Number	Fiscal Year
Water	061	2020

Board of Water Commission Staff		Current Annum	FY 2020 Proposed	% Change	Comments/Notes
Name: Mike MacEachern	Salary & Wages - Base				
	Add'l Gross - Overtime				
	Add'l Gross - Shift Diff'l				
	Add'l Gross - Longevity				
	Other - Stipend	1	1	0.00%	
	Other - Certification				
	Other - Uniform Allow.				
	Employee Total	1	1	0.00%	

Board of Water Commission Staff		Current Annum	FY 2020 Proposed	% Change	Comments/Notes
Name: Nathan Mattila	Salary & Wages - Base				
	Add'l Gross - Overtime				
	Add'l Gross - Shift Diff'l				
	Add'l Gross - Longevity				
	Other - Stipend	1	1	0.00%	
	Other - Certification				
	Other - Uniform Allow.				
	Employee Total	1	1	0.00%	

Board of Water Commission Staff		Current Annum	FY 2020 Proposed	% Change	Comments/Notes
Name: Lance Lewand	Salary & Wages - Base				
	Add'l Gross - Overtime				
	Add'l Gross - Shift Diff'l				
	Add'l Gross - Longevity				
	Other - Stipend	1	1	0.00%	
	Other - Certification				
	Other - Uniform Allow.				
	Employee Total	1	1	0.00%	

6.3

TOWN OF TOWNSEND  
WATER DEPARTMENT

NO. 19-6

12/31/2018

SCHEDULE OF BILLS RECEIVABLE

To the Accountant: Lauri Plourde

The following bills, amounting in the aggregate to

**FOUR THOUSAND ONE HUNDRED FIFTY-ONE DOLLARS AND 78/100**

are herewith committed for collection.

<u>DATE</u>	<u>USER CHARGES</u>	<u>SERVICE CHARGES</u>	<u>CONN CHARGES</u>	<u>BACK FLOW</u>	<u>TOTAL</u>
12/31/18	(647.50)	205.00	-	-	(442.50)

BOARD OF WATER COMMISSIONERS

\_\_\_\_\_  
Lance Lewand, Chairman

\_\_\_\_\_  
Michael MacEachern, Vice-Chairman

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Nathan Mattila, Clerk



614

**FISCAL YEAR 19 SUMMARY**  
**TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE**  
 December 31, 2018

UNCOLLECTED FROM JUNE 30, 2018

\$ 92,570.11

**CHARGED 07/01/18 12/31/18**

	<b>12/31/2018</b>	<b>Previous Balance</b>	<b>Total</b>
USER CHARGES	-647.50	535,276.90	534,629.40
SERVICE CHARGES	205.00	16,205.31	16,410.31
CONNECTION CHARGES	0.00	8,000.00	8,000.00
LATE CHARGES	1,253.10	8,585.52	9,838.62
BACKFLOW		4,100.00	4,100.00
SUBTOTAL	<b>810.60</b>		
TOTAL CHARGES			

**572,978.33**  
**665,548.44**

**RECEIVED 07/01/17 12/31/18**

	<b>12/31/2018</b>		
USER CHARGES	14,524.75	522,178.01	536,702.76
SERVICE CHARGES	433.01	16,279.72	16,712.73
CONNECTION CHARGES	0.00	8,000.00	8,000.00
LATE CHARGES	958.32	9,659.71	10,618.03
BACKFLOW	0.00	4,098.37	4,098.37
SUBTOTAL	<b>15,916.08</b>		
TOTAL RECEIPTS			

**576,131.89**

SENT TO LIEN  
 LIENS COLLECTED  
 ABATEMENTS  
 ADJUSTMENTS  
 AJD TO MASTER  
 UNCOLLECTED

15,941.66

-966.22

611.72

**73,829.39**

\$ **665,548.44**

**OUTSTANDING:**

USER CHARGES	\$ 67,097.63
SERVICE CHARGES	1,899.98
CONNECTION CHARGES	0.00
LATE CHARGES	4,270.49
BACKFLOW	561.29
TOTAL OUTSTANDING	\$ <b>73,829.39</b>