



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, Chairman

Nathan Mattila, Vice-Chairman

Todd Melanson, Clerk

Tom Orcutt

(978) 597-2212

Interim- Water Superintendent

Email: water@townsend.ma.us

WATER COMMISSIONERS MEETING MINUTES

July 30, 2019 - 5:30 P.M.

Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 MM called the meeting to order at 5:32 P.M. at 540 Main Street, Meeting Room.
- 1.2 Roll call showed members present: Chairman, Michael MacEachern (MM), Vice-Chair, Nathan Mattilla (NM) and Clerk, Todd Melanson (TM). Guests present: Sue Lisio and Andrea Wood.
- 1.3 MM announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions.
 - 1.4.1 MM added that Tom Orcutt will be stepping down as Interim Superintendent. Sue Lisio would like to set a meeting between the Board of Selectmen and the Board of Water Commissioners for Monday, August 5, 2019 at 6:30 P.M. to discuss possible replacement for the position or the possibility of hiring Weston and Sampson to oversee the duties while the current Superintendent is out on leave. MM showed the BOWC a report from Tom and prepared by the water department office staff showing a five year analysis of free cash. Tom expects that FY19 will reach 1 million dollars.
 - 1.4.2 TM moved to sign bill payable warrants out of session. NM seconded. Unanimous vote.
- 1.5 Approve meeting minutes of May 6, 2019. NM moved to approve the meeting minutes of May 6, 2019. TM seconded. Unanimous vote.
- 1.6 Review correspondence. The Board reviewed the email sent from the Selectmen's office inviting all Boards to an open meeting law seminar offer by Mead, Talerman and Costa on Tuesday, August 27, 2019 from 6:00-8:00 P.M. in the meeting room at the Library/Senior Center Complex.

II. APPOINTMENTS:

- 2.1 6:00 P.M. Joint meeting with Master Plan Committee. Tabled for a future meeting.

III. MEETING BUSINESS:

- 3.1 Discuss full time inspector for the West End Main Replacement Project. TM made a motion to accept the Tighe & Bond quote in the amount of \$18,500.00 for a full time (additional 160 hours) Inspector for the Main Street Water Main Replacement Project, contingent with the BOS approval. NM seconded. Unanimous vote.
*MM had to leave the meeting and the Vice-Chairman (NM) noted that he would resume the BOWC meeting.
- 3.2 Discuss/ Approve replacing service truck. Tabled
- 3.3 Discuss Sanitary Survey. Tabled.
- 3.4 Discussing chlorination of the water system. There was a brief discussion but was tabled for a full board discussion.
- 3.5 Discuss water rates and fees. There was a brief discussion that was tabled until the board is able to review the 2010 Rate Study report.

IV. COMMISSIONERS UPDATES AND REPORT:

4.1 TM added that he had received notice from Homeland Security and they have agreed to perform a Cyber Security Audit at the Water Department.

4.2 NM added that he has heard some very unkind rumors about the Superintendents leave of absence and reminded everyone not to discuss the matter with anyone.

V. SUPERINTENDENTS UPDATES AND REPORTS:

5.1 None

VI. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:

6.1 Schedule next BOWC meeting. The Board set the next meeting for Monday, August 12, 2019 @ 6:00 P.M. Brenda will email Michael MacEachern to confirm.

ADJOURNMENT:

TM made a motion to approve warrants out of session which was added under Chairman's additions and deletions as 1.4.2. NM seconded. Unanimous vote.

NM adjourned the July 30, 2019, BOWC meeting at 6:26 P.M.

Respectfully Submitted,



Brenda Boudreau,

Office Administrator

Townsend Water Department

WATER DEPARTMENT MEETING

DATE July 30, 2019

NAME	ADDRESS	PH/EMAIL
Joe Lizio	28 Fh	Sm/412@comcast.net
Andrea Frank	801d Meetinghouse Rd	andrea@woodl@verizon.net

6.4.1

Five Year Analysis

Free Cash

FY 14	
FY 15	243,196.00
FY 16	646,482.00
FY 17	624,732.00
FY 18	884,681.00
FY 19	+/- 1,000,000

Budget vs Actual

	Budget	Actual	Unexpended Balance	Free Cash
FY 19				
Personnel Services	351,119.00	249,825.50	101,293.50	
Expenses	430,189.70	410,827.77	19,361.93	
FY 18				
Personnel Services	337,669.00	234,776.07	102,892.93	
Expenses	365,690.00	317,354.52	48,335.48	884,681.00
FY 17				
Personnel Services	317,052.00	244,858.97	72,193.03	
Expenses	350,690.00	308,526.57	42,163.43	624,732.00
FY 16				
Personnel Services	296,350.00	237,372.20	58,977.80	
Expenses	338,781.00	332,703.72	6,077.28	646,482.00
FY 15				

? 1.0 M

1.4.1

Personnel Services	256,339.00	250,970.18	5,368.82	
Expenses	370,782.00	367,002.88	3,779.12	243,196.00

From: Carolyn Smart <csmart@townsend.ma.us>
Sent: Wednesday, July 24, 2019 12:45 PM
To: townsendchairs@townsend.ma.us; townhallstaff@townsend.ma.us; 'Fin Com'
Cc: dklein@townsend.ma.us; Wayne Miller
Subject: Open Meeting Law & Ethics Training

Good Afternoon,

For those of you who work with, for, or serve on a board, committee, subcommittee, or commission, you know that adherence to the Open Meeting Law (OML) is a critical requirement. Enforcement of the OML is under the jurisdiction of the Division of Open Government in the Attorney General's Office. OML training is very useful and informative. However, training seminars are infrequently offered in our area.

Mead, Talerman & Costa, LLC has graciously offered to conduct such a training/seminar and answer your questions as they relate to the open meeting law and ethics. There'll be a presentation and a Q & A session. The training will be on August 27, 2019 from 6:00P.M. to 8:00P.M. in the Meeting Room at the Library/Senior Center Complex.

Light refreshments will be served.

Carolyn Smart
Executive Assistant to the Town Administrator
Board of Selectmen's Office
272 Main Street, Townsend, MA 01469
(978) 597-1700 ext 1719
csmart@townsend.ma.us
www.townsend.ma.us

If this email is received by a multi-member public board, commission or committee please take care to never "respond to all" as you may inadvertently create a violation of the open meeting law.

This message (including any attachments) contains confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message. In Massachusetts, the term "public record" is broadly defined to include all documentary materials or data created or received by any officer or employee of any governmental unit, regardless of physical form or characteristics unless it falls under one of the statutory exemptions to the Public Records Law MGL Chapter 4, Section 7(26). Consequently, email is subject to the disclosure, retention and maintenance provisions as required by law, MGL Chapter 66.

Policy:

- *Maintain roads according to established standards

GOAL: Develop and maintain strategic plans for capital improvement

Policy:

- *Develop and maintain a strategic plan for the acquisition of lands deemed critical for town government and tax stabilization

Proposals:

- *Identify potential acquisitions for a municipal complex, cemetery space, senior center, youth center and other recreational needs
- *Identify chapter 61, 61A, 61B properties for potential acquisition for open space, recreation or other purposes and encourage the offer of all such lands be brought to town meeting
- *Encourage private land owners to offer the town the opportunity to bid on land not under Chapter 61 protection

Policy:

- *Develop long term sewage disposal plan to protect the water supply

Proposals:

- *Require that municipal buildings maintain compliance with Title V and Townsend Board of Health regulations
- *Explore shared septic systems in the established villages

Policy:

- *Develop a town-wide Water Department growth plan, including provision for emergency extension of mains, under a betterment model

GOAL: Promote an enhanced infrastructure for business and tourism

Policy:

- *Create infrastructure which supports light industrial park areas

Policy:

- *Advocate for private utility investments to provide state-of-the-art telecommunications, gas and electric service at competitive cost

Policy:

- *Increase sidewalks and public parking for both municipal and business needs

Policy:

- *Improve traffic patterns where possible

29-0354-05
July 29, 2019

Mr. Thomas Orcutt, Interim Superintendent
Townsend Water Department
540 Main Street
West Townsend, MA 01474

Re: **Proposal for Engineering and Construction Services Amendment No. 2
Main Street Water Main Replacement**

Dear Mr. Orcutt:

Tighe & Bond is submitting this request to provide additional construction observation services on the Main Street Water Main Replacement Project. Part time construction observation services were included in Amendment No. 1 for the project that was executed on July 9, 2019. This Amendment will supplement the services already under contract to provide full-time construction observation during the installation of the water main along Main Street.

Project Description

The Main Street Water Main Replacement Project will include installing a new water main beneath Pearl Hill Brook between the Water Department's Main Street Pump Station and Main Street. The water main will also be installed along Main Street from the Main Street Pump Station to the intersection of Wheeler Road.

Scope of Services

The following is our recommended Scope of Services for this amendment.

Task 4 – Construction Observation

- 4.1 **Perform Construction Observation** – Tighe & Bond will provide additional construction observation up to 160 hours of additional time in excess of services included in Amendment No. 1 so that full-time observation of the water main installation is provided. Tighe & Bond will provide a construction observer to observe construction activities and record the general progress and quality of the work to determine whether the work is proceeding in accordance with the contract documents.

Engineering Fee

Tighe & Bond will perform the above listed services for a lump sum fee of **\$18,500** invoiced monthly based on percentage complete. In the event that the scope of work is increased for any reason, the lump sum fee to complete the work shall be mutually revised by written amendment. The Terms and Conditions provided as part of our original agreement remain in effect.

Schedule

Tighe & Bond will proceed immediately upon authorization to proceed. If this proposal is acceptable, please sign below and return one signed copy to our office. If you have any questions or require any additional information, please contact either me or Louis Soracco at our office.

Very truly yours,

Tighe & Bond, Inc.



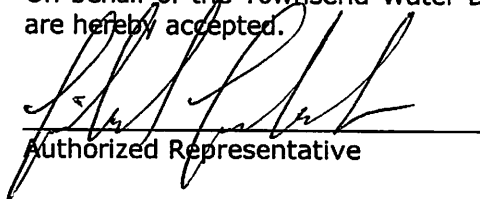
Thomas J. Mahanna, PE
Vice President
Tel: 508.471.9607
Cell: 978.846.0675
e: tjmahanna@tighebond.com



Louis A. Soracco, PE
Senior Project Manager
Tel: 508.304.6358
Cell: 978.501.4911
e: lasoracco@tighebond.com

Acceptance:

On behalf of the Townsend Water Department, the scope, fee, and terms of this amendment are hereby accepted.


Authorized Representative

7-30-19
Date

Board of Selectmen:

Sue Lisio, Chairman

Date

Wayne Miller, Vice Chairman

Date

Don Klein, Clerk

Date



Office of the
Townsend Water Department
 540 Main St.
 West Townsend, Massachusetts 01474-0017
 Tel: 978-597-2212
 Fax: 978-597-5611

Board of Water Commissioners
Michael MacEachern, Chairman
Nathan Mattila, Vice Chairman
Lance Lewand, Clerk

Superintendent
Paul L. Rafuse

Schedule of Rates and Fee's

Water Rates:	T.W.D. \$37.50 Unit Chg. + \$3.00/100(ft) Billed Quarterly
	Witch's Brook: \$37.50 Unit Chg. + \$4.00/1000 Gals. Billed Quarterly
System Development Charges:	1" ~ \$2,000.00
	1 1/2" ~ \$3,000.00
	2" ~ \$3,600.00
	3" & Over ~ \$5,000.00
	Main and Sprinkler/connection ~ \$5,000.00
Sprinkler Charge:	According to size at a rate of \$35.00/in./6month period
Overdue Accounts:	\$2.00 demand charge + 1 1/2% interest of amount due (Min. of \$.50)
Service Installation:	1" Services Only (Tap Main + Installation Main to Property Line w/ Meter ~ \$750.00
	Greater than 1" Cost shall include, Cost of meter + Labor, Material and Equipment
Material:	Cost + 10%
Labor:	Cost + 20%
Meter Pit:	Required for services over 475ft.
Turn On Fee:	\$35.00
Final Readings:	\$25.00
Fire Flow Tests:	\$200.00/Nozzle
Hydrant Use:	\$200.00 + water used
Meter Testing:	\$35.00
Labor Charges:	For 1 or 2 men \$50.00 For The First Hr.
	\$25.00/1/2hr. thereafter
	<i>Updated & Approved By Board of Water Commissioners 10/6/2014</i>
Meter Valve Replacement	Labor Rate: \$50.00/1st hr., Meter Valve plus 10% and miscellaneous parts if needed.
	<i>Updated & Approved By Board of Water Commissioners 11/7/2016</i>
Backhoe Rate:	\$100.00/hr.
Water Restriction Violations:	1st notice ~ written warning N/C
	2nd notice ~ \$50.00
	3rd notice ~ \$100.00
	Each additional notice ~ \$100.00
Meter Tampering:	\$250.00/per offense and water usage averaged and repairs labor