



Nathan Mattila, Chairman
(978) 597-2212

Todd Melanson, Vice-Chairman

Michael MacEachern, Clerk
Email: water@townsend.ma.us

WATER COMMISSIONERS MEETING MINUTES

June 1, 2020 – 6:00 P.M.

Water Department 540 Main Street, Meeting Room

NOTE REGARDING ACCESS AND PARTICIPATION

Governor Baker declared a State of Emergency to respond to COVID-19 on March 10, 2020 and ordered a suspension of certain provisions of the Open Meeting Law M.G.L. c. 30A, s 20 on March 12, 2020. The Board of Selectmen closed the town offices, including boards and committee meetings consistent with the Governor's March 12th order, to public access to promote social distancing and reduce the spread of COVID-19. The Board of Water Commissioner's meetings will not be open to the public for physical attendance until further notice. The meeting will be available on Zoom. **Join Zoom Meeting**

<https://us02web.zoom.us/j/81245186567>

Meeting ID: 812 4518 6567 log in Monday June 1, 2020 at 6:00 P.M. to participate.

I. PRELIMINARIES:

1.1 TM called the meeting to order at 6:26 P.M. at 520 Main Street and by Zoom.

1.2 Roll Call showed Members Present: Todd Melanson (TM)-Vice-Chair, Michael MacEachern (MM)-Clerk and Nathan Mattila (NM) Chairman arrived late.-Roll Call Citizens Present: Don Klein, Steve Berrigan, Ryan Lapierre, Rebecca McEnroe and Kevin Keefe.

1.5 Chairman's additions or deletions. A new service application was added for approval for a 1" service at 23 Todd Drive. **MM made a motion to approve a 1" service at 23 Todd Drive. NM seconded. Unanimous vote.**

1.6 Approve meeting minutes of February 5, 2020 and February 19, 2020. **MM moved to accept the meeting minutes of February 5, 2020 and February 19, 2020. NM seconded. Unanimous vote.**

1.7 Review correspondence. None.

II. APPOINTMENTS-VOTES MAY BE TAKEN

2.1 Discuss driveway repair at 520 Main Street. Mr. Berrigan reported to the board that he had damage to his new driveway as a result of the work perform by Shepco. After meeting with Shepco he was told that they would repair the damaged caused by the machinery using infrared technology. Mr. Berrigan told the board that his driveway was only two weeks old when the damaged occurred and patching the driveway would negate his warranty. Mr. Berrigan would like to see the lower driveway cut and repaved rather than making smaller patches. Rebecca will consult Lou from Tighe & Bond to try and come up with a fair resolution.

III. MEETING BUSINESS-VOTES MAY BE TAKEN:

3.1 Discuss scheduling meeting with TA/Union Rep to discuss issues with the current union contract. The Board would like to have some input in the union negotiations. They would like to discuss matters such as comp time, uniform allowance, pro-rated personal time and other matters. Todd will call the Town Administrator to ask about whether or not they can sit in on the negotiations.

3.2 Discuss scheduling a meeting to discuss Cross Charge agreement. After a brief discussion Todd will forward the draft agreement to Don for review as the BOS meetings are still not open to the public.

3.3 Discuss the Public Rate Increase Hearing scheduled on June 3, 2020. Brenda explained that the June 3rd meeting had to be cancelled due to an assumption that a 14 day legal notice is published prior to the meeting. The Board asked for Brenda to cc Adam for a legal opinion. The Board decided to have an informational Zoom meeting for the public to discuss the rate increase that will be effective in their October 2020 water bills. Brenda will make a Facebook post and will ask Jim Smith to use the electronic sign to notify the public of the change.

- 3.4 Discuss Lock Brook Run extension (top of West Meadow Road). Rebecca would like to do another flow test with the Main Street pumps off to ensure that there will be sufficient water pressure for the project. Rebecca will assist Ryan with the flow test.
- 3.5 Review Contract approval process. Don reported that the BOS approved the addendum from White Mountain requesting a change to the termination clause. The water department is still trying to get the contract approved by the [procurement officer and town accountant. The Board asked Brenda to look into it.
- 3.6 Discuss Townsend's MVP grant (Municipal Vulnerability Preparedness) Rebecca reported that she would like the Water Department to contribute \$2,000.00 toward the matching funds from the state. After a brief discussion TM motioned to support the template letter and cash amount of \$2,000.00 from the water Department. MM seconded. Unanimous vote.

IV. **COMMISSIONERS UPDATES AND REPORTS-VOTES MAY BE TAKEN:**

- 4.1 The office prepared a last minute transfer in the amount of \$20,000.00 from personal service to the Enterprise fund to cover shortfalls within the FY20 operating budget. NM moved to transfer \$20,000.00 from personal services to the enterprise fund. TM seconded. Unanimous vote.

V. **INTERIM SUPERINTENDENTS/FOREMANS UPDATES AND REPORTS-VOTES MAY BE TAKEN:**

- 5.1 Update on Master Plan. Rebecca is reviewing the draft Master Plan for the next meeting.
- 5.2 Update on Main St. water main. The project is now paved and completed. Rebecca would like to hold back an additional \$15,000.00 to cover the driveway at 520 Main Street until a resolution can be reached.
- 5.3 Update on Meadow Road. Rebecca reported that she has been in touch with CHB and reported that the main has been flushed and is now on. Rebecca will reach out to the homeowner that lives next to the project to address his concerns.

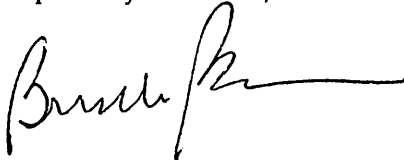
VI. **OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:**

- 7.1 Schedule next BOWC meeting. Brenda suggested meeting on June 22, 2020 to discuss the public meeting on the 25th and to review any questions that might have been emailed to the water department. The BOWC scheduled their next meeting on Monday, June 22, 2020.

ADJOURNMENT:

TM motioned to adjourn the BOWC meeting at 7:47 P.M. MM seconded. Unanimous vote.

Respectfully submitted,



Brenda Boudreau, Office Administrator

Townsend Water Department

Townsend Water Department is inviting you to a scheduled Zoom meeting.

Topic: Board of Water Commissioners Meeting

Time: Jun 1, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81245186567>

Meeting ID: 812 4518 6567

One tap mobile

+13126266799,,81245186567# US (Chicago)

+16468769923,,81245186567# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 812 4518 6567

Find your local number: <https://us02web.zoom.us/j/81245186567>



Nathan Mattila, *Chairman*
(978) 597-2212

Todd Melanson, *Vice-Chairman*

Michael MacEachern, *Clerk*
Email: water@townsend.ma.us

WATER COMMISSIONERS MEETING AGENDA

June 1, 2020 - 6:00 P.M.

Water Department 540 Main Street, Meeting Room

NOTE REGARDING ACCESS AND PARTICIPATION

Governor Baker declared a State of Emergency to respond to COVID-19 on March 10, 2020 and ordered a suspension of certain provisions of the Open Meeting Law M.G.L. c. 30A, s 20 on March 12, 2020. The Board of Selectmen closed the town offices, including boards and committee meetings consistent with the Governor's March 12th order, to public access to promote social distancing and reduce the spread of COVID-19. The Board of Water Commissioner's meetings will not be open to the public for physical attendance until further notice. The meeting will be available on Zoom. **Join Zoom Meeting**

<https://us02web.zoom.us/j/81245186567>

Meeting ID: 812 4518 6567 log in Monday June 1, 2020 at 6:00 P.M. to participate.

- I. PRELIMINARIES:
 - 1.1 Call the meeting to order and announce meeting address.
 - 1.2 Roll Call Members-Roll Call Citizens.
 - 1.5 Chairman's additions or deletions.
 - 1.6 Approve meeting minutes of February 5, 2020 and February 19, 2020.
 - 1.7 Review correspondence.
- II. APPOINTMENTS-VOTES MAY BE TAKEN
 - 2.1 Discuss driveway repair at 520 Main Street.
- III. MEETING BUSINESS-VOTES MAY BE TAKEN:
 - 3.1 Discuss scheduling meeting with TA/Union Rep to discuss issues with the current union contract.
 - 3.2 Discuss scheduling a meeting to discuss Cross Charge agreement.
 - 3.3 Discuss the Public Rate Increase Hearing scheduled on June 3, 2020.
 - 3.4 Discuss Lock Brook Run extension (top of West Meadow Road).
 - 3.5 Review Contract approval process.
 - 3.6 Discuss Townsend's MVP grant (Municipal Vulnerability Preparedness)
- IV. COMMISSIONERS UPDATES AND REPORTS-VOTES MAY BE TAKEN:
 - 4.1
- V. INTERIM SUPERINTENDENTS/FOREMANS UPDATES AND REPORTS-VOTES MAY BE TAKEN:
 - 5.1 Update on Master Plan.
 - 5.2 Update on Main St. water main.
 - 5.3 Update on Meadow Road
- VI. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:
 - 7.1 Schedule next BOWC meeting.

ADJOURNMENT:

Townsend Water Department is inviting you to a scheduled Zoom meeting.

Topic: Board of Water Commissioners Meeting

Time: Jun 1, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81245186567>

Meeting ID: 812 4518 6567

One tap mobile

+13126266799,,81245186567# US (Chicago)

+16468769923,,81245186567# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 812 4518 6567

Find your local number: <https://us02web.zoom.us/j/81245186567>

Brenda

From: steve berrigan <steve@preferredph.com>
Sent: Tuesday, May 26, 2020 6:58 PM
To: Brenda
Subject: 520 Main St Driveway Damage

Hello All,

I have been in touch with Brenda at the water department about the damage to my driveway during the replacement of the water main on Main Street. Now that the work is coming to an end I reached out again to bring up the situation and try to come to a solution.

I sent multiple pictures in a previous email of negligence while they were working. There are multiple spots around the driveway that they parked large trucks and equipment that sank, rocks that were dragged and ran over, scuff marks and gouges, and edges completely blown out from running over the fresh asphalt.

Andrew from Speco did reach out to me and I explained the situation and my concerns seeing that the driveway was only three weeks old when they started the project and I never received any notice that the project was starting seeing that I purchased the home that was bank owned in February 2019 and didn't occupy the home until June of 2019.

Andrew discussed the problem with Gary the owner of Shepco and the answer to the problem was to do an infrared patch which heats up sections of the driveway that were damaged and plends the material back together. I discussed my issues with this solution with Andrew that it is simply a patch and I had a brand new driveway before the construction and do not want fifteen patches in the driveway that can't be warrantied and shortens the life of the driveway.

Andrew said this is all Shepco is willing to cover. I'm hoping to come to some conclusion here that fixes my driveway correctly and doesn't cost Speco a large sum of money. If you can please put this on the next board meeting agenda June 1 to discuss and add me to the zoom meeting I would appreciate it. You can either email me or call me at 978-732-3655 with any questions.

Thanks, Steve Berrigan
520 Main Street

Townsend Water Department

Rate Modification FY 2021
Public listening session
June 3, 2020

New Water Rate FY 2021

New Water Rate per
100 cu ft starting
July 1, 2020 is \$4.32.

(Witches Brook
customers with gallon
meters \$5.36/1000
gallons)

July 1, 2020

First water bill with
new rates will be
mailed out October
2020 for water used
July 1 –Sept. 30, 2020

Oct. 2020

2019 Water Masterplan

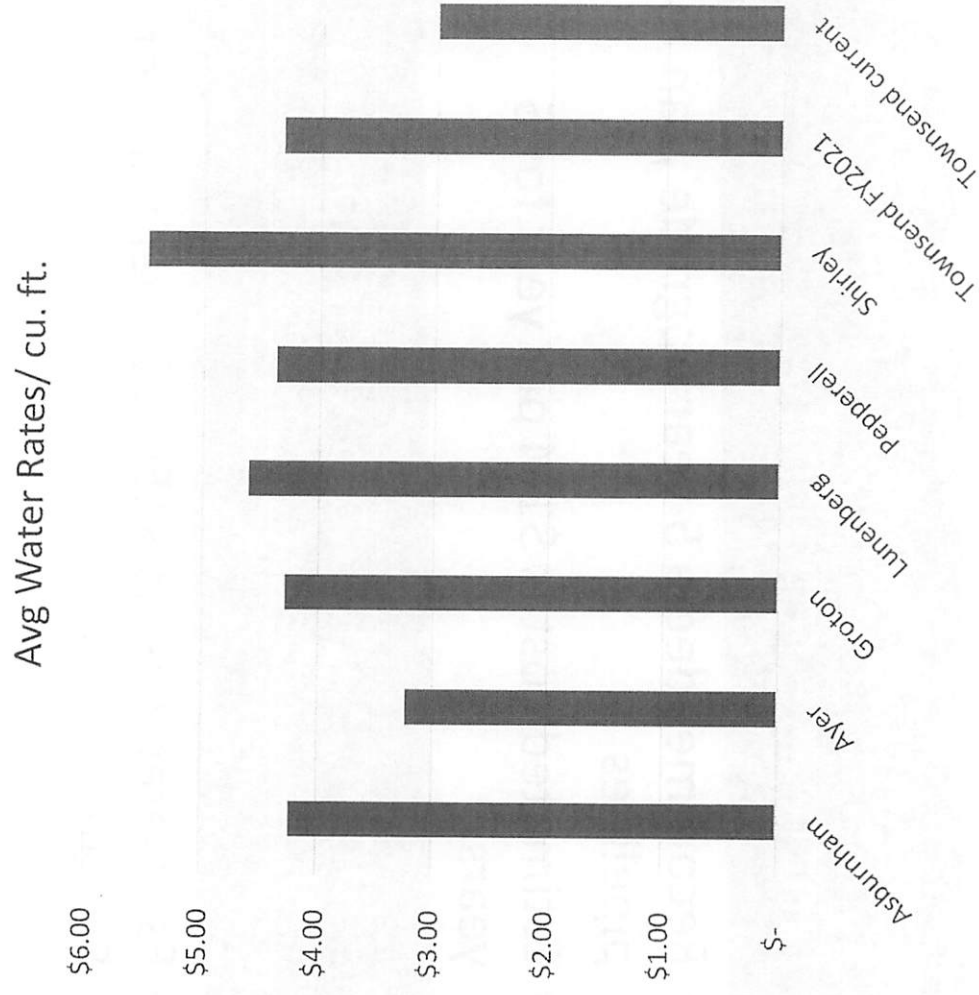
Distribution work recommended to increase reliability

- Recommended a 5 year upgrade plan to pipelines
- Estimated cost is \$1M per year for 5 years

Recommended a 5 year upgrade to hydrants and valves

- Estimated cost is \$150,000 per year for 5 years.

Water Rate of Surrounding Towns FY 2020



- Hence the 60 day termination.
 - This can be returned to 7 day by paying a month ahead so we are not on the hook for contracted services
- 2) Our MSA protects us from liability on services that are not our own. Things like Anti Virus, Backup, and Office365 are not services we provide directly and as such our liability should be limited to only failures of our staff and services, not failures of the 3rd party tools themselves.

Can we have a conversation about this?

Pete
603-231-2681

From: Terry Walsh [<mailto:twalsh@townsend.ma.us>]
Sent: Thursday, April 2, 2020 10:36 AM
To: 'Carolyn Smart' <csmart@townsend.ma.us>
Cc: 'Jim Kreidler' <jkreidler@townsend.ma.us>; 'Brenda' <bboudreau@townsend.ma.us>
Subject: White Mountain Agreements

Hi Carolyn:

Can you forward these two agreements for our IT contract with White Mountain to Town Counsel for his review. Please note that White Mountain is a division of CIS Technical Services Inc.

Thanks,

Terry

Theresa Walsh
Office Assistant
Townsend Water Department
540 Main St
WestTownsend MA 01474
978-597-2212
twalsh@townsend.ma.us

978.597.1701 (o)
978.790.8785 (c)

The Secretary of State considers email from a public official to be a public document.

If you are receiving this email and are a member of a multi-member board please do not "reply all" as such an action may create an open meeting violation.

On Apr 28, 2020, at 1:34 PM, Terry Walsh <twalsh@townsend.ma.us> wrote:

Okay...can you please check with Counsel? Should we?

Thanks,

Terry

From: Carolyn Smart [<mailto:csmart@townsend.ma.us>]
Sent: Thursday, April 23, 2020 3:24 PM
To: James Kreidler <jkreidler@townsend.ma.us>; Terry Walsh <twalsh@townsend.ma.us>
Subject: FW: White Mountain Agreements

Hi Terry,

I have not heard back from Adam, here's the original email.

From: Carolyn Smart [<mailto:csmart@townsend.ma.us>]
Sent: Friday, April 3, 2020 10:07 AM
To: 'Adam J. Costa' <adam@mtclawyers.com>
Cc: James Kreidler <jkreidler@townsend.ma.us>
Subject: FW: White Mountain Agreements

Hi Adam,

Attached is an agreement the Water Dept submitted for IT services. I forwarded the Goods & Services Contract policy and requested they use the previously approve contracts.

They reached out to the vendor – please see the below email. The Water Dept asked me to forward to you for opinion.

From Pete Paldino...

Terry,

Basically we will sign that if the MSA is signed in return. I have added some language to clearly reference the documents.

The main problems for us are:

- 1) Termination without Cause
 - We pre pay for data center resources and licensing

Terry Walsh

From: Pete Paldino <ppaldino@whitemtn.com>
Sent: Tuesday, May 12, 2020 5:13 PM
To: Terry Walsh
Cc: Steve Wilson
Subject: RE: White Mountain Agreements

Terry,

At this point, as I am not a lawyer or able to sign a binding agreement on behalf of the company. I need to bow out of the negotiation. I have spoken to Steve and he will reach out to you about what we can do with the MSA. I have confidence he will be able to come to an agreement with everyone's best interests intact.

Leave it to lawyers to make something typically simple so very difficult.

Thanks

Pete

From: Adam J. Costa [mailto:adam@mtclawyers.com]
Sent: Wednesday, April 29, 2020 11:58 AM
To: Terry Walsh <twalsh@townsend.ma.us>
Cc: Carolyn Smart <csmart@townsend.ma.us>; Rebecca McEnroe <becky@mcenroeconsulting.com>; Jim Kreidler <jkreidler@townsend.ma.us>; Lisa Mead <lisa@mtclawyers.com>; Ben Taylor <ben@mtclawyers.com>
Subject: RE: White Mountain Agreements

Terry:

I appreciate the follow-up. And your e-mail is timely. My partner, Lisa Mead, and associate, Ben Taylor, reviewed what was sent below. Our comments are as follows:

- 1) Termination without Cause
 - We pre pay for data center resources and licensing
 - Hence the 60 day termination.
 - This can be returned to 7 day by paying a month ahead so we are not on the hook for contracted services

Our comments:

Preliminarily, we note that whether or not to assent to a 60-day termination clause is a matter for the Town's discretion. It is a "business decision," as they say; but there is nothing unlawful about a 60-day termination clause. That said, our recommendation is to preserve the Town's right to termination on seven (7) days' notice; or, if some lengthier period must be negotiated, to increase it to 15 or 30 days, but not 60 days. 60 days' termination means that the Town is bound, for approximately two months after termination is noticed, to continue to receive, or at least pay for, services it doesn't want.

The Town cannot prepay for a service that has yet-to-be provided. So "paying a month ahead," as suggested above, is not an option.

- 2) Our MSA protects us from liability on services that are not our own. Things like Anti Virus, Backup, and Office365 are not services we provide directly and as such our liability should be limited to only failures of our staff and services, not failures of the 3rd party tools themselves.

Our comments:

The Town's form of contract can be modified to address the concern above. We do not recommend that the Town sign the MSA as an additional or supplemental documents, which negates the purpose and objective of using a standard form. The MSA incorporates a more expansive limitation of liability, as well as other provisions that will need to be modified, negotiated, etc. The Town's form of contract should be sufficient.

As to the referenced modification, the indemnification language in the Town's contract might be amended to include the following statement: "However, in no situation shall the Contractor be liable for damages caused by services outside of the scope of services stated in Section 1 of this Contract. The Contractor shall not be liable for the failure of third party tools that are used by the Town, but are not provided directly by the Contractor, including but not limited to Office365..." Note that the foregoing language is somewhat nuanced: there is a difference between third-party tools provided through the Contractor (which are part of the scope of services and for which the Contractor should be responsible) and third-party tools "not provided directly by the Contractor" but, rather, provided directly from the third-party (for which the Contractor should not be responsible). (Note: We understood Anti-Virus and Backup software to be included in the scope of services, but maybe we are mistaken.)

I hope that the above is helpful. If you have further questions, contact us at the number below. You may speak with Lisa Mead directly, or with me. She and I are both in the office; she is at Extension 101 and I am at Extension 102.



Adam J. Costa
Mead, Talerman & Costa, LLC
30 Green Street - Newburyport, Massachusetts - 01950
Phone 978.463.7700 - Fax 978.463.7747
adam@mtclawyers.com - www.mtclawyers.com

The information contained herein is confidential and may be protected by the attorney-client and/or other applicable privilege(s). It is intended only for the named recipient(s). If you are neither an intended recipient nor a person responsible for delivery to a recipient, you are hereby notified that any unauthorized use, dissemination, distribution or reproduction of the contents hereof is strictly prohibited and may be unlawful.

If you have received the above transmittal in error, please delete the message and any attachment(s) hereto from your e-mail system and notify us immediately.

♻️ Think before you print.

From: Jim Kreidler <jkreidler@townsend.ma.us>

Sent: Tuesday, April 28, 2020 1:52 PM

To: Terry Walsh <twalsh@townsend.ma.us>

Cc: Carolyn Smart <csmart@townsend.ma.us>; Rebecca McEnroe <becky@mcenroeconsulting.com>; Adam J. Costa <adam@mtclawyers.com>

Subject: Re: White Mountain Agreements

Terry

Let's cut out the middle and have you go directly to Adam on this matter. I am copying him on this email.

Jim

James M. Kreidler
Town Administrator



CLIMATE RESILIENCE WATER SUPPLY ASSESSMENT FOR THE TOWN OF TOWNSEND MA –

A Municipal Vulnerability Preparedness (MVP) Action Grant Proposal

THE PROJECT

Pursue a vulnerability assessment related to the impact of current and anticipated future climate change conditions, including flooding, drought, and snowmelt runoff impacts on Townsend's public and private water supply. This project would address the following challenges:

- The public drinking water wells in Townsend are vulnerable to flooding and other impacts from nearby surface water bodies (including streams and wetlands).
- Some wells have had water quality issues because they are shallow and/or close to a surface water body which may over time be impacted from climate change on streamflow and related groundwater recharge.
- The 2019 Annual Water Quality Report for the public water supply shows elevated levels of some pollutants of concern (including chloride, sodium, and nitrates) that suggest surface water and snowmelt roadway runoff impact on the wells.
- Townsend's public drinking water wells are not currently classified as groundwater under the influence of surface water. However, an assessment of the future floodplain can determine if this classification will change in the future, which would have significant impacts to the system.

Townsend's Municipal Vulnerability Preparedness (MVP) Planning process identified adaptation strategies related to the Town's drinking water supply as high priority action items.

THE APPROACH

The proposed climate resilience water supply assessment would include the following tasks:

- Task 1: Collect and review data and conduct field investigations
- Task 2: Model future flooding and investigate the impact on groundwater and wells
- Task 3: Assess the resilience of public and private wells to future drought conditions
- Task 4: Conduct public outreach and education related to climate hazards, water quality, and water conservation

THE BUDGET

Task	Grant	Match (in-kind)	Match (cash)	Total
Task 1	\$16,500	\$5,000	-	\$21,500
Task 2	\$30,500	\$5,000	\$2,000	\$37,500
Task 3	\$50,000	\$7,500	\$15,000	\$72,500
Task 4	\$12,800	\$5,000	-	\$17,800



Task 5 (Project Management)	\$5,000	\$2,000	-	\$7,000
Total Project Cost	\$114,800	\$24,500	\$17,000	\$149,300

THE FUNDING STRATEGY

- Apply for Municipal Vulnerability Preparedness (MVP) Action Grant to cover 75% of the project costs (\$114,800)
- Fund the remaining 25% of project costs (\$41,500) through in-kind and cash match funding, including:
 - In-kind hours from municipal staff members related to field investigations, attending meetings, and reviewing materials
 - Solicit private companies for match funding, including major water users such as Sterilite, the golf course, and nurseries. Estimated contribution \$15,000.
 - The Townsend Water Department could contribute some match funding (\$2,000) by putting together a warrant article for the June 23rd Town Meeting

NEXT STEPS

- Work with the Core Team to finalize grant application idea and project tasks and budget
- Identify and solicit matching funds and letters of support
- Confirm Select Board approval to apply for the MVP Action Grant
- Complete and submit grant application by June 11, 2020

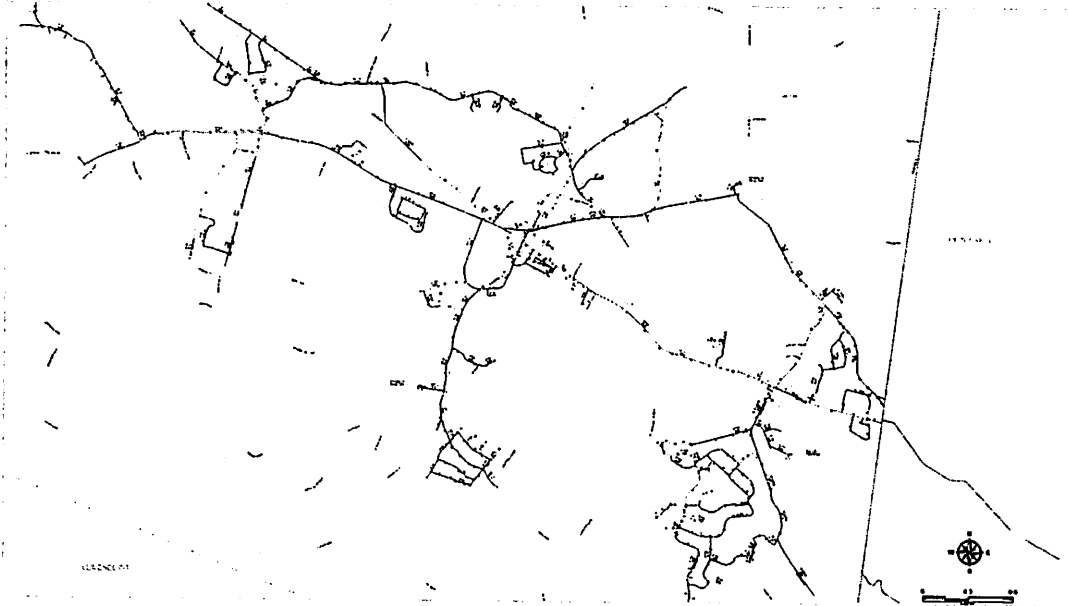


Figure 1: The Townsend Water Supply, Mapped in 2017

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 6/30/2020

Town of

Expense Control Report - Expenditure Ledger

Account Number	Parsonnel	Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	Unexpended Balance	YTD Balance	% Var.
061-04-000-5100-0000-000	WATER - SALARY - SUPERINTENDENT	-49,639.68	89,129.00	89,129.00	-49,639.68	39,489.32	39,489.32	55.69
061-04-000-5110-0000-000	WATER - WAGES-OPER STAFF	-135,040.84	175,227.00	175,227.00	-135,040.84	40,186.16	40,186.16	77.07
061-04-000-5112-0000-000	WATER - WAGES-SUPPORT STAFF	-51,888.50	63,821.00	63,821.00	-51,888.50	11,932.50	11,932.50	81.30
061-04-000-5130-0000-000	WATER - ADDITIONAL GROSS - OVERTI	-9,192.70	14,240.00	14,240.00	-9,192.70	5,047.30	5,047.30	64.56
061-04-000-5134-0000-000	WATER - ADDITIONAL GROSS - REG & S	-12,325.00	19,770.00	19,770.00	-12,325.00	7,445.00	7,445.00	62.34
061-04-000-5190-0000-000	WATER - OTHER - STIPEND - LONGEVIT	-2,800.00	2,700.00	2,700.00	-2,800.00	-100.00	-100.00	103.70
061-04-000-5191-0000-000	WATER - OTHER - STIPENDS - BOARD O	0.00	3.00	3.00	0.00	3.00	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	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	2,000.00	0.00
061-04-000-5195-0000-000	WATER - OTHER - CLOTHING ALLOWAN	-600.00	600.00	600.00	-600.00	0.00	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	6,000.00	0.00
061-04-000-5198-0000-000	WATER- OTHER STIPEND- SNOW STOR	-5,400.00	4,000.00	4,000.00	-5,400.00	-1,400.00	-1,400.00	135.00
Total Group 3: Personnel		-266,886.72	378,990.00	378,990.00	-266,886.72	112,103.28	112,103.28	70.42
Expenses								
061-04-000-5210-0000-000	WATER - ENERGY	-70,903.09	70,000.00	70,000.00	-70,903.09	-903.09	-903.09	101.29
061-04-000-5240-0000-000	WATER - REPAIR & MAINT BUILDING	-17,506.34	5,000.00	25,000.00	-17,506.34	7,493.66	7,493.66	70.03
061-04-000-5245-0000-000	WATER - REPAIR & MAINT EQUIPMENT	-20,091.15	20,000.00	20,000.00	-20,091.15	-91.15	-91.15	100.46
061-04-000-5245-0006-000	WATER - REPAIR & MAINTAIN - SCADA S	-6,387.50	10,000.00	15,000.00	-6,387.50	8,612.50	8,612.50	42.58
061-04-000-5245-0007-000	WATER - REPAIR & MAINTAIN-DISTRIBU	-26,800.00	0.00	27,000.00	-26,800.00	200.00	200.00	99.26
061-04-000-5270-0000-000	WATER - RENTALS	-315.00	1,000.00	1,000.00	-315.00	685.00	685.00	31.50
061-04-000-5300-0000-000	WATER - PROFESSIONAL SERVICES	-63,021.82	60,000.00	65,000.00	-63,021.82	1,978.18	1,978.18	96.96
061-04-000-5300-0001-000	WATER - PROF SVS - BACKFLOW SURV	-10,100.00	6,000.00	6,000.00	-10,100.00	-4,100.00	-4,100.00	168.33
061-04-000-5307-0000-000	WATER- PROF & TECH - LEGAL	0.00	12,000.00	12,000.00	0.00	12,000.00	12,000.00	0.00
061-04-000-5340-0000-000	WATER - COMMUNICATION	-15,075.51	17,600.00	17,600.00	-15,075.51	2,524.49	2,524.49	85.66
061-04-000-5380-0000-000	WATER - OTHER SERVICES	0.00	2,600.00	2,600.00	0.00	2,600.00	2,600.00	0.00
061-04-000-5420-0000-000	WATER - OFFICE SUPPLIES	-2,079.34	5,000.00	5,000.00	-2,079.34	2,920.66	2,920.66	41.59
061-04-000-5430-0000-000	WATER - BUILDING SUPPLIES	-1,205.91	1,500.00	1,500.00	-1,205.91	294.09	294.09	80.39
061-04-000-5435-0000-000	WATER - EQUIPMENT MAINT SUPPLIES	-749.89	1,500.00	1,500.00	-749.89	750.11	750.11	49.99
061-04-000-5460-0000-000	WATER - GROUNDSKEEPING SUPPLIES	-134.52	500.00	500.00	-134.52	365.48	365.48	26.90
061-04-000-5480-0000-000	WATER - VEHICULAR SUPPLIES	-4,856.06	8,000.00	8,000.00	-4,856.06	3,143.94	3,143.94	60.70
061-04-000-5530-0000-000	WATER - PUBLIC WORKS SUPPLIES	-34,973.64	35,000.00	35,000.00	-34,973.64	26.36	26.36	99.92

Town of

Expense Control Report - Expenditure Ledger

Account Number	Original Budget	Curr. Month Total Expended	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	% Var.
061-04-000-5530-0001-000	23,000.00	-15,655.62	23,000.00	-15,655.62	7,344.38	68.07
061-04-000-5580-0000-000	1,000.00	-75.98	1,000.00	-75.98	924.02	7.60
061-04-000-5585-0000-000	5,000.00	-1,713.65	5,000.00	-1,713.65	3,286.35	34.27
061-04-000-5710-0000-000	1,100.00	-933.80	1,100.00	-933.80	166.20	84.89
061-04-000-5720-0000-000	100.00	-55.21	100.00	-55.21	44.79	55.21
061-04-000-5730-0000-000	2,000.00	-3,703.36	2,000.00	-3,703.36	-1,703.36	185.17
061-04-000-5780-0000-000	500.00	-136.83	500.00	-136.83	363.17	27.37
061-04-000-5785-0000-000	2,000.00	-1,665.74	2,000.00	-1,665.74	334.26	83.29
061-04-000-5850-0000-000	10,000.00	-8,958.80	10,000.00	-8,958.80	1,041.20	89.59
061-04-000-5910-0000-000	37,210.00	-37,210.00	37,210.00	-37,210.00	0.00	100.00
061-04-000-5910-0001-000	53,008.00	-53,007.31	53,008.00	-53,007.31	0.69	100.00
061-04-000-5920-0000-000	5,163.86	-5,163.86	5,163.86	-5,163.86	0.00	100.00
061-04-000-5920-0001-000	8,575.67	-8,575.67	8,575.67	-8,575.67	0.00	100.00
061-04-000-5925-0000-000	23,300.27	-21,488.28	23,300.27	-21,488.28	1,811.99	92.22
Total Group 3: Expenses	427,657.80	-432,543.88	484,657.80	-432,543.88	52,113.92	89.25
	806,647.80	-699,430.60	863,647.80	-699,430.60	164,217.20	80.99
	806,647.80	-699,430.60	863,647.80	-699,430.60	164,217.20	80.99
	806,647.80	-699,430.60	863,647.80	-699,430.60	164,217.20	80.99

43 Account(s) totaling:



4.8

REQUEST FOR TRANSFER OF APPROPRIATIONS

In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE:

FROM:

OFFICER/DEPT HEAD:

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 which amended MGL Chapter 44, Section 33B, provides for year-end transfers between departmental appropriations in towns without the necessity of a town meeting vote.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

_____ Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.

_____ Not a municipal light department or a school department

Amount requested: _____

To be transferred to:

(name & account number)

To be transferred from:

(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$ _____

The amount requested to be used for the following reasons: \$ _____

Action by Board of Selectmen

Action by Finance Committee

Date of Meeting

Date of Meeting

Vote: YES [] NO []

Vote: YES [] NO []

Transfer voted in the sum: \$ _____

Transfer voted in the sum: \$ _____

Chairman, Board of Selectmen

Chairman, Finance Committee

Original to Town Accountant

Copy to Finance Committee, Board of Selectmen, Department/Board or Commission

Brenda

From: steve berrigan <steve@preferredph.com>
Sent: Tuesday, May 26, 2020 6:58 PM
To: Brenda
Subject: 520 Main St Driveway Damage

Hello All,

I have been in touch with Brenda at the water department about the damage to my driveway during the replacement of the water main on Main Street. Now that the work is coming to an end I reached out again to bring up the situation and try to come to a solution.

I sent multiple pictures in a previous email of negligence while they were working. There are multiple spots around the driveway that they parked large trucks and equipment that sank, rocks that were dragged and ran over, scuff marks and gouges, and edges completely blown out from running over the fresh asphalt.

Andrew from Speco did reach out to me and I explained the situation and my concerns seeing that the driveway was only three weeks old when they started the project and I never received any notice that the project was starting seeing that I purchased the home that was bank owned in February 2019 and didn't occupy the home until June of 2019.

Andrew discussed the problem with Gary the owner of Shepco and the answer to the problem was to do an infrared patch which heats up sections of the driveway that were damaged and plends the material back together. I discussed my issues with this solution with Andrew that it is simply a patch and I had a brand new driveway before the construction and do not want fifteen patches in the driveway that can't be warrantied and shortens the life of the driveway.

Andrew said this is all Shepco is willing to cover. I'm hoping to come to some conclusion here that fixes my driveway correctly and doesn't cost Speco a large sum of money. If you can please put this on the next board meeting agenda June 1 to discuss and add me to the zoom meeting I would appreciate it. You can either email me or call me at 978-732-3655 with any questions.

Thanks, Steve Berrigan
520 Main Street