



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, *Chairman*
(978) 597-2212

Nathan Mattila, *Vice-Chairman*

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

WATER COMMISSIONERS MEETING AGENDA

March 9, 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 called showed Guests Present: Michael MacEachern, Chairman (MM) Nathan Mattila, Vice-Chair (NM). Todd Melanson was absent (TM). Guests Present: Rebecca McEnroe, Interim Superintendent (RM) Ryan Lapierre, Foreman (RL) Paul Rafuse, Tammy Rafuse, Josh Rafuse, Sara Gaj, Lauri Plourde, Town Accountant, Jim Kreidler, Lisa Lewand and Kevin Keefe.
- 1.3 MM announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions. NA
- 1.5 Approve meeting minutes of NA
- 1.6 Review correspondence. The Board was presented with an email from Beth Faxon RE: MVP Core Team Meeting. Rebecca will follow up at the first meeting to see if this is something that the Townsend Water Department would be interested in pursuing.

II. APPOINTMENTS

- 2.1 6:00 P.M. Paul Rafuse RE: present service award. Brenda presented Paul with a service award for his 39 years of service to the Townsend Water Department. The Board of Water Commissioners and the Townsend Water Department thanked him personally. There were light refreshment after the ceremony. **NM motioned to take a brief recess. MM seconded. Unanimous vote.**

III. MEETING BUSINESS VOTES MAY BE TAKEN:

- 3.1 Present award to Paul Rafuse for 39 years of service. See 2.1
- 3.2 Discuss Office Assistant's position. After a brief discussion and conversation with Jim Kreidler the board decided to increase the hours as suggested. **MM motioned to increase the Office Assistant from 19 hours to 30 hours. NM seconded. Unanimous vote.**
- 3.3 Discuss/Update/Abate Farmer Exchange RE: Abate past sprinkler cost if business submit documentation showing system has been discontinued or dismantled. The Board decided that if they wanted to discontinue getting a change to the sprinklers and backflow that the sprinklers would have to be removed and capped off. If they refuse to pay the bill they may be shut off. Ryan met with the owners and told them that they would have to remove the backflow in order for us to keep from billing them.
- 3.4 Abate \$13.30, Catherine Hayes, 22 Beech Street, #0811. RE Payment on 12/31/219 was overlooked LC should not have been applied for Jan and Feb. **NM motioned to abate acct#0811, 22 Beech Street \$13.30. MM seconded. Unanimous vote.**
- 3.5 Approve a 1" serve to Ken Chaplin, 8 Lois Lane, Acct# 61661. RE: Check received \$2,000.00 #830. **NM motioned to approve a 1" service for 8 Lois Lane, Acct#61661. MM seconded. Unanimous vote.**
- 3.6 Review Job Descriptions. After a brief discussion the board tabled for review.
- 3.7 Discuss sprinklers at Farmers Exchange. See 3.3
- 3.8 Update on FY21 Budget and discuss rates and fees. Rebecca reviewed with the Board on the 5 accounts with the highest water consumption to see how the increase would affect them, as requested by the BOWC.
- 3.9 Discuss creating a formal cross charge policy. The Board met with Jim Kreidler, Town Administrator and Lauri Plourde, Town Account to discuss the cross charge policy. Lauri reviewed the process of a 30 hour a week position and to do a cost analysis to be sure we have enough funds. Jim cited that he could bring it to the BOS letting them know Terry would be transitioning out of the position and we would be hiring another to take her place. Jim presented a draft Cross Charge Policy for the Board to review and get back. Jim explained that our rate increases will affect the Towns budget and he would need to have that information beforehand. Jim also reminded the BOWC to submit the FY21 budget that was due in December.

IV. COMMISSIONERS UPDATES AND REPORT:

4.1 None

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

- 5.1 Main Street Pump Station Repairs. RM reported that sand has been sucking sand through the vacuum system. She said they well needed to be cleaned and hopefully get the pump back on-line. RM suggested going to gravel packed well. RM will reach out to DEP to see if we can get the Cross Street Station back online.
- 5.2 West Meadow Road DOT Bridge Replacement Project. RM reported that the bridge that is being replaced has only a water line running under it. Both Ryan and RM will meet with DOT on March 11, 2020 to discuss the project.

VI. FOREMANS UPDATES AND REPORTS:

- 6.1 Main Street Water Main Project. Kevin reported there was no updates at this time. There are still 6 homes that need to be connected.
- 6.2 Meadow Road Water Main Project. CHB would only speak with Becky and not the employees. They finished the project without having an employee there to inspect. A customer was complaining about a large hole by his driveway after the contractor left. We made sure the customer's driveway is intact until it can be repaired in the spring.
- 6.3 Tighe & Bond Master Plan. Ryan reported that he and Kevin answered all the questions from Tighe & Bond concerning the Master Plan.

VII. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:

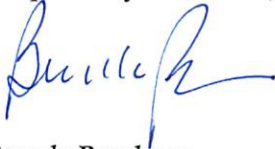
- 7.1 The Board scheduled next BOWC meeting for March 16, 2020.
- 7.2 Public meeting for the rate increase has been scheduled for June 3, 2020. Brenda reported that she has secured the Great Hall for the upcoming meeting.
- 7.3 The Board reviewed and signed the Bills Payable Warrants.
- 7.4 The Board reviewed and signed the Schedule of Bills Receivable report.
- 7.5 The Board reviewed the Accounts Receivable Report.
- 7.6 The Board reviewed the year to date expenditures.

ADJOURNMENT:

NM motioned to review and sign warrants and reports out of session. MM seconded. Unanimous vote.

MM adjourned the BOWC meeting at 7:40 P.M.

Respectfully submitted,



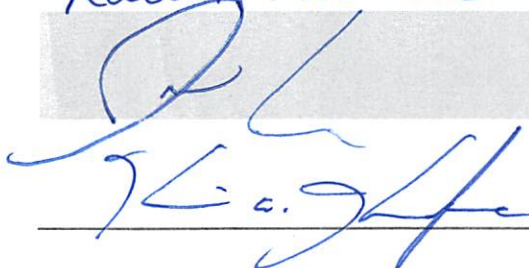
Brenda Boudreau

Office Administrator

Townsend Water Department

WATER DEPARTMENT MEETING

DATE March 9, 2020

NAME	ADDRESS	PH/EMAIL
Ryan Lapierre	540 main	_____
Paul Rafuse	Milford	_____
Sara Gay	Milford	
Tammy J Rafuse	Milford	
Joshua Rafuse	Circle Pines, MN	
Lauri Plourde	Nashua NH	
	FA.	
	16 Maplewood Dr.	

Brenda

From: Beth Faxon <bfaxon@townsend.ma.us>
Sent: Monday, March 9, 2020 3:45 PM
To: Brenda Boudreau
Subject: Invitation to Townsend MVP Core Team Meeting #1

Dear Water Department superintendent,

Townsend has received funding to complete the Municipal Vulnerability Preparedness (MVP) Planning Grant process and update the Town's Hazard Mitigation Plan (HMP).

- The MVP grant program provides technical and financial support for cities and towns across the Commonwealth to plan for, and mitigate the impacts from, climate change.
- The HMP is part of a FEMA program that identifies the risks and vulnerabilities associated with natural disasters, and develops long-term strategies for protecting people and property from future hazard events.

By completing a combined HMP-MVP report, Townsend will be eligible for FEMA Grant programs and MVP Action Grants for implementing priority adaptation projects.

This process requires the support of a Core Team made of municipal department staff, an invite-only stakeholder workshop following the Community Resilience Building Workshop Guide, and a public listening session. The Core Team will:

- convene to establish the goals for the project;
- provide data and local expertise on assets and vulnerabilities;
- participate in the stakeholder workshop; and
- finalize priority actions for the final report.

As a staff member whose areas of expertise and experience can contribute significant value to this project, I'd like to invite you to be a member of the Core Team. The first meeting will occur at 11:00AM on March 24th in Selectmen's Chambers, Memorial Hall.

If you have any questions, they can be directed towards me or our MVP certified support staff:

- Steve Roy, Project Manager, RoyS@wseinc.com
- Adria Boynton, Resiliency Specialist, BoyntonA@wseinc.com.

Thank you,

Beth Faxon

Planning and Zoning Board of Appeals Administrator, Town of Townsend

bfaxon@townsend.ma.us

Land Use Department

272 Main St.

Townsend, MA 01469

978-597-1722

Office Hours: Mon. – Thur. 9am - 4pm

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. Thank you.

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

Additional Hours Justification

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

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



**TOWN OF TOWNSEND
BOARD OF WATER COMMISSIONERS
APPLICATION TO ABATE OR ADJUST CHARGES**

Name: Farmers Exchange Account # _____

Address: _____

Phone # _____ Email Address _____

Billing date _____

AMOUNT: \$315⁰⁰ ABATEMENT ☒ ADJUSTMENT ☐ (check one)

REQUESTED BY: CUSTOMER ☒ OFFICE ☐ OTHER ☐ - if other please explain below:

Reasons: (please attached supporting documentation if applicable)

Customer States Sprinklers do not work
& does not want to pay for charges.

APPROVED ☐ DENIED ☒ (check one)

DATE: _____

#4220 Service charges

TOWNSEND BOARD OF WATER COMMISSIONERS

Please return this bottom portion with your prompt payment

FARMERS EXCH OF TOWNSEND
P.O. BOX 4
TOWNSEND MA 01469

Please print any change of address on back of
this bill return portion. Thank you.
15 ELM STREET

Townsend Water Department
PO Box 321
Medford, MA 02155-0004

Unit Charge	Previous Balance: 240.55
	37.50
Water (Retain Used 500	15.00
Prev 101000 Pres 101500	
SPRINKLER	105.00

- Sprinkler is not functional in last 15 years
we will not be paying for it.

- questions - please call
603-499-8769

Total Bill: \$398.05

Acct# 60792

YOU OWE 398.05 by 01/31/20

0000060792900000398054

Chris.

2/25/20

Spoke w/ Chris. He
will provide us with
a letter stating service
is disconnected.

Townsend Water Department

3/9/2020

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

10

CUSTOMER HISTORY 12/31/2006 to 04/01/2020

Acct: 60792 FARMERS EXCH OF TOWNSEND Home:(978) 597-2652
P.O. BOX 4 TOWNSEND MA 01469 Current Balance: \$511.03 ACTIVE
Loc ID: 60792 @ 15 ELM STREET TOWNSEND
Rte: 99 Seq.# 5275 Dep:\$0.00

Date	Code	Description	Previous	Present	Used	Charge	Payment	Balance
10/1/2018	SPKL1	SPRINKLER				105.00		151.50
10/11/2018	W07	LOCKBOX For \$151.50					9.00	142.50
10/11/2018	WR	LOCKBOX For \$151.50					37.50	105.00
10/11/2018	SPKL1	LOCKBOX For \$151.50					105.00	0.00
1/1/2019	W07	Read on 12/06/2018 (X100) RemMR	979	983	4	12.00		12.00
1/1/2019	WR	Unit Charge				37.50		49.50
1/1/2019	SPKL1	SPRINKLER				105.00		154.50
1/24/2019	W07	LOCKBOX For \$154.50					12.00	142.50
1/24/2019	WR	LOCKBOX For \$154.50					37.50	105.00
1/24/2019	SPKL1	LOCKBOX For \$154.50					105.00	0.00
4/1/2019	W07	Read on 03/07/2019 (X100) RemMR	983	996	13	39.00		39.00
4/1/2019	WR	Unit Charge				37.50		76.50
4/1/2019	BKFL1	BACKFLOW DEVICE Added as Other Single Charge				50.00		126.50
4/1/2019	SPKL1	SPRINKLER				105.00		231.50
5/2/2019	WR	LOCKBOX For \$231.50					37.50	194.00
5/2/2019	W07	LOCKBOX For \$231.50					39.00	155.00
5/2/2019	BKFL1	LOCKBOX For \$231.50					50.00	105.00
5/2/2019	SPKL1	LOCKBOX For \$231.50					105.00	0.00
7/1/2019	W07	Read on 06/11/2019 (X100) RemMR	996	1,002	6	18.00		18.00
7/1/2019	WR	Unit Charge				37.50		55.50
7/1/2019	SPKL1	SPRINKLER				105.00		160.50
7/15/2019	WR	LOCKBOX For \$37.50					37.50	123.00
8/2/2019	LAT	Added on 8/6/2019				1.85		124.85
9/4/2019	LAT	Added on 9/5/2019				1.85		126.70
10/1/2019	W07	Read on 09/04/2019 (X100) RemMR	1,002	1,010	8	24.00		150.70
10/1/2019	WR	Unit Charge				37.50		188.20
10/1/2019	BKFL1	BACKFLOW DEVICE Added as Other Single Charge				50.00		238.20
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12/6/2019	LAT	Added on 12/9/2019				3.50		240.55

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1/1/2020	WR	Unit Charge				37.50		293.05
1/1/2020	SPKL1	SPRINKLER				105.00		398.05
1/2/2020	LAT	Added on 1/2/2020				3.50		401.55
2/3/2020	W07	LOCKBOX For \$52.50					4.50	397.05
2/3/2020	WR	LOCKBOX For \$52.50					37.50	359.55
2/3/2020	LAT	LOCKBOX For \$52.50					10.50	349.05
2/4/2020	LAT	Added on 2/4/2020				5.24		354.29
3/3/2020	LAT	Added on 3/4/2020				5.24		359.53
4/1/2020	W07	Read on 03/05/2020 (X100) RemMR	1,015	1,018	3	9.00		368.53
4/1/2020	WR	Unit Charge				37.50		406.03
4/1/2020	SPKL1	SPRINKLER				105.00		511.03

*Delete from
April Billing*

Please return this bottom portion with your prompt payment

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will provide us with
a letter stating service
is disconnected.

Chris.

3/10/20 Informed me he has someone
disabling the system - Will
call me soon. I told him
the board will not discuss Abate
anything until Backflow is removed
& capped off.

3/9/2020

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

3.8
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:		\$2500 1" ~ \$2,000.00
		\$3500 1 1/2" ~ \$3,000.00
		\$8000 2" ~ \$3,600.00
		\$25,000 3" & Over ~ \$5,000.00
		Main and Sprinkler/connection ~ \$5,000.00
Inspection fee		\$50/hr
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:		\$50 \$35.00
Final Readings:		\$50 \$25.00
Fire Flow Tests:		\$250 \$200.00/Nozzle
Hydrant Use:		\$200.00 + water used
Meter Testing:		\$50 \$35.00
Labor Charges:		For 1 or 2 men \$50.00 For The First Hr. \$25.00/1/2hr. thereafter Updated & Approved By Board of Water Commissioners 10/6/2014
Meter Valve Replacement		Labor Rate: \$50.00/1st hr., Meter Valve plus 10% and miscellaneous parts if needed. Updated & Approved By Board of Water Commissioners 11/7/2016
Backhoe Rate:		(with operator) \$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

Rvsd. 7-1-07

10% admin fee for meter

Add Fee

proposed income

	Town	Witches Brook	Year
FY 2019			
gallons		36,393,300.00	2019
cu. Ft.	15,338,565.00		2019
proposed rate/ volume	\$ 4.23	\$ 5.36	
dollars	\$ 648,821.30	\$ 195,068.09	
total meter revenue	\$ 843,889.39		
unit charge	\$ 382,900.00		2019
connection charges	\$ 16,000.00		2019
Demand Charges	\$ 19,496.00		2019
Backflow test charges	\$ 9,150.00		2019
service and sprinkler charges	\$ 31,549.00		2019
Total Proposed	1,302,984.39		2019 income total
			\$ 1,058,654
increase in total income	\$ 244,330.44		

we should increase charge by
\$10 to pay for administrative v

top 5 users 2018-2019	volume (100 cuft)	cost at existing rate	cost at new rate	increase cost per year
Sterilite	24,549	\$ 73,647.00	\$ 103,842.27	\$ 15,097.64
Sterilite at 30 scales lane	1,941.00	\$ 5,823.00	\$ 8,210.43	\$ 1,193.72
		\$ -	\$ -	\$ -
total for all Sterilite meters		\$ -	\$ -	\$ 16,291.35
		\$ -	\$ -	\$ -
Bailey's Restarant	5,854.00	\$ 17,562.00	\$ 24,762.42	\$ 3,600.21
		\$ -	\$ -	\$ -
McDonalds	3,213.00	\$ 9,639.00	\$ 13,590.99	\$ 1,976.00
		\$ -	\$ -	\$ -
King Farm 15 scales lane	3,457.00	\$ 10,371.00	\$ 14,623.11	\$ 2,126.06
		\$ -	\$ -	\$ -

top 5 users 2018-2019	volume (100 cuft)	cost at existing rate	cost at new rate	increase cost per year
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		\$ -	\$ -	\$ -
McDonalds	3,213.00	\$ 9,639.00	\$ 13,590.99	\$ 1,976.00
		\$ -	\$ -	\$ -
King Farm 15 scales lane	3,457.00	\$ 10,371.00	\$ 14,623.11	\$ 2,126.06
		\$ -	\$ -	\$ -

TOWNSEND WATER DEPARTMENT ENTERPRISE FUND

CHAPTER 44 SECTION 53F ½

DIRECT & INDIRECT COSTS

PART 1

DIRECT COSTS – Costs clearly identifiable and readily attributable to the service being costed.

A. Health Insurance

The charge for health insurance will be based on the current plans that employees are signed up for after the open enrollment period at the rate for the upcoming fiscal year. The actual Health Insurance costs will be calculated at the end of the current fiscal year. The enterprise will either be charged the additional expense, or credited the difference in the upcoming fiscal year.

B. Medicare

The Town's share of Medicare will be charged to the enterprise. The calculation will be based on the percentage Medicare eligible wages from the most recently completed fiscal year divided by the gross wages. That percentage will be applied to the town manager recommended budget. For example, the Medicare eligible wages are \$850,000 and the actual gross wages were \$1,000,000. If the following year's payroll is \$1,050,000, the Medicare calculation will be:

$$(\$850,000 / \$1,000,000) \times \$1,050,000 \times 1.45\% = \$12,941.25$$

The actual Medicare costs will be calculated at the end of the current fiscal year. Like health insurance, the enterprise will either be charged the additional expense, or credited the difference in the upcoming fiscal year.

C. Middlesex Retirement

Each year, the Town is charged a retirement assessment to pay for employee pensions. A portion of the assessment will be allocated to the enterprise funds. The most accurate way to assess the

retirement costs is to compare retirement withholdings from active employees. A report will be run by the Accountant and/or Treasurer that calculates the total Middlesex Retirement withheld from all town employees in the most recently completed fiscal year. A report will then be run that totals the Middlesex Retirement withholdings from the enterprise in the same fiscal year. The percentage of retirement withheld from the enterprise will be used to prorate the Town's Retirement Assessment. For example, if the total Middlesex Retirement employee withholdings are \$2,000,000 for a year, and an enterprise had \$60,000 in retirement withholdings, then the enterprise will be responsible for 3% of the pension assessment.

$$\$60,000 / \$2,000,000 = 3\%$$

$$3\% \times \$3,100,000 \text{ (Pension Assessment)} = \$93,000$$

The Enterprise's share of the retirement is \$93,000

To project the future retirement costs, the percentage of retirement withheld in the prior fiscal year will be applied to the following year's assessment. For example, if the retirement assessment increases to 3,200,000, the enterprise in the scenario above will be charged 3% of that amount, or \$96,000. Like health insurance, the enterprise will either be charged the additional expense, or credited the difference in the upcoming fiscal year.

D. Debt- The department will be charged the debt for borrowing that is specific to the department.

PART 2

INDIRECT COSTS – Costs not readily attributable to a service or department, because they are shared with other services or departments.

Auto Insurance

Those department will be charged for auto insurance coverage. The Town pays for auto insurance out of the general fund. Therefore, a portion of the expense must be charged back to the enterprises. Records are kept of all vehicles in Town in order to go out to bid on insurance each year. If readily available, the insurance cost per vehicle is provided on a spreadsheet which will be provided in the direct and indirect cost analysis.

A. Comprehensive Liability Insurance

The Town keeps records for insurance purposes of the assessed value of all town owned buildings and property. The enterprise will be charged a percentage of the comprehensive liability insurance based on the assessed value of the property versus the total property held by the Town. For example, if the total value of the Town owned property is \$200,000,000, and the Water Enterprise is in custody of \$10,000,000 of that property, they will be charged 5% of the overall comprehensive liability bill.

B. General Liability Insurance

The charge for general liability will be calculated in the same manner as comprehensive liability.

C. Excess Umbrella Liability

Umbrella insurance provides additional protection for the Town over what the comprehensive and general liability insurances provide. The calculation will be as follows:

$$\frac{\text{Enterprise Operating Budget (Net of Direct/Indirect Costs)} \times \text{Umbrella Liability}}{\text{Total Operating Budget (Net of Direct/Indirect Costs)}}$$

D. Worker's Compensation Insurance

The billing for worker's compensation is based on percentage of payroll. Therefore the charge to the enterprise will be as follows:

$$\frac{\text{Enterprise Personnel Budget} \times \text{Worker's Compensation Charge}}{\text{Total Town Personal Services}}$$

E. Unemployment Insurance

The billing for unemployment insurance is based on percentage of payroll. Therefore the charge to the enterprise will be as follows:

$$\frac{\text{Enterprise Personnel Budget} \times \text{Unemployment Charge}}{\text{Total Town Personal Services}}$$

F. Public Officials Liability

Public Official Liability is based on percentage of payroll. Therefore the charge to the enterprise will be as follows:

Enterprise Personnel Budget x Public Officials Liability

Total Town Personal Services

PART 3

INDIRECT ADMINISTRATIVE COSTS – Shared costs of management and policymaking that cannot be assigned to individual services of departments.

A. Departments

- **Accounting**
- **Assessor**
- **Board of Selectmen/Human Resources**
- **Legal**
- **Technology**
- **Treasurer/Collector**

For the departments listed above, the enterprises will be charged for a portion of personal services which will be based on percentage of operating budget. The calculation below will use the 123 Town Manager budget as an example. The enterprises will be charged for each department listed above:

Enterprise Budget (Net of Direct/Indirect) x [INSERT GENERAL FUND BUDGET HERE]

Total Operating Budget (Net of Direct/Indirect)

As with the calculation for health insurance, the above indirect administrative costs charged above are subject to a cost analysis at the end of the fiscal year to determine the actual expense incurred by the department. The purpose is to protect the enterprise. For example, if one of the above positions is vacant for a portion of the year, the enterprise should not have to pay for those services during that time.

7.2

Brenda

From: Carolyn Smart <csmart@townsend.ma.us>
Sent: Thursday, February 27, 2020 12:08 PM
To: 'Brenda'
Subject: RE: Public Hearing at Memorial Hall
Attachments: Application.docx

Please see attached, the fee does not apply to the Water Dept.

From: Brenda [mailto:bboudreau@townsend.ma.us]
Sent: Thursday, February 27, 2020 11:09 AM
To: 'Carolyn Smart' <csmart@townsend.ma.us>
Cc: 'Todd Melanson' <tdzilla66@gmail.com>; 'Mike Maceachern' <mmaceachern@townofgroton.org>; Nathan Mattila <natemwater@gmail.com>; 'Rebecca McEnroe' <becky@mcenroeconsulting.com>
Subject: RE: Public Hearing at Memorial Hall

Carolyn,

Absolutely,

Please send me the application and hold the date for the Water Department.

Thank you,

Brenda

From: Carolyn Smart [mailto:csmart@townsend.ma.us]
Sent: Thursday, February 27, 2020 10:36 AM
To: 'Brenda' <bboudreau@townsend.ma.us>
Subject: RE: Public Hearing at Memorial Hall

Hi Brenda,

June 3rd would be best, if that's agreeable let me know and I will email you a rental application

From: Brenda [mailto:bboudreau@townsend.ma.us]
Sent: Thursday, February 27, 2020 7:53 AM
To: 'Carolyn Smart' <csmart@townsend.ma.us>; 'Jim Kreidler' <jkreidler@townsend.ma.us>
Cc: 'Todd Melanson' <tdzilla66@gmail.com>; 'Mike Maceachern' <mmaceachern@townofgroton.org>; Nathan Mattila <natemwater@gmail.com>
Subject: Public Hearing at Memorial Hall

Hi Carolyn,

The BOWC would like to hold a public rate increase hearing. I have two dates Wednesday, April 15th, 2020 @ 7PM. Or Wednesday, June 3, 2020 @ 7 P.M.



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

PUBLIC HEARING

The Townsend Water Department will hold a public hearing on Wednesday, June 3, 2020, 7:00 P.M. at Memorial Hall, to consider amendments and additions to the Townsend Water Department's Schedule of Rates & Fees.

Copies of the proposed changes are on file at the Water Department office and may be viewed during regular office hours (Monday-Friday 9:00 A.M.-3:00 P.M.) or online at ???

4/1/2020

7.5

FISCAL YEAR 20 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
February 29, 2020

UNCOLLECTED FROM JUNE 30, 2019

89,610.77

<u>CHARGED</u>	<u>07/01/19</u>	<u>02/29/20</u>	<u>2/29/2020</u>	<u>Previous Balance</u>	<u>Total</u>	
USER CHARGES			356.50	750,638.50	750,995.00	
SERVICE CHARGES			100.00	18,307.73	18,407.73	
CONNECTION CHARGES			2,000.00	6,000.00	8,000.00	
LATE CHARGES			1,941.44	12,913.81	14,855.25	
BACKFLOW			0.00	4,600.00	4,600.00	
SUBTOTAL			4,397.94			
TOTAL CHARGES						796,857.98
						886,468.75
<u>RECEIVED</u>	<u>07/01/19</u>	<u>02/29/20</u>	<u>2/29/2020</u>			
USER CHARGES			41,733.36	670,908.73	712,642.09	
SERVICE CHARGES			1,739.75	17,522.12	19,261.87	
CONNECTION CHARGES			2,000.00	6,000.00	8,000.00	
LATE CHARGES			1,038.68	10,432.17	11,470.85	
BACKFLOW			125.25	5,050.78	5,176.03	
SUBTOTAL			46,637.04			
TOTAL RECEIPTS						756,550.84
SENT TO LIEN						26,436.35
LIENS COLLECTED						
ABATEMENTS						-79.00
ADJUSTMENTS						-2,121.46
AJD TO MASTER						
UNCOLLECTED						105,682.02
						886,468.75

OUTSTANDING:

USER CHARGES	96,707.10
SERVICE CHARGES	2,385.11
CONNECTION CHARGES	0.00
LATE CHARGES	6,553.15
BACKFLOW	36.66
TOTAL OUTSTANDING	105,682.02

10:47 AM
03/05/20
Accrual Basis

Townsend Water Department
Budget vs. Actual
July 2019 through February 2020

	Jul '19 - Fe...	Budget	\$ Over Bud...
Ordinary Income/Expense			
Income			
5000 cost of goods	387.03	0.00	387.03
Service	0.00	0.00	0.00
Total Income	387.03	0.00	387.03
Gross Profit	86.79	0.00	86.79
Expense			
061.000 · General Operations 000			
061.001 · Personal Services 1			
5100 · Salaries & Wages-Water Super	43,362.08	89,129.00	-45,766.92
5110 · Salary & Wages-Oper Staff	103,979.26	175,227.00	-71,247.74
5112 · Salary & Wages-Support Staff	38,507.97	63,821.00	-25,313.03
5130 · Additional Gross	7,842.31	14,240.00	-6,397.69
5134 · Additional Gross-Reg&SpecOnc...	9,250.00	19,770.00	-10,520.00
5190 · Other Stipened-Longevity	2,800.00	2,700.00	100.00
5191 · Other - Stipend BOWC	0.00	3.00	-3.00
5192 · Other-Certification/Stipend	1,500.00	1,500.00	0.00
5193 · Retirement Benefit	0.00	2,000.00	-2,000.00
5195 · Other-Clothing Allowance	600.00	600.00	0.00
5197 · Vehicle Allowance -Super	0.00	6,000.00	-6,000.00
5198 · Snow Storm Stipend	0.00	4,000.00	-4,000.00
Total 061.001 · Personal Services 1	207,841.62	378,990.00	-171,148.38

10:47 AM
03/05/20
Accrual Basis

Townsend Water Department
Budget vs. Actual
July 2019 through February 2020

	<u>Jul '19 - Fe...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
061.002 · Purchased Services 2			
5210 · Energy	48,252.90	70,000.00	-21,747.10
5240 · Repair & Maint Building	16,840.05	17,000.00	-159.95
5245 · Repair & Maint Equipment	12,617.20	20,000.00	-7,382.80
5245006 · Repair & Maintain Equip SC...	11,029.26	10,000.00	1,029.26
5245007 · Repair & Maintain-Distribution	26,800.00	30,000.00	-3,200.00
5270 · Rentals	315.00	1,000.00	-685.00
Total 061.002 · Purchased Services 2	115,854.41	148,000.00	-32,145.59
061.003 · Purchased Services 3			
5300-02 · Proff Legal Expense	0.00	12,000.00	-12,000.00
5300 · Professional Services	37,904.99	75,000.00	-37,095.01
5300100 · Proff Service Backflow	4,950.00	6,000.00	-1,050.00
5340 · Communication	8,977.58	17,600.00	-8,622.42
5380 · Other Services	0.00	2,600.00	-2,600.00
Total 061.003 · Purchased Services 3	51,832.57	113,200.00	-61,367.43
061.004 · Purchased Supplies 4			
5420 · Office Supplies	1,978.23	5,000.00	-3,021.77
5430 · Building Supplies	322.76	1,500.00	-1,177.24
5435 · Equipment Maint Supplies	324.89	1,500.00	-1,175.11
5460 · Groundskeeping Supplies	134.52	500.00	-365.48
5480 · Vehicular Supplies	4,401.93	8,000.00	-3,598.07
Total 061.004 · Purchased Supplies 4	7,162.33	16,500.00	-9,337.67
061.005 · Purchased Supplies 5			
5530 · Public Works Supplies	30,488.54	35,000.00	-4,511.46
5531 · Chemicals	11,358.24	23,000.00	-11,641.76
5580 · Other Supplies	11.48	1,000.00	-988.52
5585 · Clothing Allowance	209.87	5,000.00	-4,790.13
Total 061.005 · Purchased Supplies 5	42,068.13	64,000.00	-21,931.87

10:47 AM
03/05/20
Accrual Basis

Townsend Water Department
Budget vs. Actual
July 2019 through February 2020

	<u>Jul '19 - Fe...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
061.007 · Other Charges & Exp 7			
5710 · Travel/mileage-in state	908.97	1,100.00	-191.03
5720 · Out of State Travel	0.00	100.00	-100.00
5730 · Dues and Memberships	3,346.95	2,000.00	1,346.95
5780 · Other Charges	397.19	500.00	-102.81
5785 · Water Assessment D.E.P.	1,665.74	2,000.00	-334.26
5850 · New Equipment	6,854.80	10,000.00	-3,145.20
Total 061.007 · Other Charges & Exp 7	13,173.65	15,700.00	-2,526.35
061.400 · Special Projects 400			
5012 · System Enhancement	21,983.72	144,328.64	-122,344.92
5805 · Meadow Rd Main Replacement	148,764.20	198,400.00	-49,635.80
5895 · Main Line Gate/Valve Replacemen	0.00	60,000.00	-60,000.00
5902-18 · Main St Cleaning	0.00	0.00	0.00
Total 061.400 · Special Projects 400	170,747.92	402,728.64	-231,980.72
061.500 · Special Articles 500			
5000 · Water Oper Emergency Res Fund	0.00	0.00	0.00
5005-18 · Update Master Plan	3,688.00	50,000.00	-46,312.00
5020 · Storage Tank Maintenance	8,685.00	13,883.40	-5,198.40
5092-15 · Water-CIP-VFD&Elec SVS Pu...	0.00	12,426.44	-12,426.44
5600 · Prior Year Encumbrance	6,814.98	11,611.30	-4,796.32
5803-19 · Generator 540 Main St	0.00	30,000.00	-30,000.00
5804-17 · Witches Brook Repairs	0.00	40,000.00	-40,000.00
5805-15 · Water Meter Replacements	0.00	0.00	0.00
5809-17 · Highland Street Storage Tank	0.00	75,000.00	-75,000.00
Total 061.500 · Special Articles 500	19,187.98	232,921.14	-213,733.16
Total 061.000 · General Operations 000	629,421.61	1,372,039.78	-742,618.17

10:47 AM
03/05/20
Accrual Basis

Townsend Water Department
Budget vs. Actual
July 2019 through February 2020

	<u>Jul '19 - Fe...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
061.009 · Debt Service 9			
5910 · Long Term Debt-East Side Phase1	37,210.00	37,210.00	0.00
5911 · Long Term Debt-East Side Ph 2	53,007.31	53,008.00	-0.69
5920 · Long term Interest-Phase1	2,767.98	5,163.86	-2,395.88
5921 · Long Term Int East Side Ph2	4,552.87	8,575.67	-4,022.80
5925-01 · Int Temp Loans/Bond Iss Fee	0.00	23,300.27	-23,300.27
5975 · Intermunicipal Agreement	0.00	280,935.20	-280,935.20
Total 061.009 · Debt Service 9	<u>97,538.16</u>	<u>408,193.00</u>	<u>-310,654.84</u>
063.400 · Projects			
5805-18 · West End-Water Main	678,241.59	970,400.00	-292,158.41
Total 063.400 · Projects	<u>678,241.59</u>	<u>970,400.00</u>	<u>-292,158.41</u>
Total Expense	<u>1,405,201.36</u>	<u>2,750,632.78</u>	<u>-1,345,431.42</u>
Net Ordinary Income	<u>-1,405,114.57</u>	<u>-2,750,632.78</u>	<u>1,345,518.21</u>
Net Income	<u><u>-1,405,114.57</u></u>	<u><u>-2,750,632.78</u></u>	<u><u>1,345,518.21</u></u>