



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

WATER COMMISSIONERS MEETING MINUTES
March 12, 2019 – 5:00 P.M.
Water Department 540 Main Street, Meeting Room

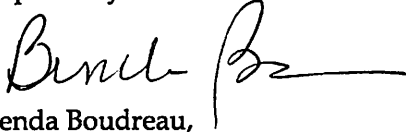
- I. PRELIMINARIES:
 - 1.1 LL called the meeting to order at 5:05 P.M., 540 Main Street.
 - 1.2 Roll call **showed members present: Chairman, Lance Lewand (LL), Vice-Chair, Michael MacEachern, (MM) and Clerk, Nathan Mattila (NM).**
 - 1.3 LL announced that the meeting is being audio recorded.
 - 1.4 Chairman's additions or deletions. None.
 - 1.5 Approve meeting minutes of February 19, 2019. **NM moved to approve the meeting minutes of February 19, 2019. MM seconded. Unanimous vote.**
 - 1.6 Review correspondence. None.
- II. APPOINTMENTS:
 - 2.1
- III. MEETING BUSINESS:
 - 3.1 Discuss/Vote an amount from the enterprise account to pay down the Bond Anticipation Note (BAN) for the Main Replacement Project on Main Street in West Townsend. **NM moved to transfer \$10,000.00 from free cash to pay down the BAN. MM seconded. Unanimous vote.**
 - 3.2 Approve Abatement to acct#61251, 8 Proctor Road. \$737.32 RE: Meter Pit correction. After much discussion **NM moved to abate \$737.32. NM Aye, MM Nay and LL Aye. Vote passed 2-1.**
- IV. COMMISSIONERS UPDATES AND REPORT:
 - 4.1 LL would like to reach out to the BOS and try to build a better relationship once the new member is elected. LL also will suggest a meeting with town counsel to try and resolve other issues as well.
- V. WATER SUPERINTENDENT'S UPDATES AND REPORTS:
 - 5.1 Update on Meadow Road water main replacement. Paul reported that the contract has been sent to town counsel for review.
 - 5.2 Update on water main replacement project on Main St. West Townsend. Paul reported that the contract has been sent to town counsel for review.
 - 5.3 Backhoe repairs. Paul reported that he had Schmidt come and replace the hydraulic line that was leaking. It was reported that all the lines were leaking and the cost would be significant to replace.
- VI. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:
 - 6.1 The Board schedule next BOWC meeting for April 2, 2019 at 5:00 P.M.
 - 6.2 The Board reviewed and signed Bills Payable Warrants.
 - 6.3 The Board reviewed and signed Schedule of Bills Receivable report.
 - 6.4 The Board reviewed Accounts Receivable report.

ADJOURNMENT:

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

LL adjourned the BOWC meeting at 5:52 P.M.

Respectfully submitted,

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

Brenda Boudreau,

Office Administrator



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Rec'd Townsend Town Cl
7 MAR '19 PM2:21

Lance Lewand, Chairman
Paul L. Rafuse,
Water Superintendent

Michael MacEachern, Vice-Chairman

Nathan Mattila, Clerk
(978) 597-2212

Email: water@townsend.ma.us

WATER COMMISSIONERS MEETING AGENDA
March 12, 2019 - 5:00 P.M.
Water Department 540 Main Street, Meeting Room

- I. **PRELIMINARIES:**
 - 1.1 Call the meeting to order and announce meeting address.
 - 1.2 Roll call.
 - 1.3 Announce that the meeting is being audio recorded.
 - 1.4 Chairman's additions or deletions.
 - 1.5 Approve meeting minutes of February 19, 2019.
 - 1.6 Review correspondence.
- II. **APPOINTMENTS:**
 - 2.1
- III. **MEETING BUSINESS:**
 - 3.1 Discuss/Vote an amount from the enterprise account to pay down the Bond Anticipation Note (BAN) for the Main Replacement Project on Main Street in West Townsend.
 - 3.2 Approve Abatement to acct#61251, 8 Proctor Road. \$737.32 RE: Meter Pit correction.
- IV. **COMMISSIONERS UPDATES AND REPORT:**
 - 4.1
- V. **WATER SUPERINTENDENT'S UPDATES AND REPORTS:**
 - 5.1 Update on Meadow Road water main replacement
 - 5.2 Update on water main replacement project on Main St. West Townsend
 - 5.3 Backhoe repairs
- VI. **OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:**
 - 6.1 Schedule next BOWC meeting.
 - 6.2 Review and sign Bills Payable Warrants.
 - 6.3 Review and sign Schedule of Bills Receivable report.
 - 6.4 Review Accounts Receivable report.

ADJOURNMENT:



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

Name: Jeff Whelan Account # 61251

Address: 8 Prater Road

Phone # _____ Email Address _____

Billing date 1/1/19

AMOUNT: 737.32 ABATEMENT ☒ ADJUSTMENT ☒ (check one)

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

Reasons: (please attached supporting documentation if applicable)

Meter Pit leak.

Adjustment for leak @ meter pit.

APPROVED ☒ DENIED ☐ (check one)

DATE: _____

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]

[Signature]

711.00 1186
(4210)

26.32 Late.
(4231)

737.32.

80,433.8, ✓

6055.43 ✓

TOWN OF TOWNSEND
WATER DEPARTMENT

NO. 19-8

2/28/2019

SCHEDULE OF BILLS RECEIVABLE

To the Accountant: Lauri Plourde

The following bills, amounting in the aggregate to

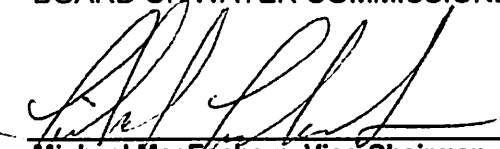
FOUR THOUSAND ONE HUNDRED FIFTY-ONE DOLLARS AND 78/100

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>
02/28/19	215.00	544.53	2,000.00	-	2,759.53

BOARD OF WATER COMMISSIONERS


Lance Lewand, Chairman


Michael MacEachern, Vice-Chairman


Nathan Mattila, Clerk

6.4.

FISCAL YEAR 19 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
February 28, 2019

UNCOLLECTED FROM JUNE 30, 2018

\$ 92,570.11

<u>CHARGED</u>	<u>07/01/18 02/28/19</u>	<u>2/28/2019</u>	<u>Previous Balance</u>	<u>Total</u>	
USER CHARGES		215.00	772,054.29	772,269.29	
SERVICE CHARGES		544.53	21,735.31	22,279.84	
CONNECTION CHARGES		2,000.00	8,000.00	10,000.00	
LATE CHARGES		1,891.97	10,917.86	12,809.83	
BACKFLOW		0.00	4,100.00	4,100.00	
SUBTOTAL		4,651.50			
TOTAL CHARGES					821,458.96
					914,029.07

<u>RECEIVED</u>	<u>07/01/17 02/28/18</u>	<u>2/28/2019</u>			
USER CHARGES		40,305.00	714,787.37	755,092.37	
SERVICE CHARGES		255.00	22,007.95	22,262.95	
CONNECTION CHARGES		2,000.00	8,000.00	10,000.00	
LATE CHARGES		1,180.21	11,752.01	12,932.22	
BACKFLOW			4,098.37	4,098.37	
SUBTOTAL		43,740.21			
TOTAL RECEIPTS					804,385.91

SENT TO LIEN		15,941.66
LIENS COLLECTED		
ABATEMENTS		-966.22
ADJUSTMENTS		373.34
AJD TO MASTER		
UNCOLLECTED		94,294.38
		\$ 914,029.07

OUTSTANDING:		
USER CHARGES	\$	86,580.94
SERVICE CHARGES		2,219.29
CONNECTION CHARGES		0.00
LATE CHARGES		4,932.86
BACKFLOW		561.29
TOTAL OUTSTANDING	\$	94,294.38

Master Activity Report Summary

EOM Feb '19

Townsend Water Department

02/01/2019 through 02/28/2019 INCLUDES ALL ACCOUNTS FROM 0001 TO 70000

Code	Count	Used	Start Balance	Count	Charges	Count	Payments	Count	Ajustments	End Balance
Water										
W01 Water (Residential)	2	3,600	50,163.51	2	108.00	166	12,111.25	1	37.50	38,197.76
W02 Water (Municipal)			-617.91	0	0.00	1	2.39	0	0.00	-620.30
W03 Water (Commercial)			809.14	0	0.00	0	0.00	0	0.00	809.14
W06 Water (Restaurant)			2,909.06	0	0.00	3	2,578.66	0	0.00	330.40
W07 Water (Retail)			58.50	0	0.00	3	20.30	0	0.00	38.20
W09 Water (Condo)			4,737.00	0	0.00	5	4,043.17	0	0.00	693.83
W12 Water (Church)			21.00	0	0.00	1	8.30	0	0.00	12.70
W13 Water (Day Care)			255.31	0	0.00	2	250.35	0	0.00	4.96
WATR Water-Res. (Witches Bro	2	8,000	21,801.81	2	32.00	61	5,542.68	2	426.03	16,717.16
WR Unit Charge		0	46,069.99	3	75.00	221	15,747.90	0	0.00	30,397.09
Group Totals	4	11,600	126,207.41	7	✓ 215.00	463	✓ 40,305.00	3	463.53	86,580.94
Miscellaneous										
CONN CONNECTION CHARGE		0	0.00	1	2,000.00	1	✓ 2,000.00	0	0.00	0.00
Group Totals			0.00	1	✓ 2,000.00	1	2,000.00	0	0.00	0.00
Late Charges										
LAT Late Charge		0	4,215.75	570	1,891.97	173	1,180.21	1	5.35	4,932.86
Group Totals			4,215.75	570	✓ 1,891.97	173	✓ 1,180.21	1	5.35	4,932.86
Backflow										
BKFL1 BACKFLOW DEVICE		0	561.29	0	0.00	0	0.00	0	0.00	561.29
Group Totals			561.29	0	0.00	0	0.00	0	0.00	561.29
Services										
SERV SERVICE CHARGES		0	718.09	5	544.53	6	150.00	0	0.00	1,112.62
SPKL1 SPRINKLER		0	1,201.03	0	0.00	1	105.00	0	0.00	1,096.03
SPKL3 SPRINKLER		0	10.64	0	0.00	0	0.00	0	0.00	10.64
Group Totals			1,929.76	5	✓ 544.53	7	✓ 255.00	0	0.00	2,219.29
Report Totals (Refundable Deposit Amounts Not Included)			\$132,914.21	583	✓ \$4,651.50	644	✓ \$43,740.21	4	\$468.88	\$94,294.38

Master Activity Report Summary

Townsend Water Department

07/01/2018 through 02/28/2019 INCLUDES ALL ACCOUNTS FROM 0001 TO 70000

Year End
Feb '19

Code		Count	Used	Start Balance	Count	Charges	Count	Payments	Count	Ajustments	End Balance
Water											
W01	Water (Residential)	1,453	8,395,343	36,709.38	1451	251,824.29	1361	244,046.84	44	-6,289.07	38,197.76
W02	Water (Municipal)	15	71,700	-1,346.80	15	2,151.00	13	1,424.50	0	0.00	-620.30
W03	Water (Commercial)	31	297,600	165.96	31	8,928.00	30	8,284.82	0	0.00	809.14
W04	Water (Agricultural)	3	191,200	177.14	3	5,736.00	3	5,913.14	0	0.00	0.00
W05	Water (Recreational)	1	19,500	-50.00	1	585.00	1	535.00	0	0.00	0.00
W06	Water (Restaurant)	12	697,500	-31.23	12	20,925.00	12	20,563.37	0	0.00	330.40
W07	Water (Retail)	16	120,200	-149.47	16	3,606.00	16	3,418.33	0	0.00	38.20
W08	Water (Schools)	8	411,700	-356.00	8	12,351.00	8	11,995.00	0	0.00	0.00
W09	Water (Condo)	16	826,800	762.50	16	24,804.00	16	24,872.67	0	0.00	693.83
W10	Water (Service Station)	2	22,400	0.00	2	672.00	2	672.00	0	0.00	0.00
W11	Water (Industrial)	8	1,103,900	-392.98	8	33,117.00	8	32,724.02	0	0.00	0.00
W12	Water (Church)	4	9,200	-36.80	4	276.00	4	226.50	0	0.00	12.70
W13	Water (Day Care)	2	26,100	0.00	2	783.00	2	778.04	0	0.00	4.96
WATR	Water-Res. (Witches Bro	514	29,952,800	13,756.56	514	119,836.00	491	115,951.76	14	-923.64	16,717.16
WR	Unit Charge		0	33,155.20	2096	286,675.00	1983	283,686.38	30	-5,746.73	30,397.09
Group Totals		2,085	42,145,943	82,363.46	4,179	772,269.29	3,950	755,092.37	88	-12,959.44	86,580.94 ✓
Miscellaneous											
CONN	CONNECTION CHARGE		0	0.00	5	10,000.00	5	10,000.00	0	0.00	0.00
Group Totals				0.00	5	10,000.00	5	10,000.00	0	0.00	0.00 ✓
Late Charges											
DEMAN	DEMAND CHARGE		0	53.00	0	0.00	9	44.57	6	-8.43	0.00
LAT	Late Charge		0	7,248.49	906	12,809.83	775	12,887.65	25	-2,237.81	4,932.86
Group Totals				7,301.49	906	12,809.83	784	12,932.22	31	-2,246.24	4,932.86 ✓
Backflow											
BKF16	BACFLOW DEVICE			0.00	1	800.00	1	800.00	0	0.00	0.00
BKFL1	BACKFLOW DEVICE		0	559.66	19	950.00	20	948.37	0	0.00	561.29
BKFL2	BACKFLOW DEVICE		0	0.00	8	800.00	8	800.00	0	0.00	0.00
BKFL3	BACKFLOW DEVICE		0	0.00	3	450.00	3	450.00	0	0.00	0.00
BKFL4	BACKFLOW DEVICE		0	0.00	1	200.00	1	200.00	0	0.00	0.00
BKFL5	BACKFLOW DEVICE		0	0.00	1	250.00	1	250.00	0	0.00	0.00
BKFL6	BACKFLOW DEVICE		0	0.00	1	300.00	1	300.00	0	0.00	0.00
BKFL7	BACKFLOW DEVICE		0	0.00	1	350.00	1	350.00	0	0.00	0.00
Group Totals				559.66	35	4,100.00	36	4,098.37	0	0.00	561.29 ✓

Master Activity Report Summary**Townsend Water Department**

07/01/2018 through 02/28/2019 INCLUDES ALL ACCOUNTS FROM 0001 TO 70000

Code	Count	Used	Start Balance	Count	Charges	Count	Payments	Count	Ajustments	End Balance
Services										
SERV SERVICE CHARGES		0	1,814.69	71	6,529.84	73	7,088.81	2	-143.10	1,112.62
SPKL1 SPRINKLER		0	530.81	16	5,040.00	15	4,474.78	0	0.00	1,096.03
SPKL2 SPRINKLER		0	0.00	6	2,520.00	6	2,520.00	0	0.00	0.00
SPKL3 SPRINKLER		0	0.00	1	630.00	1	619.36	0	0.00	10.64
SPKL4 SPRINKLER			0.00	3	3,780.00	3	3,780.00	0	0.00	0.00
SPKL6 SPRINKLER			0.00	1	3,780.00	1	3,780.00	0	0.00	0.00
Group Totals			<u>2,345.50</u>	<u>98</u>	<u>22,279.84</u>	<u>99</u>	<u>22,262.95</u>	<u>2</u>	<u>-143.10</u>	<u>2,219.29</u>
Report Totals	(Refundable Deposit Amounts Not Included)		<u>\$92,570.11</u>	<u>5223</u>	<u>\$821,458.96</u>	<u>4874</u>	<u>\$804,385.91</u>	<u>121</u>	<u>-\$15,348.78</u>	<u>\$94,294.38</u>