



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

MM  
4-6-2020

Michael MacEachern, *Chairman*

Nathan Mattila, *Vice-Chairman*

Todd Melanson, *Clerk*

Paul Rafuse

(978) 597-2212

Water Superintendent

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

**WATER COMMISSIONERS MEETING MINUTES**

**November 25 2019, 2019 - 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 call showed Members present: Chairman Michael MacEachern (MM), Vice-Chair Nathan Matilla (NM), and Todd Melanson (TM), Clerk and Interim Superintendent, Rebecca McEnroe (RM). Guests Present: Mrs. Clough. Ryan Lapierre.
- 1.3 MM Announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions. None
- 1.5 Review correspondence. None

**II. APPOINTMENTS VOTES MAY BE TAKEN:**

- 2.1 6:10 p.m. Meet with Ms Clough to discuss Lorden Repair Invoice. Mrs. Clough came in to discuss her unpaid bill with Lorden. She reported that the service technician told her that her pressure reducing valve needed to be replaced and that it was due to the ongoing water main extension project. The BOWC asked her to get further documentation as to why it would be the Water Departments responsibility. The current invoice does not refer to the cause of the repair. **The Board took a brief recess TM Aye, NM Aye. MM Aye. Unanimous. MM reopened the meeting after a brief recess at 6:30 P.M. TM Aye. NM Aye. MM Aye. Unanimous vote.**

**III. MEETING BUSINESS VOTES MAY BE TAKEN:**

- 3.1 Discuss request from homeowner to reimburse \$153.00 RE: Proctor Road. MM stated that this customer has already benefited from waived expenses in the past. It states in our Rules and Regulations that we are only responsible for repairs from the main to the curbstop. TM motioned to deny reimbursement of \$153.00 to Jeff Whelan, 8 Proctor Road pursuant to our rules and regulations. NM seconded. **Unanimous vote.**
- 3.2 Discuss claim from 3 Jonathan Lane. The BOWC reject Equian/Metlife claim in the amount of \$6,771.78. They stated that there is no way that said damages could happen so many miles away from the water main break. **TM made a motion to reject the faulty claim submitted from Equian/Metlife at 3 Jonathan Lane totaling \$6,771.78 as it is not the water department responsibility. NM seconded. Unanimous vote.**
- 3.3 Discuss Interim IT Cloud Services. The Board discussed purchasing an external Back up device until we can secure permanent IT services. Also discussed: The Board asked to review White Mountains prior scope of services. Todd will attend the next BOS meeting.
- 3.4 Discuss Advertising for the Superintendents position / review draft job description. The BOWC asked Brenda to reach out to Dave Colton, Consultant to ask for the Water Superintendents job description to be expedited. The BOWC would like to advertise the position as soon as possible. Brenda will forward Dave Colton's email so Todd could email him about dual roles for the Superintendent.

**IV. COMMISSIONERS UPDATES AND REPORT**

- 4.1 TM announced that the cyber security audit is postponed until a permanent Water Superintendent is hired and the Water Department can secure IT services.

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

- 5.1 Discuss Main Street Water Main Project. We have received a verbal confirmation that that the bacteria tested in the new water line has passed. Once written confirmation is received they will begin to connect services to the new water main.

- 5.2 Update on STM Warrant Articles. The Board was presented with a list of items for articles to be presented/approved at town meeting. Repurposing the dump truck to a utility truck, move money from Main St Cleaning to West End Main Infrastructure Improvement, transfer funds from Emergency Reserves to West End Main Infrastructure Improvement. Ryan is getting quotes on day tanks, transfer case, and the cost of electricians for the next meeting.
- 5.3 Update on Meadow Road Main Project. Rebecca will contact Tighe & Bond and ask them to send a letter to the contractor that we will begin to assess liquidated damages fines due to the lack of progress on the project.
- 5.4 Update on FY21 budget planning. Rebecca is working on the FY21 budget.

**VI. FOREMANS UPDATES AND REPORTS:**

- 6.1 Report on stations/systems updates. Ryan updated the Board of Water Commissioners with Rebecca.

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

- 7.1 Schedule next BOWC meeting. The Board scheduled the next BOWC meeting on December 9, 2019.
- 7.2 Review and sign Bills Payable Warrants. The BOWC reviewed reports and signed the Bills Payable Warrants as presented.

**ADJOURNMENT:**

TM motioned to schedule the next BOWC meeting, review reports and sign bill payable warrants out of session.  
NM seconded. Unanimous vote.

MM adjourned the November 25, 2019 BOWC meeting at 7:30P.M.

Respectfully submitted,



Brenda Boudreau,

Office Administrator

Townsend Water Department

WATER DEPARTMENT MEETING

DATE November 25, 2019

| NAME            | ADDRESS                | PH/EMAIL                    |
|-----------------|------------------------|-----------------------------|
| Rebecca McEnroe | 406 Sugar Rd Bolton MA | Becky@mcenroeconsulting.com |
| Ryan Lapierre   |                        |                             |
| Nancy Clough    | 534 Main Townsend      | 597-2658                    |
|                 |                        |                             |
|                 |                        |                             |
|                 |                        |                             |



# Lorden

The Home Climate Company

Please call (800) 828-3395 with any questions.

[www.lorden.com](http://www.lorden.com)

Nancy Clough  
534 Main St.  
West Townsend, MA 01474

# INVOICE

|                        |            |
|------------------------|------------|
| Customer #:            | 103564     |
| Invoice #:             | 2186653    |
| Invoice Date           | 09/09/2019 |
| Total Due Upon Receipt | \$161.74   |

Make Check Payable to: Lorden

Amount Enclosed: \$ \_\_\_\_\_

Remit To:  
Lorden  
PO Box 669  
Ayer, MA 01432

| Customer Name | Delivery/Service Address               | Cust #     | Invoice # | Inv Date   |
|---------------|--|------------|-----------|------------|
| Nancy Clough  | 534 Main St. - West Townsend, MA 01474 | 103564     | 2186653   | 09/09/2019 |
| Quantity      | Description                            | Unit Price | TOTAL     |            |
| 3.00          | 3/4 inch Copper Fitting                | \$2.7500   | \$8.25    |            |
| 2.00          | 3/4 inch Copper per Foot               | \$3.7500   | \$7.50    |            |
| 1.00          | Service Labor - Overtime Rate          | \$145.0000 | \$145.00  |            |
|               | A - MA Sales Tax:                      | \$0.99     |           |            |

For Fuel or Service At:

534 Main St. - West Townsend, MA 01474

|           |          |
|-----------|----------|
| Sub Total | \$160.75 |
| Charges   | \$0.00   |
| Tax Total | \$0.99   |
| TOTAL DUE | \$161.74 |

|   |          |           |          |
|---|----------|-----------|----------|
| Account Balance including this invoice: | \$161.74 | TOTAL DUE | \$161.74 |
|---|----------|-----------|----------|

09/09/2019 - Technician: Patrick Carvalho - Work Performed: Oil Water Leak - Added diverter pipe to backflow checked over system all check

Lorden  
PO Box 669  
Ayer, MA 01432

Please call (800) 828-3395 with any questions.

[www.lorden.com](http://www.lorden.com)



Date: 11/4/2019

To: Townsend Water Dept

Paul Rafuse (Water Commissioner)

Re: Further Plumbing Damage to 8 Proctor Rd.

Hello,

I am submitting a receipt for reimbursement for a shower valve I had to have replaced by a plumber recently. The reason for the failure of the valve was due to sand that got into our water lines last winter while the water dept was replacing the exterior water line. Paul had instructed me to submit any receipts for reimbursement due to any damage resulting from the sand. I had previously submitted a receipt last winter due to extensive damage to various fixtures and appliances.

You will see the plumber noted the cause for the damage on the receipt.

Please call me if you have any questions.

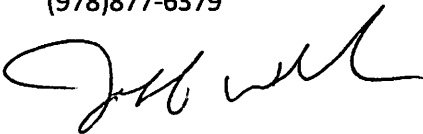
Thank you very much.

Jeff Whelan

8 Proctor Rd.

Townsend, Ma 01469

(978)877-6379

A handwritten signature in black ink, appearing to read "Jeff Whelan", written in a cursive style.







P.O. Box 36220  
Louisville, KY 40233-6220

FAX: (800) 723-4869

3.2.

October 28, 2019

RECEIVED

NOV 14 2019

BOARD OF SELECTION

ANNA NOYES  
TOWNSEND TOWN HALL  
272 MAIN STREET  
TOWNSEND MA 01469

RE: Client METLIFE  
Insured/Member: David R Books  
Claim Number:  
Date of Incident: 9/9/2019  
Event Number: TPCS - 5842021 - 9234355  
Your Insured:  
Amount Due: \$6771.78

Dear ANNA NOYES,

Please be advised that we have been asked by Metlife to pursue a subrogation claim. As communicated to me by Metlife, the city had a broken water main on Main St. and flushed the lines. This caused water damage to the insured's home. When water was restored, the Brooks opened their faucets and flushed the commodes to clear out the lines. When they did that water poured out from the vent pipe in the basement. Their address is 35 Jonathan Ln W, Townsend MA.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads 'Marsha Kyle'.

Marsha Kyle  
(800) 362-5083

5842021 - 9234355/ZOPL/JDI58908



**From:**  
Equian  
P.O. Box 36220  
Louisville, Kentucky 40233-6220

**Taxpayer ID : 27-0083277**

**Contact Information:**  
Examiner: Marsha Kyle  
Phone: (800) 362-5083  
Fax: (800) 723-4869  
Email: mkyle@equian.com  
**Event # : TPCS-5842021-9234355**

**REQUEST FOR PAYMENT  
CASE STATEMENT FOR DWELLING  
Date of Loss: 9/9/2019**

**ATTENTION:  
AMOUNT IS SUBJECT TO CHANGE, PLEASE CONTACT EQUIAN PRIOR TO SETTLEMENT.**

|  |               |          |   |              |         |
|--|---------------|----------|---|--------------|---------|
| Statement sent to : ANNA NOYES<br>TOWNSEND TOWN HALL   |               |          |   |              |         |
| <b>Your Claim # :</b><br>Insured : David R Books<br>Policy # : H 019522322-1<br>Claimant : DAVID R BOOKS |               |          | <b>Instructions:</b> <ul style="list-style-type: none"><li>Please include TPCS-5842021-9234355 on all payments and correspondence to expedite processing.</li></ul> |              |         |
| Payment Date   | Service Dates |          | Payee   | Check Number | Payment |
|  | Start Date    | End Date |   |              |         |

**Type: INDEMNITY PAYMENTS**

|            |  |  |                           |  |           |
|------------|--|--|---------------------------|--|-----------|
| 09/30/2019 |  |  | DAVID R AND CECELIA K BRO |  | \$1718.46 |
| 10/04/2019 |  |  | DAVID R AND CECELIA K BRO |  | \$4553.32 |

**Total Claims Paid for INDEMNITY PAYMENTS**

**\$6271.78**

|                           |                   |
|---------------------------|-------------------|
| <b>Total Claims Paid</b>  | <b>\$6,271.78</b> |
| <b>Recovered to Date</b>  | <b>(\$0.00)</b>   |
| <b>Deductible</b>         | <b>\$500.00</b>   |
| <b>Outstanding Amount</b> | <b>\$6,771.78</b> |

**FootNote:**

If an insured's deductible or out-of-pocket expenses are listed, we are requesting payment as a courtesy to our client's insured.  
**Client's Claim #:JDI58908**



**Billing Address**  
Dave Brooks  
5 Jonathan Lane  
West Townsend, MA 01474

**J. Ellis Plumbing & Heating**  
70 Spaulding Street  
Townsend MA 01469

**Invoice** 17416479  
**Invoice Date** 9/10/2019  
**Completed Date** 9/10/2019  
**Customer PO**

**Job Address**  
Dave Brooks  
5 Jonathan Lane  
West Townsend, MA 01474

#### Description of Work

| Task #  | Description   | Quantity | Your Price | Your Total |
|---------|---|----------|------------|------------|
| Service | Vacuum out toilet   | 1.00     | \$415.00   | \$415.00   |
|         | Pull and reset toilet   |          |            |            |
|         | SNAKE and flushed inside and outside main sewer line from pulled toilet to septic tank. |          |            |            |
|         | Tested all drains-draining fine now   |          |            |            |

**Potential Savings** \$0.00

**Sub-Total** \$415.00

**Tax** \$0.00

**Total Due** \$415.00

**Balance Due** \$415.00

Thank you for choosing J Ellis Plumbing & Heating

This invoice is agreed and acknowledged. Payment is due upon receipt. A service fee will be charged for any returned checks, and a financing charge of 1% per month shall be applied for overdue amounts. In the event there is a default, the person who authorized the work is responsible for all costs of collection incurred as a result of the default.

**Warranty Information:**

EPH, LLC dba J. Ellis Plumbing and Heating carries a 1-year labor warranty from the date of invoice. Limited warranties do not apply to any existing, re-employed or customer provided equipment, parts or materials. Drain cleaning does not carry any warranty.

I find and agree that all work performed by J Ellis Plumbing & Heating has been completed in a satisfactory and workmanlike manner. I have been given the opportunity to address concerns and/or discrepancies in the work provided, and I either have no such concerns or have found no discrepancies or they have been addressed to my satisfaction. My signature here signifies my full and final acceptance of all work performed by the contractor.



## MetLife Auto and Home

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MetLife Auto & Home  
Homeowner Operational Field Office  
PO Box 6040  
Scranton, PA. 18505 - 6040

Insured: DAVID R BROOKS, CECILIA K BROOKS  
Property: 5 JONATHAN LN  
WEST TOWNSEND, MA 01474  
Home: 5 JONATHAN LN  
WEST TOWNSEND, MA 01474

Home: (978) 597-5392

Claim Rep.: Larry Branco  
Business: PO Box 6040  
Scranton, PA 18505

Business: (800) 854-6011 x 7177  
Cellular: (978) 265-8745  
Fax: (866) 958-0736  
E-mail: lbranco@metlife.com

Estimator: Larry Branco  
Business: PO Box 6040  
Scranton, PA 18505

Business: (800) 854-6011 x 7177  
E-mail: lbranco@metlife.com

**Claim Number:** JDI58908

**Policy Number:** H 191067613-1

**Type of Loss:** Water

Date Contacted: 9/13/2019 10:00 AM  
Date of Loss: 9/9/2019  
Date Inspected: 9/13/2019 11:30 AM  
Date Est. Completed: 10/4/2019 1:08 PM

Date Received: 9/11/2019 8:00 AM  
Date Entered: 9/12/2019 8:58 AM

Price List: MAEM8X\_SEP19  
Restoration/Service/Remodel  
Estimate: DAVID\_R\_BROOKS\_CECE

MetLife Auto & Home is committed to helping you through the claim process. We strive to provide you with an exceptional customer experience. The following has been developed to provide you with a detailed estimate for the damages to your property which are covered under your policy. The Xactimate software used to create this estimate applies the most up-to-date and reliable pricing information available for your area. We anticipate you will review this estimate and we encourage you to contact your adjuster with any questions.

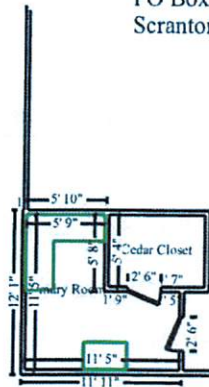
### IMPORTANT INFORMATION - PLEASE READ PRIOR TO REPAIRS BEING STARTED

**ATTENTION:** Please contact your MetLife Auto & Home adjuster if your contractor's estimate exceeds the values provided in this estimate before repairs begin. You should notify us immediately if additional damages or missed items are identified. Your failure to provide timely notification to MetLife Auto & Home may impact our ability to extend coverage for any supplemental damage or item. We may need to reinspect your property before we can authorize any additional payment. You should not destroy or discard any of the damaged items until we have had an opportunity to inspect the damages.

Your perspective on our service delivery is very important to us and we value your feedback. We welcome your ideas and recommendations to help us enhance our future performance. Our claims professionals are grateful for the opportunity to serve you and wish you the best with the completion of the repairs. We know that you have a choice when selecting your insurance provider and "Thank You" for choosing MetLife Auto & Home.



MetLife Auto & Home  
 Homeowner Operational Field Office  
 PO Box 6040  
 Scranton, PA. 18505 - 6040

**DAVID\_R\_BROOKS\_CECE**
**Lower Level**

**Laundry Room**
**Height: 7' 8"**

267.28 SF Walls  
 365.51 SF Walls & Ceiling  
 8.14 SY Flooring  
 45.67 LF Ceil. Perimeter

98.23 SF Ceiling  
 73.23 SF Floor  
 24.17 LF Floor Perimeter

**Door** 2' 6" X 6' 8" **Opens into BASEMENT**  
**Door** 2' 6" X 6' 8" **Opens into CEDAR\_CLOSET**

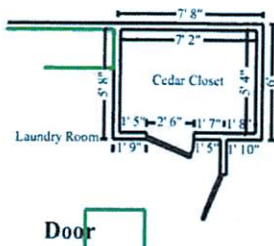
| DESCRIPTION   | QUANTITY | UNIT PRICE | TAX           | RCV             | DEPREC.       | ACV             |
|---|----------|------------|---------------|-----------------|---------------|-----------------|
| 1. Contents - move out then reset   | 1.00 EA  | 63.43      | 0.00          | 63.43           | (0.00)        | 63.43           |
| 2. Detach & Reset Washer/Washing Machine - Front-loading                      | 1.00 EA  | 38.23      | 0.00          | 38.23           | (0.00)        | 38.23           |
| 3. Detach & Reset Dryer - Electric  | 1.00 EA  | 34.43      | 0.00          | 34.43           | (0.00)        | 34.43           |
| 4. Detach & Reset 4" backsplash for flat laid countertop                      | 14.80 LF | 3.17       | 0.06          | 46.98           | (0.00)        | 46.98           |
| 5. Detach & Reset Countertop - flat laid plastic laminate                     | 14.80 LF | 15.57      | 0.00          | 230.44          | (0.00)        | 230.44          |
| 6. Batt insulation - 4" - R11 - paper faced                                   | 23.00 SF | 0.70       | 0.55          | 16.65           | (0.00)        | 16.65           |
| 7. Apply anti-microbial agent to the surface area                             | 23.00 SF | 0.23       | 0.04          | 5.33            | (0.00)        | 5.33            |
| Above is to spray into open cavity as need.                                   |          |            |               |                 |               |                 |
| 8. Material Only 1/2" drywall - hung, taped, floated, ready for paint         | 23.00 SF | 0.58       | 0.83          | 14.17           | (0.00)        | 14.17           |
| 9. Drywall - Labor Minimum  | 1.00 EA  | 334.95     | 0.00          | 334.95          | (0.00)        | 334.95          |
| 10. Seal the surface area w/PVA primer - one coat                             | 23.00 SF | 0.53       | 0.07          | 12.26           | (0.00)        | 12.26           |
| Above is to seal new drywall  |          |            |               |                 |               |                 |
| 11. Cabinetry - lower (base) units  | 14.80 LF | 183.35     | 139.37        | 2,852.95        | (285.30)      | 2,567.65        |
| 12. Baseboard - 4 1/4" stain grade  | 24.17 LF | 4.30       | 3.82          | 107.75          | (3.59)        | 104.16          |
| 13. Stain & finish baseboard  | 24.17 LF | 1.47       | 0.27          | 35.80           | (0.00)        | 35.80           |
| 14. Vinyl floor covering (sheet goods) - High grade                           | 76.90 SF | 4.35       | 14.42         | 348.94          | (34.89)       | 314.05          |
| 5 % waste added for Vinyl floor covering (sheet goods) - High grade.          |          |            |               |                 |               |                 |
| 15. Final cleaning - construction - Residential                               | 73.23 SF | 0.22       | 0.00          | 16.11           | (0.00)        | 16.11           |
| The above line item entry provides labor only for post construction clean up. |          |            |               |                 |               |                 |
| <b>Totals: Laundry Room</b>   |          |            | <b>159.43</b> | <b>4,158.42</b> | <b>323.78</b> | <b>3,834.64</b> |





## MetLife Auto and Home

MetLife Auto & Home  
Homeowner Operational Field Office  
PO Box 6040  
Scranton, PA. 18505 - 6040



### Cedar Closet

Height: 7' 8"

175.00 SF Walls  
213.22 SF Walls & Ceiling  
4.25 SY Flooring  
25.00 LF Ceil. Perimeter

38.22 SF Ceiling  
38.22 SF Floor  
22.50 LF Floor Perimeter

Door

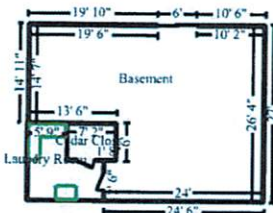
2' 6" X 6' 8"

Opens into LAUNDRY\_ROOM

| DESCRIPTION   | QUANTITY | UNIT PRICE | TAX  | RCV    | DEPREC. | ACV    |
|---|----------|------------|------|--------|---------|--------|
| 16. Contents - move out then reset - Small room                               | 1.00 EA  | 47.61      | 0.00 | 47.61  | (0.00)  | 47.61  |
| 17. Vinyl floor covering (sheet goods) - High grade                           | 40.13 SF | 4.35       | 7.52 | 182.09 | (18.21) | 163.88 |
| 5 % waste added for Vinyl floor covering (sheet goods) - High grade.          |          |            |      |        |         |        |
| 18. Baseboard - 4 1/4" stain grade  | 5.00 LF  | 4.30       | 0.79 | 22.29  | (0.75)  | 21.54  |
| 19. Stain & finish baseboard  | 5.00 LF  | 1.47       | 0.06 | 7.41   | (0.00)  | 7.41   |
| 20. Final cleaning - construction - Residential                               | 38.22 SF | 0.22       | 0.00 | 8.41   | (0.00)  | 8.41   |
| The above line item entry provides labor only for post construction clean up. |          |            |      |        |         |        |

Totals: Cedar Closet

8.37 267.81 18.96 248.85



### Basement

Height: 7' 8"

922.11 SF Walls  
1713.25 SF Walls & Ceiling  
87.90 SY Flooring  
127.67 LF Ceil. Perimeter

791.14 SF Ceiling  
791.14 SF Floor  
119.17 LF Floor Perimeter

Door

6' X 6' 8"

Opens into Exterior

Door

2' 6" X 6' 8"

Opens into LAUNDRY\_ROOM

| DESCRIPTION   | QUANTITY  | UNIT PRICE | TAX  | RCV    | DEPREC. | ACV    |
|---|-----------|------------|------|--------|---------|--------|
| 21. Contents - move out then reset - Large room                               | 1.00 EA   | 95.14      | 0.00 | 95.14  | (0.00)  | 95.14  |
| 22. Paint the surface area - two coats  | 192.00 SF | 0.83       | 2.28 | 161.64 | (21.55) | 140.09 |
| 23. Final cleaning - construction - Residential                               | 791.14 SF | 0.22       | 0.00 | 174.05 | (0.00)  | 174.05 |
| The above line item entry provides labor only for post construction clean up. |           |            |      |        |         |        |

Totals: Basement

2.28 430.83 21.55 409.28

Total: Lower Level

170.08 4,857.06 364.29 4,492.77



## MetLife Auto and Home

MetLife Auto & Home  
Homeowner Operational Field Office  
PO Box 6040  
Scranton, PA. 18505 - 6040

### General

| DESCRIPTION   | QUANTITY | UNIT PRICE | TAX           | RCV             | DEPREC.       | ACV             |
|---|----------|------------|---------------|-----------------|---------------|-----------------|
| 24. Haul debris - per pickup truck load - including dump fees | 1.00 EA  | 196.26     | 0.00          | 196.26          | (0.00)        | 196.26          |
| <b>Totals: General</b>  |          |            | <b>0.00</b>   | <b>196.26</b>   | <b>0.00</b>   | <b>196.26</b>   |
| <b>Line Item Totals: DAVID_R_BROOKS__CECE</b>                 |          |            | <b>170.08</b> | <b>5,053.32</b> | <b>364.29</b> | <b>4,689.03</b> |

### Grand Total Areas:

|                           |                                    |                               |
|---------------------------|------------------------------------|-------------------------------|
| 1,364.39 SF Walls         | 927.59 SF Ceiling                  | 2,291.98 SF Walls and Ceiling |
| 902.59 SF Floor           | 100.29 SY Flooring                 | 165.83 LF Floor Perimeter     |
| 0.00 SF Long Wall         | 0.00 SF Short Wall                 | 198.33 LF Ceil. Perimeter     |
| 902.59 Floor Area         | 982.01 Total Area                  | 1,364.39 Interior Wall Area   |
| 932.39 Exterior Wall Area | 126.83 Exterior Perimeter of Walls |                               |
| 0.00 Surface Area         | 0.00 Number of Squares             | 0.00 Total Perimeter Length   |
| 0.00 Total Ridge Length   | 0.00 Total Hip Length              |                               |



## MetLife Auto and Home

MetLife Auto & Home  
Homeowner Operational Field Office  
PO Box 6040  
Scranton, PA. 18505 - 6040

### Summary for Dwelling

|   |                   |
|---|-------------------|
| Line Item Total                               | 4,883.24          |
| Material Sales Tax                            | 170.08            |
| <b>Replacement Cost Value</b>                 | <b>\$5,053.32</b> |
| Less Depreciation                             | (364.29)          |
| <b>Actual Cash Value</b>                      | <b>\$4,689.03</b> |
| Less Deductible                               | (500.00)          |
| <b>Net Claim</b>                              | <b>\$4,189.03</b> |
| Total Recoverable Depreciation                | 364.29            |
| <b>Net Claim if Depreciation is Recovered</b> | <b>\$4,553.32</b> |

Larry Branco



## MetLife Auto and Home

---

MetLife Auto & Home  
Homeowner Operational Field Office  
PO Box 6040  
Scranton, PA. 18505 - 6040

### Recap of Taxes

|            | Material Sales Tax (6.25%) | Clothing Sales Tax (6.25%) | Storage Tax (6.25%) |
|------------|----------------------------|----------------------------|---------------------|
| Line Items | 170.08                     | 0.00                       | 0.00                |
| Total      | 170.08                     | 0.00                       | 0.00                |





## MetLife Auto and Home

MetLife Auto & Home  
Homeowner Operational Field Office  
PO Box 6040  
Scranton, PA. 18505 - 6040

### Recap by Room

Estimate: DAVID\_R\_BROOKS\_\_CECE

Area: Lower Level

Laundry Room

3,998.99 81.89%

Cedar Closet

259.44 5.31%

Basement

428.55 8.78%

---

Area Subtotal: Lower Level

4,686.98 95.98%

General

196.26 4.02%

---

Subtotal of Areas

4,883.24 100.00%

---

Total

4,883.24 100.00%



MetLife Auto & Home  
Homeowner Operational Field Office  
PO Box 6040  
Scranton, PA. 18505 - 6040

**Recap by Category with Depreciation**

| Items                          | RCV      | Deprec. | ACV      |
|--------------------------------|----------|---------|----------|
| APPLIANCES                     | 72.66    |         | 72.66    |
| CABINETRY                      | 2,990.94 | 271.36  | 2,719.58 |
| CLEANING                       | 198.57   |         | 198.57   |
| CONTENT MANIPULATION           | 206.18   |         | 206.18   |
| GENERAL DEMOLITION             | 196.26   |         | 196.26   |
| DRYWALL                        | 348.29   |         | 348.29   |
| FLOOR COVERING - VINYL         | 509.09   | 50.91   | 458.18   |
| FINISH CARPENTRY / TRIMWORK    | 125.43   | 4.18    | 121.25   |
| INSULATION                     | 16.10    |         | 16.10    |
| PAINTING                       | 214.43   | 21.25   | 193.18   |
| WATER EXTRACTION & REMEDIATION | 5.29     |         | 5.29     |
| Subtotal                       | 4,883.24 | 347.70  | 4,535.54 |
| Material Sales Tax             | 170.08   | 16.59   | 153.49   |
| Total                          | 5,053.32 | 364.29  | 4,689.03 |

This is not an authorization to repair. Authorization to repair must come from the homeowner. An authorized MetLife Auto & Home representative must approve any supplemental charge or it may not be honored. We suggest this estimate be presented to the repair contractor before authorizing repairs. It's important that differences in scope and cost, if any, be worked out prior to beginning the work; failure to do so may result in additional expenses to you.

You should be aware that your policy contains a condition requiring you to protect your property from further damage, make reasonable and necessary repairs to protect the property and keep a record of necessary expenditures. Under this policy condition, it is your responsibility to take immediate, affirmative steps to prevent any growth or accumulation of mold on your property. Should you fail to comply with this policy condition, we will not be able to provide coverage for any loss or damage, which results from the growth or accumulation of mold on your property due to your failure to take such immediate, affirmative steps.

By law, you must keep customer information we provide to you CONFIDENTIAL. You may use it only to perform insurance-related services/functions for us and/or our customer(s). You may not use, share, sell or otherwise disclose this information for other purposes or to anyone else without our prior consent. If you do not agree to these terms, you must return this information to us at once.

Our number one goal is to ensure that you are completely satisfied with your claim experience. If you have any questions or concerns about your claim, please call us at 1-800-854-6011 and we would be happy to assist you.

We realize that you have a choice when selecting an insurance company and we thank you for choosing MetLife Auto & Home.

MetLife Auto & Home is a brand name of Metropolitan Property and Casualty Insurance Company and Affiliates, Warwick, RI.

## Servpro Chelmsford/Westford

---

Servpro Chelmsford/Westford #10456  
208 Main Street  
Townsend, MA 01469  
978-256-4225  
Tax ID 47-4025242

Insured: Cecelia Brooks  
Property: 5 Jonathan Lane  
West Townsend, MA 01474  
Home: 5 Jonathan Lane  
West Townsend, MA 01474

Home: (978) 337-0723

Claim Rep.: Kevin Coates  
Position: Owner  
Company: Servpro Chelmsford/ Westford  
Business: 107 Lunenburg Rd  
West Townsend, MA 01474

Cellular: (781) 844-8068  
E-mail: kcoates@servpro10456.com

Estimator: Kevin Coates  
Position: Owner  
Company: Servpro Chelmsford/ Westford  
Business: 107 Lunenburg Rd  
West Townsend, MA 01474

Cellular: (781) 844-8068  
E-mail: kcoates@servpro10456.com

**Claim Number:** JDI58908

**Policy Number:** 191067613

**Type of Loss:** Water Damage

Date Contacted: 9/10/2019 5:00 PM  
Date of Loss: 9/9/2019  
Date Inspected: 9/10/2019 5:00 PM  
Date Est. Completed: 9/30/2019 10:33 AM

Date Received: 9/10/2019 4:55 PM  
Date Entered: 9/16/2019 1:06 PM

Price List: MAEM8X\_SEP19  
Restoration/Service/Remodel  
Estimate: CECELIA\_BROOKS

## Servpro Chelmsford/Westford

---

Servpro Chelmsford/Westford #10456  
208 Main Street  
Townsend, MA 01469  
978-256-4225  
Tax ID 47-4025242

MetLife Auto & Home is committed to helping you through the claim process. We strive to provide you with an exceptional customer experience. The following has been developed to provide you with a detailed estimate for the damages to your property which are covered under your policy. The Xactimate software used to create this estimate applies the most up-to-date and reliable pricing information available for your area. We anticipate you will review this estimate and we encourage you to contact your adjuster with any questions.

### IMPORTANT INFORMATION - PLEASE READ PRIOR TO REPAIRS BEING STARTED

**ATTENTION: Please contact your MetLife Auto & Home adjuster if your contractor's estimate exceeds the values provided in this estimate before repairs begin. You should notify us immediately if additional damages or missed items are identified. Your failure to provide timely notification to MetLife Auto & Home may impact our ability to extend coverage for any supplemental damage or item. We may need to reinspect your property before we can authorize any additional payment. You should not destroy or discard any of the damaged items until we have had an opportunity to inspect the damages.**

Your perspective on our service delivery is very important to us and we value your feedback. We welcome your ideas and recommendations to help us enhance our future performance. Our claims professionals are grateful for the opportunity to serve you and wish you the best with the completion of the repairs. We know that you have a choice when selecting your insurance provider and "Thank You" for choosing MetLife Auto & Home.

#### Notes:

#### Equipment:

Phoenix Drymax dehu one for a period of three days  
10 Velo air movers for a period of three days

Spoke with adjuster Larry Branco in regards to removing cabinets, drywall, and vinyl sheet goods and he had given us approval.

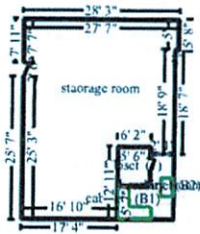
Spoke with Larry Branco in regards that the ESL would be exceeded.



Servpro Chelmsford/Westford #10456  
208 Main Street  
Townsend, MA 01469  
978-256-4225  
Tax ID 47-4025242

## CECELIA\_BROOKS

### Main Level



staorage room

Height: 7' 8"

|                            |                           |
|----------------------------|---------------------------|
| 954.84 SF Walls            | 830.07 SF Ceiling         |
| 1784.91 SF Walls & Ceiling | 830.07 SF Floor           |
| 92.23 SY Flooring          | 123.95 LF Floor Perimeter |
| 128.53 LF Ceil. Perimeter  |                           |

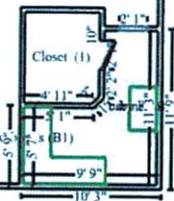
### Missing Wall - Goes to Floor Door

2' 1" X 6' 8"

2' 6" X 6' 8"

Opens into LAUNDRY\_ROOM  
Opens into Exterior

| DESCRIPTION   | QUANTITY | UNIT PRICE | TAX         | RCV           | DEPREC.     | ACV           |
|---|----------|------------|-------------|---------------|-------------|---------------|
| 1. Air mover (per 24 hour period) - No monitoring<br>four air movers for a period of three days | 12.00 EA | 24.95      | 0.00        | 299.40        | (0.00)      | 299.40        |
| <b>Totals: staorage room</b>  |          |            | <b>0.00</b> | <b>299.40</b> | <b>0.00</b> | <b>299.40</b> |



## Laundry Room

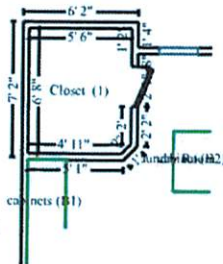
Height: 7' 8"

|                           |                          |
|---------------------------|--------------------------|
| 291.15 SF Walls           | 77.33 SF Ceiling         |
| 368.48 SF Walls & Ceiling | 77.33 SF Floor           |
| 8.59 SY Flooring          | 37.43 LF Floor Perimeter |
| 41.60 LF Ceil. Perimeter  |                          |

### Missing Wall - Goes to Floor

2' 1" X 6' 8"

**Opens into STAORAGE\_ROO**



**Subroom: Closet (1)**

**Height:** 7' 8"

|                           |                          |
|---------------------------|--------------------------|
| 169.25 SF Walls           | 36.12 SF Ceiling         |
| 205.37 SF Walls & Ceiling | 36.12 SF Floor           |
| 4.01 SY Flooring          | 21.80 LF Floor Perimeter |
| 23.89 LF Ceil. Perimeter  |                          |

**Door**

2' 1" X 6' 8"

Opens into LAUNDRY\_ROOM

| DESCRIPTION  | QUANTITY | UNIT PRICE | TAX  | RCV    | DEPREC. | ACV    |
|--|----------|------------|------|--------|---------|--------|
| 2. Air mover (per 24 hour period) - No monitoring<br>six air movers for a period of three days | 18.00 EA | 24.95      | 0.00 | 449.10 | (0.00)  | 449.10 |
| 3. Dehumidifier (per 24 hour period) - Large - No<br>monitoring                                | 3.00 EA  | 71.22      | 0.00 | 213.66 | (0.00)  | 213.66 |

**Servpro Chelmsford/Westford**

Servpro Chelmsford/Westford #10456  
208 Main Street  
Townsend, MA 01469  
978-256-4225  
Tax ID 47-4025242

**CONTINUED - Laundry Room**

| DESCRIPTION   | QUANTITY  | UNIT PRICE | TAX         | RCV             | DEPREC.     | ACV             |
|---|-----------|------------|-------------|-----------------|-------------|-----------------|
| one dehu for a period of three days                       |           |            |             |                 |             |                 |
| 4. Tear out non-salvageable vinyl, cut & bag for disposal | 113.45 SF | 1.18       | 0.50        | 134.37          | (0.00)      | 134.37          |
| 5. Remove 1/2" - drywall per LF - up to 2' tall           | 9.33 LF   | 2.24       | 0.00        | 20.90           | (0.00)      | 20.90           |
| 6. Remove Vapor barrier - visqueen - 6mil                 | 18.50 SF  | 0.09       | 0.00        | 1.67            | (0.00)      | 1.67            |
| 7. Remove Batt insulation - 6" - R19 - paper faced        | 18.42 SF  | 0.29       | 0.00        | 5.34            | (0.00)      | 5.34            |
| 8. Remove Trim board - 1" x 4" - installed (pine)         | 14.00 LF  | 0.40       | 0.00        | 5.60            | (0.00)      | 5.60            |
| 9. Content Manipulation charge - per hour                 | 2.00 HR   | 46.50      | 0.00        | 93.00           | (0.00)      | 93.00           |
| 10. Remove Cabinetry - lower (base) units                 | 10.33 LF  | 7.51       | 0.00        | 77.58           | (0.00)      | 77.58           |
| <b>Totals: Laundry Room</b>                               |           |            | <b>0.50</b> | <b>1,001.22</b> | <b>0.00</b> | <b>1,001.22</b> |

**job**

| DESCRIPTION  | QUANTITY | UNIT PRICE | TAX         | RCV             | DEPREC.     | ACV             |
|--|----------|------------|-------------|-----------------|-------------|-----------------|
| 11. Haul debris - per pickup truck load - including dump fees  | 1.00 EA  | 196.26     | 0.00        | 196.26          | (0.00)      | 196.26          |
| 12. Equipment setup, take down, and monitoring (hourly charge) | 4.50 HR  | 49.24      | 0.00        | 221.58          | (0.00)      | 221.58          |
| <b>Totals: job</b>   |          |            | <b>0.00</b> | <b>417.84</b>   | <b>0.00</b> | <b>417.84</b>   |
| <b>Total: Main Level</b>                                       |          |            | <b>0.50</b> | <b>1,718.46</b> | <b>0.00</b> | <b>1,718.46</b> |
| <b>Line Item Totals: CECELIA_BROOKS</b>                        |          |            | <b>0.50</b> | <b>1,718.46</b> | <b>0.00</b> | <b>1,718.46</b> |

**Grand Total Areas:**

|                           |                                    |                               |
|---------------------------|------------------------------------|-------------------------------|
| 1,415.23 SF Walls         | 943.53 SF Ceiling                  | 2,358.76 SF Walls and Ceiling |
| 943.53 SF Floor           | 104.84 SY Flooring                 | 183.18 LF Floor Perimeter     |
| 0.00 SF Long Wall         | 0.00 SF Short Wall                 | 194.02 LF Ceil. Perimeter     |
| 943.53 Floor Area         | 997.51 Total Area                  | 1,415.23 Interior Wall Area   |
| 968.92 Exterior Wall Area | 128.55 Exterior Perimeter of Walls |                               |
| 0.00 Surface Area         | 0.00 Number of Squares             | 0.00 Total Perimeter Length   |
| 0.00 Total Ridge Length   | 0.00 Total Hip Length              |                               |

CECELIA\_BROOKS

9/30/2019

Page: 4

## Servpro Chelmsford/Westford

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Servpro Chelmsford/Westford #10456  
208 Main Street  
Townsend, MA 01469  
978-256-4225  
Tax ID 47-4025242

### Summary for Dwelling

|                               |                   |
|-------------------------------|-------------------|
| Line Item Total               | 1,717.96          |
| Material Sales Tax            | 0.50              |
| <b>Replacement Cost Value</b> | <b>\$1,718.46</b> |
| <b>Net Claim</b>              | <b>\$1,718.46</b> |

---

Kevin Coates  
Owner

**Servpro Chelmsford/Westford**

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Servpro Chelmsford/Westford #10456  
208 Main Street  
Townsend, MA 01469  
978-256-4225  
Tax ID 47-4025242

**Recap of Taxes**

|            | Material Sales Tax (6.25%) | Clothing Sales Tax (6.25%) | Storage Tax (6.25%) |
|------------|----------------------------|----------------------------|---------------------|
| Line Items | 0.50                       | 0.00                       | 0.00                |
| Total      | 0.50                       | 0.00                       | 0.00                |



## Servpro Chelmsford/Westford

Servpro Chelmsford/Westford #10456  
208 Main Street  
Townsend, MA 01469  
978-256-4225  
Tax ID 47-4025242

### Recap by Room

Estimate: CECELIA\_BROOKS

Area: Main Level

staorage room

299.40 17.43%

Laundry Room

1,000.72 58.25%

job

417.84 24.32%

---

Area Subtotal: Main Level

---

1,717.96 100.00%

---

Subtotal of Areas

---

1,717.96 100.00%

---

Total

---

1,717.96 100.00%

## Servpro Chelmsford/Westford

Servpro Chelmsford/Westford #10456  
208 Main Street  
Townsend, MA 01469  
978-256-4225  
Tax ID 47-4025242

### Recap by Category

| Items                          | Total    | %       |
|--------------------------------|----------|---------|
| CONTENT MANIPULATION           | 93.00    | 5.41%   |
| GENERAL DEMOLITION             | 441.22   | 25.68%  |
| WATER EXTRACTION & REMEDIATION | 1,183.74 | 68.88%  |
| Subtotal                       | 1,717.96 | 99.97%  |
| Material Sales Tax             | 0.50     | 0.03%   |
| Total                          | 1,718.46 | 100.00% |

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Our number one goal is to ensure that you are completely satisfied with your claim experience. If you have any questions or concerns about your claim, please call us at 1-800-854-6011 and we would be happy to assist you.

We realize that you have a choice when selecting an insurance company and we thank you for choosing MetLife Auto & Home.

MetLife Auto & Home is a brand name of Metropolitan Property and Casualty Insurance Company and Affiliates, Warwick, RI.



# Photo Sheet

MetLife Auto and Home

MetLife Auto & Home  
Homeowner Operational Field Office  
PO Box 6040  
Scranton, PA. 18505 - 6040

Insured: DAVID R BROOKS, CECELIA K BROOKS

Claim #: JDI58908

Policy #: H 191067613-1



1-P9122724

Date Taken: 9/12/2019

Front of home



2-P9122725

Date Taken: 9/12/2019

garage



# Photo Sheet

MetLife Auto and Home

MetLife Auto & Home  
Homeowner Operational Field Office  
PO Box 6040  
Scranton, PA. 18505 - 6040

Insured: DAVID R BROOKS, CECELIA K BROOKS

Claim #: JDI58908

Policy #: H 191067613-1



**3-P9122726**

Date Taken: 9/12/2019

cediar closet under stairs



**4-P9122727**

Date Taken: 9/12/2019

cedar closet



# Photo Sheet

MetLife Auto and Home

MetLife Auto & Home  
Homeowner Operational Field Office  
PO Box 6040  
Scranton, PA. 18505 - 6040

Insured: DAVID R BROOKS, CECELIA K BROOKS

Claim #: JDI58908

Policy #: H 191067613-1



**5-P9122728**

Date Taken: 9/12/2019

cedar closet



**6-P9122729**

Date Taken: 9/12/2019

cedar closet



# Photo Sheet

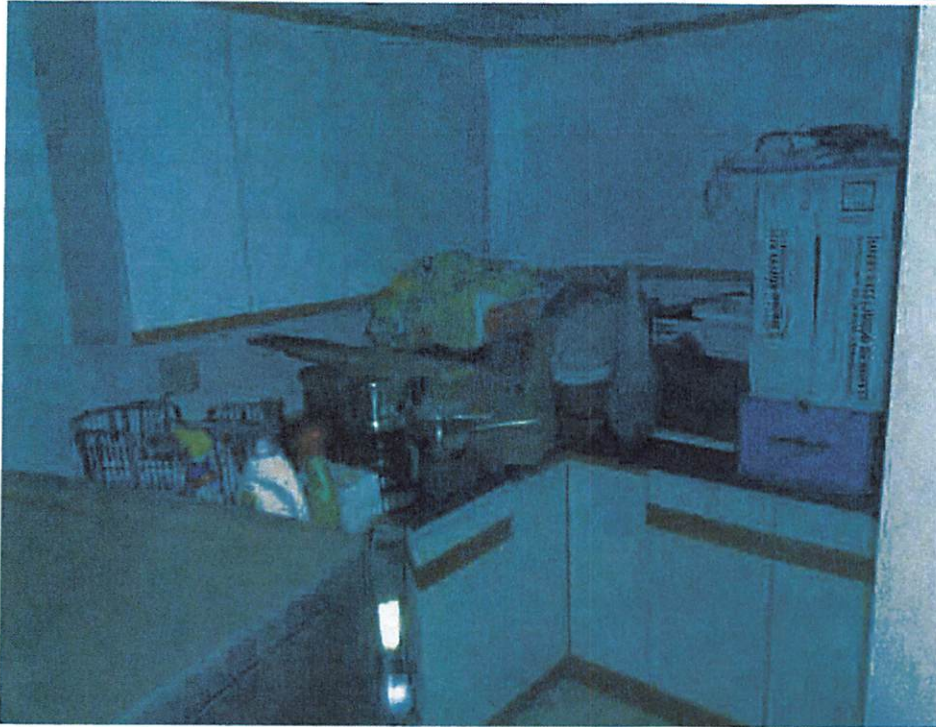
MetLife Auto and Home

MetLife Auto & Home  
Homeowner Operational Field Office  
PO Box 6040  
Scranton, PA. 18505 - 6040

Insured: DAVID R BROOKS, CECELIA K BROOKS

Claim #: JDI58908

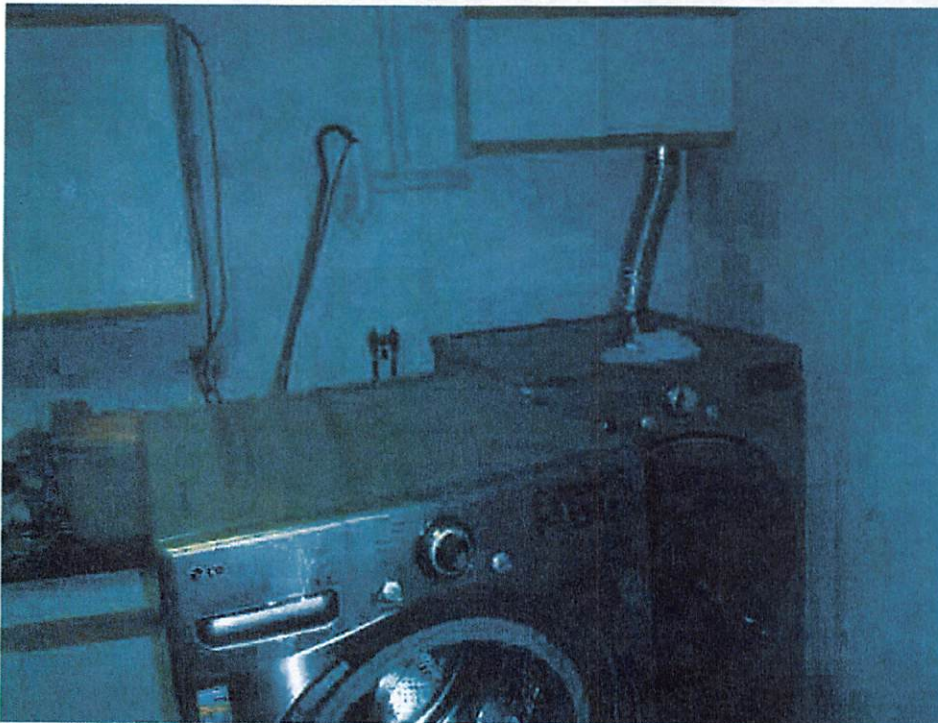
Policy #: H 191067613-1



**7-P9122730**

Date Taken: 9/12/2019

Lower Laundry room



**8-P9122731**

Date Taken: 9/12/2019

wash dryer



# Photo Sheet

MetLife Auto and Home

MetLife Auto & Home  
Homeowner Operational Field Office  
PO Box 6040  
Scranton, PA. 18505 - 6040

Insured: DAVID R BROOKS, CECELIA K BROOKS

Claim #: JDI58908

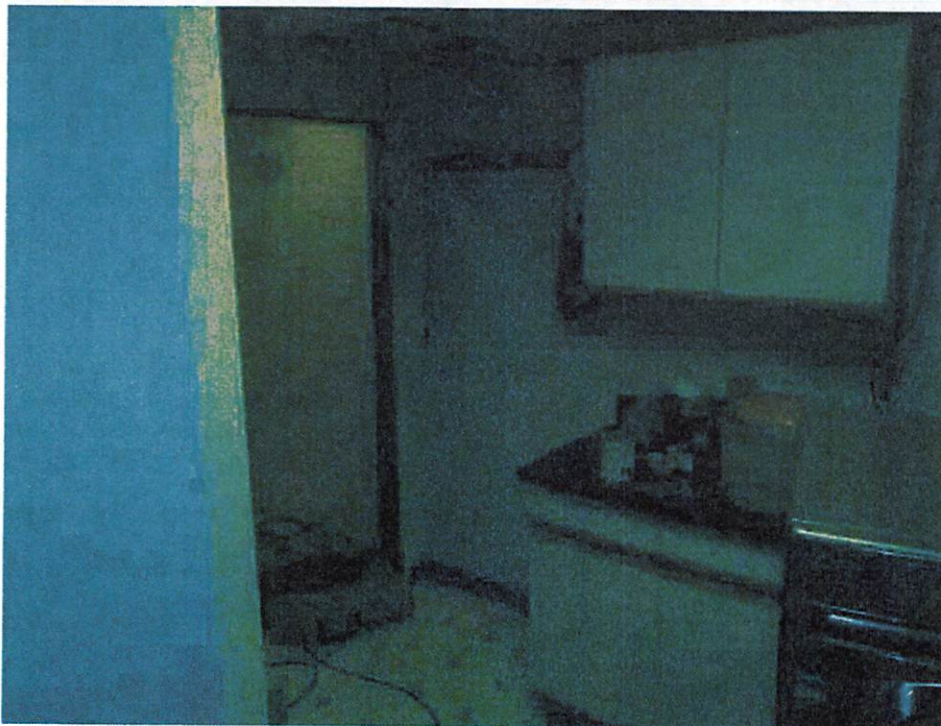
Policy #: H 191067613-1



**9-P9122732**

Date Taken: 9/12/2019

base molding and vinly



**10-P9122733**

Date Taken: 9/12/2019

Laundry room



# Photo Sheet

MetLife Auto and Home

MetLife Auto & Home  
Homeowner Operational Field Office  
PO Box 6040  
Scranton, PA. 18505 - 6040

Insured: DAVID R BROOKS, CECELIA K BROOKS

Claim #: JDI58908

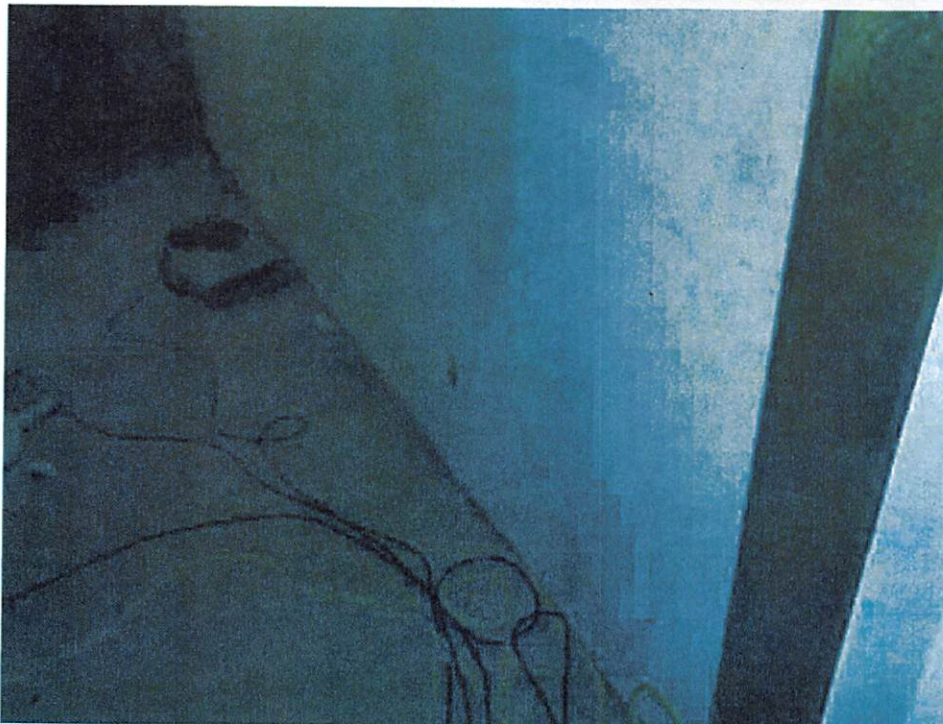
Policy #: H 191067613-1



**11-P9122734**

Date Taken: 9/12/2019

bas emolding



**12-P9122735**

Date Taken: 9/12/2019

exterir wall unfinished area



# Photo Sheet

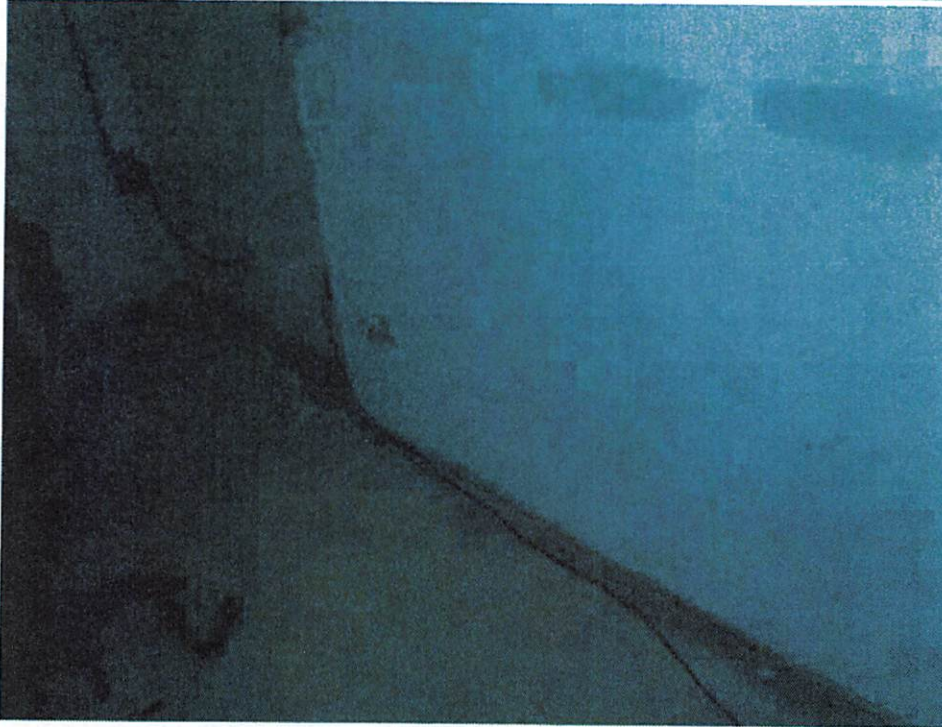
MetLife Auto and Home

MetLife Auto & Home  
Homeowner Operational Field Office  
PO Box 6040  
Scranton, PA. 18505 - 6040

Insured: DAVID R BROOKS, CECELIA K BROOKS

Claim #: JDI58908

Policy #: H 191067613-1



**13-P9122736**

Date Taken: 9/12/2019

Water trailing along sill plate



**14-P9122737**

Date Taken: 9/12/2019

water



# Photo Sheet

MetLife Auto and Home

MetLife Auto & Home  
Homeowner Operational Field Office  
PO Box 6040  
Scranton, PA. 18505 - 6040

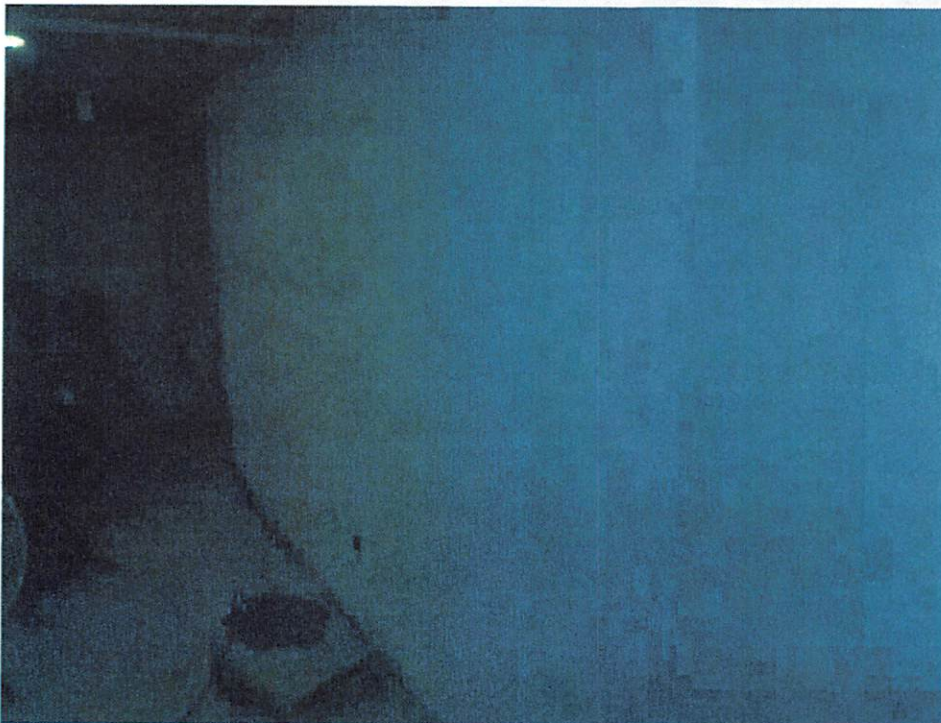
Insured: DAVID R BROOKS, CECELIA K BROOKS  
Claim #: JDI58908  
Policy #: H 191067613-1



**15-P9122738**

Date Taken: 9/12/2019

unfinished sec. looking into laundry room



**16-P9122739**

Date Taken: 9/12/2019

unfinished wall



# Photo Sheet

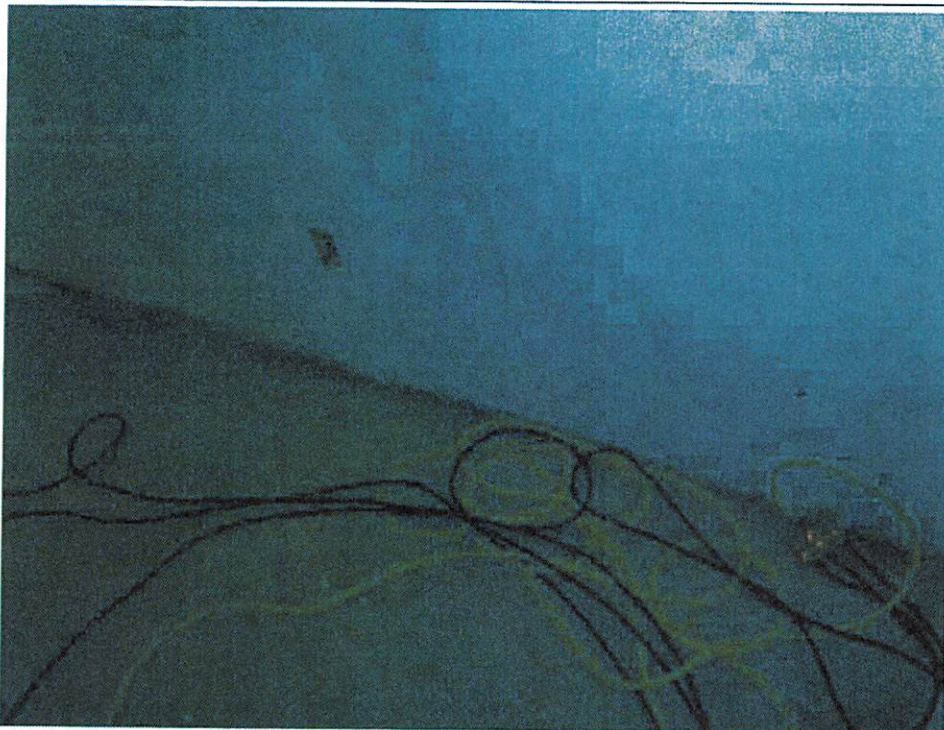
MetLife Auto and Home

MetLife Auto & Home  
Homeowner Operational Field Office  
PO Box 6040  
Scranton, PA. 18505 - 6040

Insured: DAVID R BROOKS, CECELIA K BROOKS

Claim #: JDI58908

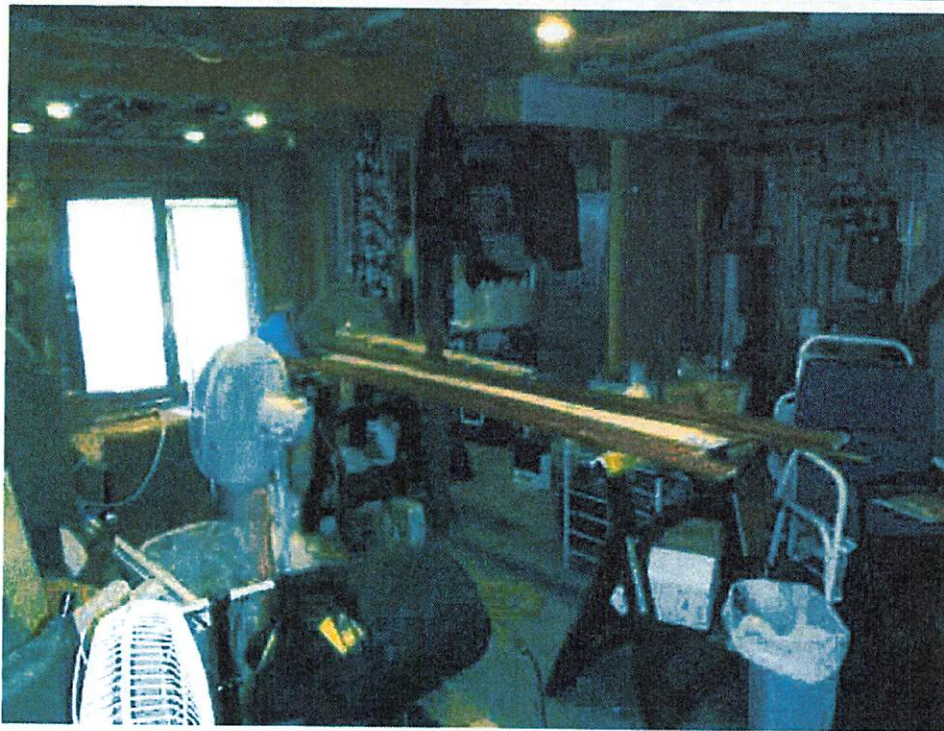
Policy #: H 191067613-1



**17-P9122740**

Date Taken: 9/12/2019

base of wall



**18-P9122741**

Date Taken: 9/12/2019

unished sec.



# Photo Sheet

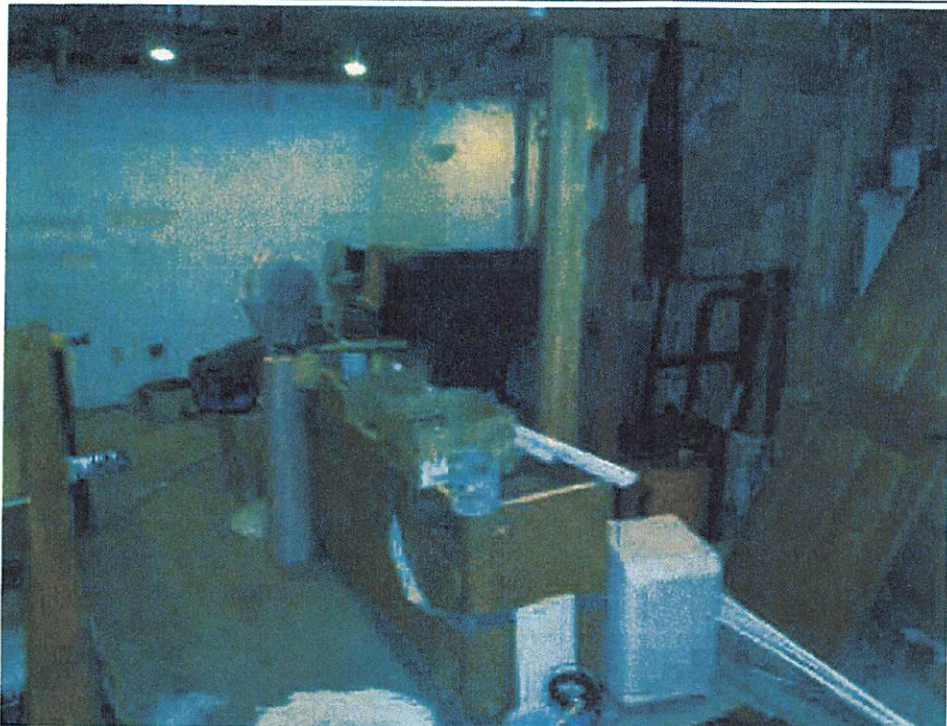
MetLife Auto and Home

MetLife Auto & Home  
Homeowner Operational Field Office  
PO Box 6040  
Scranton, PA. 18505 - 6040

Insured: DAVID R BROOKS, CECELIA K BROOKS

Claim #: JDI58908

Policy #: H 191067613-1



**19-P9122742**

Date Taken: 9/12/2019

unfinished sec.



**20-P9122743**

Date Taken: 9/12/2019

unfinished sec.



**POSITION TITLE**

Water Superintendent

**DUTIES**

The Water Superintendent controls and directs the entire water pumping and distribution operation for the Townsend Water Department. The position is responsible for the maintenance, operation and emergency repair of pumping and related equipment. The Superintendent also supervises a staff of four employees including two full time water system maintenance personnel and two full time office clerks.

**TASKS**

The Water Superintendent under the direction of the Water Commissioners:

Programs the work schedule of all maintenance personnel assigned to the Department.

Supervises the progress of and occasionally assists in the work details involving The installation of new water services, new water mains and miscellaneous repair and maintenance tasks.

Calculates the estimated cost of new water services or main extensions for residents, builders, developers or Town officials for planning purposes.

Maintains an inventory of stock for new service installations, service expansion and emergency repair, and programs this inventory to meet anticipated needs, ordering as necessary within budget limit.

Is responsible for the conduct of water quality sampling as required by the Massachusetts Department of Environmental Protection and the Federal Safe Drinking Water Acts. Responsibilities include the collection of water samples From specific points, delivery of the samples to the testing facility and the proper recording of the results.

Is responsible for the emergency repair of the water system when necessary on a 24 hour basis. When an emergency arises the Superintendent activates available personnel and responds as the situation warrants.

Maintains a familiarity with current techniques and state-of-the-art water systems technology by attending professional meetings, seminars and training courses as they are offered and as time and budget limitations allow.

The Superintendent maintains the overall responsibility for the Department's Budget, billing and collection functions, payroll computation and other administrative tasks and supervises the office personnel who perform the above on a daily basis.

Performs all other administrative tasks as required or as directed by the Water Commissioners.

**SKILLS**

The position requires the technical/physical skills necessary as related to the plumbing and excavation trades. Above average supervisory and administrative skills are also required.

**KNOWLEDGE**

A knowledge of water systems source and delivery operations and maintenance procedures is necessary as is a knowledge of safety and health requirements and the standards and regulations pertaining to drinking water as determined by local, state and federal authorities.

**ABILITIES**

*The Water Superintendent must possess the ability to effectively supervise a small labor force, resolve emergency situations with minimal delay and outside assistance and the ability to deal effectively with the public at large.*

**REQUIREMENTS**

*Must possess at least a D2(Distribution) & ( T1 Treatment) Certified Operator license from the Commonwealth of Massachusetts Board of Certification of Operators of Drinking Water Supply Facilities. Must possess a valid drivers license and maintain an acceptable insurance rating.*

POSITION CLASSIFICATION QUESTIONNAIRE

NAME: Paul Rafose

POSITION TITLE: Superintendent

DEPARTMENT/DIVISION: Water

SUPERVISOR NAME/TITLE: Board of Water Commissioners

NUMBER OF HOURS WORKED/WEEK: 40+

POSITION GRADE: T STEP: 10

PLEASE DESCRIBE THE PURPOSE OF THE POSITION IN ONE SENTENCE:

*Example #1: Position is responsible for planning, directing, managing and overseeing the city's financial activities including accounting, internal auditing, assessing, treasury, purchasing, grant management and revenue collection.*

*Example #2: Position is responsible for providing administrative and clerical support to the operations of the Assessing Department.*

*Example #3: Position is responsible for providing skilled mechanical duties in the repair of vehicles and equipment in the public works department*

Position is responsible for: See attached



## **Position Classification Questionnaire**

**Position is responsible for:**

Performing professional management work in directing the operations and maintenance of the Water Department. The Water Superintendent is responsible for controlling and directing the entire water pumping and distribution operation for the Townsend Water Department. This position is responsible for coordinating the operation of emergency repairs of pumping equipment, water services, water mains, and fire hydrants. The position is responsible for coordinating all required water quality testing. The position is responsible for managing all Water Department staff.



#### Essential Functions:

1. Responsible for providing over 200 million gallons per year of safe, healthy drinking water to the Departments customers and maintaining an adequate supply for fire protection.
2. Responsible for possessing and maintaining a thorough knowledge of all state and federal regulations pertaining to the distribution, operations, treatment, and overall water quality of the public water system. To keep abreast of new technologies and techniques in the distribution and treatment of a public water system.
3. Responsible for overseeing and maintaining the entire operation of the water distribution and treatment system including pump station, offices, storage tanks and properties.
4. Responsible for coordinating the collection of routine and specialized water quality samples from specific points in the distribution system in accordance with Massachusetts Department Of Environmental Protection and the federal Safe Drinking Water Acts.
5. Responsible for assuring that accurate and complete records of water pumpage and treatment operations are maintained for daily, monthly, and yearly reporting to state agencies.
6. Responsible for maintaining construction and material specifications.
7. Responsible for supervising, directing and occasionally assisting department personnel in work details involving service repair and installation, water main repair and installation, hydrant repair and installation, and chemical feed repair and installation, and other maintenance tasks as needed.
8. Responsible for working closely with the Board of Water Commissioners in developing department policies and procedures, submitting budgets, and making recommendations for future projects and improvements.
9. Responsible for using, maintaining, and setting parameters in the departments Supervisory Control and Data Acquisition (SCADA) system in monitoring and controlling the operation of all pump stations and storage tanks.
10. Responsible for effectively working with other Town Departments, officials, schools, civil/public groups and individuals regarding various department activities such as but, not limited to emergency repairs and shutting off water supply.
11. Responsible for having a thorough knowledge of state public procurement requirements for the procurement of supplies and equipment.
12. Responsible for the Supervision and scheduling of department operation and clerical staff and assure all required licensing is maintained.
13. Responsible for developing and maintaining proper emergency response procedures to address any water quality contamination and or supply problems.

14. Responsible for calculating costs for the installation and repair of services and maintain up to date costs and inventory for supplies and materials.
15. Responsible for performing all other administrative tasks required as directed by the Board of Water Commissioners.



**ESSENTIAL FUNCTIONS:** *See attached*

List and describe the position's EIGHT most important essential functions and/or responsibilities. These are not necessarily the most frequent; they are the most important. (*Example: End of Year Report. It is only done once per year, but could be the MOST important function.*)

1.

2.

3.

4.

5.

6.

7.

8.

List the FOUR tasks on which the position spends the most amount of time. (Most Frequent) Indicate either the per cent of time or number of hours per week spent performing that task. These may or may not be the same duties as the most important essential functions listed above.

| TASK   | TIME |
|--|------|
| 1. Maintaining complete and accurate Records for reporting purposes .....                                    | 50%  |
| 2. Budgeting and expenditures .....  | 20%  |
| 3. Procurement and working with engineers to develop bids for system improvement construction projects ..... | 20%  |
| 4. Customer inquiries, complaints .....  | 10%  |

#### SUPERVISION RECEIVED:

What kind of instructions does the person holding this position receive regarding the daily responsibilities of the position? The Water Superintendent reports to the Board of Water Commissioners

How does the person holding this position receive work assignments? Who gives the instructions? Explain in detail and give examples. Occasionally is directed by the Board of Water Commissioners to revise a budget or procure for services and consult with our engineers to bid a construction project out for a system improvement.

How is the work reviewed by the supervisor? For what purpose? (e.g., checked for accuracy, reviewed for content?) The Superintendent reviews his own work for accuracy.



## ERRORS:

Give examples of the types of errors that occur in the position and explain the resulting consequences.

- Errors in Budgeting could result in underfunding a line item.
- Errors in chemical dosage could result in threat to public Health

## JUDGMENT:

Give examples of how the position is required to exercise judgment to perform the functions and requirements of the position.

- Locating or relocating Services, mains, or hydrants in the replacement or installation of new.
- Certain charges, i.e., not charging for final reading when close to meter reading
- In design of upgrades or system improvement within Drinking Water reg's.

Does the position have purchasing authority for the division/department? For a section of the division/department? (ex: authority to purchase supplies up to a certain amount or for certain items) Please explain. This position does have purchasing authority up to \$5,000 then, must be approved by the Board of Selectmen.

Does the position prepare the division/department budget? Does the position assist in the preparation of the division/department budget? Explain the involvement in the preparation, responsibility for completion and submission of the budget.

This position prepares and submits a recommended Budget to the Board of Water Commissioners for approval or revision then to Board of Selectmen and Finance Comm. for review then for approval at Town Meeting.

## CONTACT WITH OTHERS:

How does the position interact with the public? Explain the nature and purpose of the contacts and give examples of the information being provided.

This position has frequent contact with the public. During monthly Commissioners meeting or occasionally at Selectmen's meetings and Town Meetings also responds frequently to customer inquiries.

How does the position interact with other town/city/school departments and other governmental agencies? Explain the nature and purpose of the contacts and give examples of the information being provided.

As a Supervisory position this Position frequently interacts with other Town officials, Dept. Heads, School Administrators and State and Government agencies.

- State Department of Environmental Protection to attend Training classes on new technologies or regulations.
- other Department Heads to use or let use equipment or to notify of proposed work/construction
- Selectmen/Town Administrator re: Town policies, approval of Contracts, etc.
- Conservation Commission re: Construction threatening a water Supply or construction crossing or near wetland.

**CONFIDENTIALITY:**

Does the position have access to any of the following information? (check those that apply).

- ☒ Official personnel files
- ☒ Confidential medical information
- ☐ Do you participate for the city/town in collective bargaining (not union)
- ☒ Sensitive, but not confidential information
- ☐ Criminal investigations and records

Please explain the extent to which the position is involved the above.

This position will add information to Personnel Files occasionally but more frequently by the office administrator. Information will only be reviewed or removed with the permission and presence of the employee.

**QUALIFICATIONS:**

If this position was VACANT, what would be the:

Minimum educational REQUIREMENTS to fill the vacant position (may not be the same as the incumbent's educational background). Associates degree in water related sciences, four years experience in water systems operation and maintenance, two years of which involve supervisory responsibilities. or high school diploma, eight years experience in water systems operation and maintenance, two years of which involve supervisory responsibilities.

If a college degree is required, what is preferred major?

See above

Minimum years and type of experience REQUIRED to fill the vacant position: See above

Licenses/certificates required AT THE TIME OF HIRE (CDL, pesticide, hydraulic, notary public, construction supervisor, shorthand, etc.): Valid Class D drivers License, Mass Drinking Water Grade 2 in distribution operator Certification, Mass drinking water Grade 1 in Treatment Operator Certification, and a Restricted 2 B Hosing engineer License.

Please indicate any special knowledge/abilities/skills required AT THE TIME OF HIRE to perform the job: Thorough knowledge of the principles, procedures, methods, equipment, materials, and tools employed in the operations, maintenance of the municipal water system. Thorough knowledge of the Distribution System, Thorough knowledge of the hazards and safety precautions involved in the water distribution conservation and repair work. Thorough knowledge of Massachusetts drinking water regulations, guidelines, and policies for public water systems. Basic knowledge of basic computer skills in word processing and spreadsheets



## WORK ENVIRONMENT:

Describe the typical working conditions in terms of actual work space and environment and exposure to elements. (ex: office setting, garage setting with fumes, outdoor landscaping work, weather extremes, etc.) *Occasionally work is performed outdoors, near hazards associated with construction sites along or across streets and roads, extreme weather conditions and loud noise. The majority of work is performed indoors in a office setting, occasionally is subject to caustic chemicals associated with water treatment, required to attend various meetings*

## PHYSICAL REQUIREMENTS:

What type and amount of physical exertion is required by the position? How much? How often? (none, occasional, frequent, constant, light, moderate, strenuous). Explain in detail and give examples. *Light physical efforts required when performing work in typical office conditions. More than moderate physical effort is required involving field inspections. Strenuous physical effort is required on occasion when assisting in service or main repairs and installations.*

## MOTOR REQUIREMENTS:

Describe the degree to which the position requires motor coordination, manipulative ability and the coordination of manual dexterity. Explain in detail and give examples. *requires the ability to walk on rough terrain associated with construction sites. Occasionally requiring the ability to climb a ladder up to 40 feet. requires the ability to operate typical office equipment. requires the ability to bend, crouch, and reach to operate or repair equipment*

Give examples of equipment and tools used in the job. *automobiles, light trucks, backhoe/loader, operates computers and standard office equipment. Various wrenches and other hand tools associated with the operation and maintenance of pumps, chemical feed pumps, compressor, jackhammer*

**VISION REQUIREMENTS:** Please describe if need to be able to read computer screens, read instructions, blueprints, documents, examine conditions, etc. *must be able to read being able to distinguish, recognize and identify similarities, or differences between characteristics of color, shapes and sounds associated with job related objects, materials, and tasks.*

## OCCUPATIONAL RISKS:

Describe any inherent risks to the position. Example, working in confined spaces, sewers, on ladders, with prisoners, on construction sites, etc. *Occasionally exposed to confined spaces, climbing ladders and being around heavy equipment, rough terrain and open trenches associated with construction sites. occasionally exposed to caustic chemicals used in water treatment and occasionally working in and around open trenches.*



### **ADDITIONAL INFORMATION**

Please describe in detail any other information that may not be covered in this questionnaire.

**The questionnaire MUST BE COMPLETED BY THE EMPLOYEE.**

I certify that the above answers are my own and are complete and accurate.

Paul L. Rafter  
Employee signature

10/28/2019  
Date

## December STM Warrant Articles

To see if the Town will vote to repurpose Article 9 ATM 5/7/2019 Funding FY20 Capital Plan from Water Department 1 Ton Dump Truck w/Plow to a Water Department Utility Truck w/Plow.

To see if the Town will vote to transfer from Article 14 ATM 5/2/17 Main St Cleaning the sum of \$50,000 to Article 10 STM 5/1/18 West End Main Street to cover additional expenses not anticipated.

West Main Replacement

detail

To see if the Town will vote to transfer from Water Special Articles Emergency Repairs the sum of \$20,000 to Article 10 STM 5/1/18 West End Main Street to cover additional expenses not anticipated.

To see what sum the Town will appropriate from Water Enterprise Free cash to supplement the FY20 Water Enterprise budget.

Group as: \*\*\*\_\*\*\_\*\*\*\*\_\*\*\*\_\*\*\*

Parameters: Fiscal Year: 2020 Start Date: 10/01/2019 end: 11/07/2019

# Town of

## Expense Control Report - Expenditure Ledger

| Account Number   |  | Curr. Month<br>Total<br>Expended | Original<br>Budget | YTD<br>Adjusted<br>Budget | YTD<br>Actual<br>Expended | YTD<br>Unexpended<br>Balance | % Var. |
|--|--|----------------------------------|--------------------|---------------------------|---------------------------|------------------------------|--------|
| 061-04-000-5530-0000-000   | WATER - PUBLIC WORKS SUPPLIES          | -995.91                          | 35,000.00          | 35,000.00                 | -14,837.89                | 20,162.11                    | 42.39  |
| 061-04-000-5530-0001-000   | WATER - PUBLIC WORKS SUPPLIES - C      | -107.60                          | 23,000.00          | 23,000.00                 | -5,467.99                 | 17,532.01                    | 23.77  |
| 061-04-000-5580-0000-000   | WATER - OTHER SUPPLIES                 | 0.00                             | 1,000.00           | 1,000.00                  | 0.00                      | 1,000.00                     | 0.00   |
| 061-04-000-5585-0000-000   | WATER- UNIFORM ALLOWANCE               | -460.50                          | 5,000.00           | 5,000.00                  | -460.50                   | 4,539.50                     | 9.21   |
| 061-04-000-5710-0000-000   | WATER - TRAVEL/MILEAGE-IN STATE        | -133.40                          | 1,100.00           | 1,100.00                  | -133.40                   | 966.60                       | 12.13  |
| <del>061-04-000-5720-0000-000</del>                                    | <del>WATER - OUT OF STATE TRAVEL</del> | 0.00                             | 100.00             | 100.00                    | 0.00                      | 100.00                       | 0.00   |
| 061-04-000-5730-0000-000   | WATER - DUES & MEMBERSHIPS             | 0.00                             | 2,000.00           | 2,000.00                  | -5,143.00                 | -3,143.00                    | 257.15 |
| 061-04-000-5780-0000-000   | WATER - OTHER CHARGES                  | 0.00                             | 500.00             | 500.00                    | 0.00                      | 500.00                       | 0.00   |
| 061-04-000-5785-0000-000   | WATER - ASSESSMENT D.E.P.              | 0.00                             | 2,000.00           | 2,000.00                  | 0.00                      | 2,000.00                     | 0.00   |
| 061-04-000-5850-0000-000   | WATER - NEW EQUIPMENT                  | 0.00                             | 10,000.00          | 10,000.00                 | -6,429.80                 | 3,570.20                     | 64.30  |
| 061-04-000-5910-0000-000   | WATER - LT DEBT SERVICE - MWPAT - E    | 0.00                             | 37,210.00          | 37,210.00                 | -37,210.00                | 0.00                         | 100.00 |
| 061-04-000-5910-0001-000   | WATER - LT DEBT SERVICE - MWPAT EA     | 0.00                             | 53,008.00          | 53,008.00                 | -53,007.31                | 0.69                         | 100.00 |
| 061-04-000-5920-0000-000   | WATER - LT INTEREST - MWPAT - EAST     | 0.00                             | 5,163.86           | 5,163.86                  | -2,767.98                 | 2,395.88                     | 53.60  |
| 061-04-000-5920-0001-000   | WATER - LT INTEREST - MWPAT - EAST     | 0.00                             | 8,575.67           | 8,575.67                  | -4,552.87                 | 4,022.80                     | 53.09  |
| 061-04-000-5925-0000-000   | WATER-INT ON ST LOANS/ISSUANCE CO      | 0.00                             | 23,300.27          | 23,300.27                 | 0.00                      | 23,300.27                    | 0.00   |
| Total Group 3: Expenses  |  | -50,886.48                       | 427,657.80         | 427,657.80                | -222,430.01               | 205,227.79                   | 52.01  |
|  |  | -88,970.37                       | 806,647.80         | 806,647.80                | -336,734.83               | 469,912.97                   | 41.74  |
| Total Group 1: Segment 3: Department Code: 000 - General               |  | -88,970.37                       | 806,647.80         | 806,647.80                | -336,734.83               | 469,912.97                   | 41.74  |
| Group 1: Segment 3: Department Code: 400 - Water Construction Projects |  |                                  |                    |                           |                           |                              |        |
| Special  |  |                                  |                    |                           |                           |                              |        |
| 061-04-400-5012-0000-000   | SYSTEM ENHANCEMENTS                    | -15,530.56                       | 144,328.64         | 144,328.64                | -19,195.80                | 125,132.84                   | 13.30  |
| Total Group 3: Special   |  | -15,530.56                       | 144,328.64         | 144,328.64                | -19,195.80                | 125,132.84                   | 13.30  |
| Expenses   |  |                                  |                    |                           |                           |                              |        |
| 061-04-400-5805-2018-000   | WATER ENT- A14 ATM05/07/17 MEADOW      | -8,515.88                        | 198,400.00         | 198,400.00                | -13,595.88                | 184,804.12                   | 6.85   |
| 061-04-400-5895-2018-000   | WATER ENT- A14 ATM05/07/17 MAIN LIN    | 0.00                             | 60,000.00          | 60,000.00                 | 0.00                      | 60,000.00                    | 0.00   |
| 061-04-400-5902-2018-000   | WATER ENT- MAIN ST CLEANING            | 0.00                             | 50,000.00          | 50,000.00                 | 0.00                      | 50,000.00                    | 0.00   |
| 063-04-400-5895-0000-000   | WATER ENT-INFRASTRUCTURE IMPROV        | -311,564.47                      | 0.00               | 0.00                      | -347,239.47               | -347,239.47                  | 0.00   |
| Total Group 3: Expenses  |  | -320,080.35                      | 308,400.00         | 308,400.00                | -360,835.35               | -52,435.35                   | 117.00 |
|  |  | -335,610.91                      | 452,728.64         | 452,728.64                | -380,031.15               | 72,697.49                    | 83.94  |
| Total Group 1: Segment 3: Department Code: 400 - Water Construction    |  | -335,610.91                      | 452,728.64         | 452,728.64                | -380,031.15               | 72,697.49                    | 83.94  |



Group as: \*\*\*\_\*\*\_\*\*\*\_\*\*\*\*\_\*\*\*\*\_\*\*\*

Parameters: Fiscal Year: 2020      Start Date: 10/01/2019      end: 11/07/2019

## Town of

### Expense Control Report - Expenditure Ledger

| Account Number                        |                                     | Curr. Month<br>Total<br>Expended | Original<br>Budget | YTD<br>Adjusted<br>Budget | YTD<br>Actual<br>Expended | YTD<br>Unexpended<br>Balance | % Var.       |
|---------------------------------------|-------------------------------------|----------------------------------|--------------------|---------------------------|---------------------------|------------------------------|--------------|
| <b>Group 1: Segment 3: Department</b> |                                     | Code: 000 - General              |                    |                           |                           |                              |              |
| <b>Personnel</b>                      |                                     |                                  |                    |                           |                           |                              |              |
| 061-04-000-5100-0000-000              | WATER - SALARY - SUPERINTENDENT     | -9,033.60                        | 89,129.00          | 89,129.00                 | -27,100.80                | 62,028.20                    | 30.41        |
| 061-04-000-5110-0000-000              | WATER - WAGES-OPER STAFF            | -18,715.20                       | 175,227.00         | 175,227.00                | -53,613.64                | 121,613.36                   | 30.60        |
| 061-04-000-5112-0000-000              | WATER - WAGES-SUPPORT STAFF         | -6,663.12                        | 63,821.00          | 63,821.00                 | -20,063.02                | 43,757.98                    | 31.44        |
| 061-04-000-5130-0000-000              | WATER - ADDITIONAL GROSS - OVERTI   | -2,096.97                        | 14,240.00          | 14,240.00                 | -6,602.36                 | 7,637.64                     | 46.36        |
| 061-04-000-5134-0000-000              | WATER - ADDITIONAL GROSS - REG & S  | -1,575.00                        | 19,770.00          | 19,770.00                 | -4,725.00                 | 15,045.00                    | 23.90        |
| 061-04-000-5190-0000-000              | WATER - OTHER - STIPEND - LONGEVIT  | 0.00                             | 2,700.00           | 2,700.00                  | -1,600.00                 | 1,100.00                     | 59.26        |
| 061-04-000-5191-0000-000              | WATER - OTHER - STIPENDS - BOARD O  | 0.00                             | 3.00               | 3.00                      | 0.00                      | 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                     | 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                     | 0.00         |
| 061-04-000-5195-0000-000              | WATER - OTHER - CLOTHING ALLOWAN    | 0.00                             | 600.00             | 600.00                    | -600.00                   | 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                     | 0.00         |
| 061-04-000-5198-0000-000              | WATER- OTHER STIPEND- SNOW STOR     | 0.00                             | 4,000.00           | 4,000.00                  | 0.00                      | 4,000.00                     | 0.00         |
| <b>Total Group 3: Personnel</b>       |                                     | <b>-38,083.89</b>                | <b>378,990.00</b>  | <b>378,990.00</b>         | <b>-114,304.82</b>        | <b>264,685.18</b>            | <b>30.16</b> |
| <b>Expenses</b>                       |                                     |                                  |                    |                           |                           |                              |              |
| 061-04-000-5210-0000-000              | WATER - ENERGY                      | -5,826.10                        | 70,000.00          | 70,000.00                 | -19,253.27                | 50,746.73                    | 27.50        |
| 061-04-000-5240-0000-000              | WATER - REPAIR & MAINT BUILDING     | -167.48                          | 5,000.00           | 5,000.00                  | -3,667.48                 | 1,332.52                     | 73.35        |
| 061-04-000-5245-0000-000              | WATER - REPAIR & MAINT EQUIPMENT    | -4,255.42                        | 20,000.00          | 20,000.00                 | -7,793.86                 | 12,206.14                    | 38.97        |
| 061-04-000-5245-0006-000              | WATER - REPAIR & MAINTAIN - SCADA S | 0.00                             | 10,000.00          | 10,000.00                 | -5,707.50                 | 4,292.50                     | 57.08        |
| 061-04-000-5245-0007-000              | WATER - REPAIR & MAINTAIN-DISTRIBU  | -26,800.00                       | 0.00               | 0.00                      | -26,800.00                | -26,800.00                   | 0.00         |
| 061-04-000-5270-0000-000              | WATER - RENTALS                     | 0.00                             | 1,000.00           | 1,000.00                  | -315.00                   | 685.00                       | 31.50        |
| 061-04-000-5300-0000-000              | WATER - PROFESSIONAL SERVICES       | -7,901.55                        | 60,000.00          | 60,000.00                 | -16,108.01                | 43,891.99                    | 26.85        |
| 061-04-000-5300-0001-000              | WATER - PROF SVS - BACKFLOW SURV    | 0.00                             | 6,000.00           | 6,000.00                  | -4,600.00                 | 1,400.00                     | 76.67        |
| 061-04-000-5307-0000-000              | WATER- PROF & TECH - LEGAL          | 0.00                             | 12,000.00          | 12,000.00                 | 0.00                      | 12,000.00                    | 0.00         |
| 061-04-000-5340-0000-000              | WATER - COMMUNICATION               | -2,619.93                        | 17,600.00          | 17,600.00                 | -4,912.01                 | 12,687.99                    | 27.91        |
| 061-04-000-5380-0000-000              | WATER - OTHER SERVICES              | 0.00                             | 2,600.00           | 2,600.00                  | 0.00                      | 2,600.00                     | 0.00         |
| 061-04-000-5420-0000-000              | WATER - OFFICE SUPPLIES             | -373.12                          | 5,000.00           | 5,000.00                  | -841.16                   | 4,158.84                     | 16.82        |
| 061-04-000-5430-0000-000              | WATER - BUILDING SUPPLIES           | 0.00                             | 1,500.00           | 1,500.00                  | 0.00                      | 1,500.00                     | 0.00         |
| 061-04-000-5435-0000-000              | WATER - EQUIPMENT MAINT SUPPLIES    | 0.00                             | 1,500.00           | 1,500.00                  | 0.00                      | 1,500.00                     | 0.00         |
| 061-04-000-5460-0000-000              | WATER - GROUNDSKEEPING SUPPLIES     | -12.75                           | 500.00             | 500.00                    | -125.94                   | 374.06                       | 25.19        |
| 061-04-000-5480-0000-000              | WATER - VEHICULAR SUPPLIES          | -1,232.72                        | 8,000.00           | 8,000.00                  | -2,295.04                 | 5,704.96                     | 28.66        |

Group as: \*\*\*-\*\*-\*\*-\*\*\*\*-\*\*\*\*-\*\*\*\*

Parameters: Fiscal Year: 2020 Start Date: 10/01/2019 end: 11/07/2019

## Town of Expense Control Report - Expenditure Ledger

| Account Number                       |                                       | Curr. Month<br>Total<br>Expended   | Original<br>Budget | YTD<br>Adjusted<br>Budget | YTD<br>Actual<br>Expended | YTD<br>Unexpended<br>Balance | % Var. |
|--------------------------------------|---------------------------------------|------------------------------------|--------------------|---------------------------|---------------------------|------------------------------|--------|
| Group 1: Segment 3: Department       |                                       | Code: 500 - Water Special Articles |                    |                           |                           |                              |        |
| Special                              |                                       |                                    |                    |                           |                           |                              |        |
| 061-04-500-5000-0000-000             | WATER OPER 000 EMERGENCY RESERV       | 0.00                               | 20,000.00          | 20,000.00                 | 0.00                      | 20,000.00                    | 0.00   |
| 061-04-500-5005-2018-000             | WATER ENT- A14ATM05/07/17 UPDATE M    | 0.00                               | 50,000.00          | 50,000.00                 | 0.00                      | 50,000.00                    | 0.00   |
| Total Group 3: Special               |                                       | 0.00                               | 70,000.00          | 70,000.00                 | 0.00                      | 70,000.00                    | 0.00   |
| Expenses                             |                                       |                                    |                    |                           |                           |                              |        |
| 061-04-500-5245-2006-000             | STORAGE TANK MAINT FUND ATM 5/06 A    | -8,685.00                          | 13,883.40          | 13,883.40                 | -8,685.00                 | 5,198.40                     | 62.56  |
| 061-04-500-5640-0000-100             | WATER OPER 000 PRIOR YEAR ENCUMB      | 0.00                               | 0.00               | 11,611.30                 | -5,815.48                 | 5,795.82                     | 50.08  |
| 061-04-500-5803-2019-000             | WATER-ATM 05/01/18 ART8 GENERATOR     | 0.00                               | 30,000.00          | 30,000.00                 | 0.00                      | 30,000.00                    | 0.00   |
| 061-04-500-5804-2016-251             | WATER-A28ATM5/15 - WITCHS BROOK R     | 0.00                               | 40,000.00          | 40,000.00                 | 0.00                      | 40,000.00                    | 0.00   |
| 061-04-500-5806-2020-320             | ATM 05/07/19 ART 9 1TON DUMP TRUCK    | 0.00                               | 50,000.00          | 50,000.00                 | 0.00                      | 50,000.00                    | 0.00   |
| 061-04-500-5809-2017-002             | WATER-A18ATM5/3/16-HIGHLAND ST ST     | 0.00                               | 75,000.00          | 75,000.00                 | 0.00                      | 75,000.00                    | 0.00   |
| 061-04-500-5902-2018-000             | WATER-STM 05/01/18 ART 3 UTILITY BILL | 0.00                               | 18,000.00          | 18,000.00                 | 0.00                      | 18,000.00                    | 0.00   |
| Total Group 3: Expenses              |                                       | -8,685.00                          | 226,883.40         | 238,494.70                | -14,500.48                | 223,994.22                   | 6.08   |
|                                      |                                       | -8,685.00                          | 296,883.40         | 308,494.70                | -14,500.48                | 293,994.22                   | 4.70   |
| Total Group 1: Segment 3: Department |                                       | -8,685.00                          | 296,883.40         | 308,494.70                | -14,500.48                | 293,994.22                   | 4.70   |
| 57 Account(s) totaling:              |                                       | -433,266.28                        | 1,556,259.84       | 1,567,871.14              | -731,266.46               | 836,604.68                   | 46.64  |