



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

mm  
1.5

Nathan Mattila, Chairman  
(978) 597-2212

Todd Melanson, Vice-Chairman

Michael MacEachern, Clerk  
Email: [water@townsendwater.org](mailto:water@townsendwater.org)

**WATER COMMISSIONERS MEETING AGENDA**

**October 7, 2020 – 6:00 P.M.**

**Water Department 540 Main Street, Meeting Room**

**NOTE REGARDING ACCESS AND PARTICIPATION**

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

**Join Zoom Meeting**

<https://us02web.zoom.us/j/86229764303?pwd=SCs2YTd0S2U5UjNrVkF3RXJvMXlyQT09>

**Meeting ID: 862 2976 4303 Password: 672220 Log on Wednesday, October 7, 2020 at 6:00 P.M. to participate.**

**I. PRELIMINARIES:**

- 1.1 NM called the meeting to order at 6:03 P.M. at 540 Main St and by Zoom
- 1.2 NM announced that the meeting is being audio recorded.
- 1.3 Roll Call showed Members Present: Nathan Mattila (NM)-Chairman, Todd Melanson (TM)-Vice-Chairman, Michael MacEachern (MM)-Clerk
- 1.4 Chairman's additions or deletions. There were no additions made by the Chairman
- 1.5 Approve meeting minutes of September 14, 2020. MM motioned to approve the meeting minutes of September 14, 2020. NM seconded. Unanimous vote.
- 1.6 Review correspondence. A request from Powers Generators regarding the annual maintenance contract was presented. The board discussed continuing with the annual minor maintenance. The property owner of 551 Main St submitted an email requesting to be removed from the re-seeding provided by Shepco after the Main St Project due to their dissatisfaction with the seed mix quality. They have also asked to be reimbursed the cost of hiring their own landscaper to remove the crabgrass and replace the patch of lawn. The board discussed that we are unable to reimburse the homeowner, but we will offer him Shepco's information so that he can discuss his concerns with them directly.

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

- 2.1 Appoint Todd Melanson to the Water Superintendent Screening Committee. MM motioned to appoint Todd Melanson to the Water Superintendent Screening Committee. NM seconded. Unanimous vote.
- 2.2 Appoint Jim Blanchard to the Water Superintendent Screening Committee. MM motioned to appoint Jim Blanchard to the Water Superintendent Screening Committee. NM seconded. Unanimous vote.
- 2.3 Appoint Lance Lewand to the Water Superintendent Screening Committee. MM motioned to appoint Lance Lewand to the Water Superintendent Screening Committee. NM seconded. Unanimous vote.

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

- 3.1 Update/Discuss Superintendent position. The screening committee has been decided and appointed. The first meeting will be Thursday Oct 8. All applicants will be scored based on criteria and ranked based on score results. From there, the committee will begin interviews with their top candidates.
- 3.2 Update/Discuss Cross Charge Agreement. Tabled
- 3.3 Discuss/Review MV-RS upgrade. The service and license agreement has been received and is being reviewed by Town Council.
- 3.4 Discuss/Review Purchase of new copier. White Mountain IT has been contacted to make sure that there would be no issues protecting a copier on the network. We are waiting for a response.

- 3.5 Discuss/Review Road Plates. Depending on the size of the dump truck bed, either an 8x8 or an 8x4 should be ordered. Ryan has been given the task of measuring the bed of the dump truck to get the dimensions. TM motioned to approve the purchase of either an 8x8 or an 8x4 road plate from North East Shoring, depending on the capacity of the dump truck. NM seconded. Unanimous vote. 1.5
- 3.6 Update/Discuss Bedford Lock & Key Estimate RE: Rekeying building. The submitted quotes were reviewed. TM motioned to accept the quote from Twin City Lock and Key in the amount of 101.94. NM Seconded. Unanimous vote.
- 3.7 Update/Discuss Estimates for quotes on nuts for line gate repairs. There are still concerns about the cost being high. Ryan is tasked with seeing if other companies can provide the service. If possible, Ryan will ask if Hydra Tech can split the order into 6 nuts at a time to keep the cost down. There are also what seems to be two quotes for a similar thing. Ryan will get clarification on that.

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

4.1 There were no updates and reports from the Commissioners

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

- 5.1 Update on Main St. pump station / water main. TM requested to check on the retainer for Shepco as well as the work that is being done at 520 Main St. It does not look like the job has been started.
- 5.2 Update on Meadow Road. TM requested to check on the retainer for CHB if the job is completed.
- 5.3 Update on Lock Brook Run extension (top of West Meadow Road). Tabled.
- 5.4 Discuss/Review Water Main replacement at the West Meadow Road Bridge Project. MM requested that Ryan talk to him regarding the status of the West Meadow progress.

**VI. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS-VOTES MAY BE TAKEN:**

- 6.1 The Board scheduled the next meeting for November 4, 2020 at 6:00 P.M.
- 6.2 The Board reviewed and signed the Bills Payable Warrants.
- 6.3 The Board reviewed and signed September's Schedule of Bills Receivable report
- 6.4 The Board reviewed Accounts Receivable Report.
- 6.5 The Board reviewed the year to date expenditures.

**ADJOURNMENT:**

TM motioned to review and sign Bills Payable Warrants and August's Schedule of Bills Receivable report out of session. MM seconded. Unanimous vote.

NM adjourned the Board of Water Commissioners meeting at 6:58 P.M.

Respectfully Submitted,



Mistie Demazure  
Office Assistant  
Townsend Water Department



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

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

**Todd Melanson, Vice-Chairman**

**Michael MacEachern, Clerk**  
Email: [water@townsendwater.org](mailto:water@townsendwater.org)

**WATER COMMISSIONERS MEETING AGENDA**

**October 7, 2020 – 6:00 P.M.**

**Water Department 540 Main Street, Meeting Room**

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**<https://us02web.zoom.us/j/86229764303?pwd=SCs2YTd0S2U5UjNrVkF3RXJvMXlyQT09>**

**Meeting ID: 862 2976 4303 Password: 672220 Log on Wednesday, October 7, 2020 at 6:00 P.M. to participate.**

**I. PRELIMINARIES:**

- 1.1 Call the meeting to order and announce meeting address.
- 1.2 Announce that the meeting is being audio recorded.
- 1.3 Roll Call Members-Roll Call Citizens.
- 1.4 Chairman's additions or deletions.
- 1.5 Approve meeting minutes of September 14, 2020.
- 1.6 Review correspondence.

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

- 2.1 Appoint Todd Melanson to the Water Superintendent Screening Committee.
- 2.2 Appoint Jim Blanchard to the Water Superintendent Screening Committee.
- 2.3 Appoint Lance Lewand to the Water Superintendent Screening Committee.

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

- 3.1 Update/Discuss Superintendent position.
- 3.2 Update/Discuss Cross Charge Agreement.
- 3.3 Discuss/Review MV-RS upgrade.
- 3.4 Discuss/Review Purchase of new copier.
- 3.5 Discuss/Review Road Plates.
- 3.6 Update/Discuss Bedford Lock & Key Estimate RE: Rekeying building.
- 3.7 Update/Discuss Estimates for quotes on nuts for line gate repairs.

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

4.1

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

- 5.1 Update on Main St. pump station / water main.
- 5.2 Update on Meadow Road.
- 5.3 Update on Lock Brook Run extension (top of West Meadow Road).
- 5.4 Discuss/Review Water Main replacement at the West Meadow Road Bridge Project.

**VI. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS-VOTES MAY BE TAKEN:**

- 6.1 Schedule next BOWC meeting.
- 6.2 Review and sign Bills Payable Warrants.
- 6.3 Review and sign September's Schedule of Bills Receivable report.

6.4 Review Accounts Receivable Report.

6.5 Review year to date expenditures.

**ADJOURNMENT:**

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

Topic: BOWC Meeting

Time: Oct 7, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86229764303?pwd=SCs2YTd0S2U5UjNrVkF3RXJvMXlyQT09>

Meeting ID: 862 2976 4303

Passcode: 672220

One tap mobile

+13126266799,,86229764303#,,,,,0#,,672220# US (Chicago)

+16468769923,,86229764303#,,,,,0#,,672220# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 862 2976 4303

Passcode: 672220

Find your local number: <https://us02web.zoom.us/j/kpqjj7FO4>







**Mailing Address:**  
Powers Guaranteed Generators  
PO Box 10005  
Swansey, NH 03446  
www.PowersGenerator.com

**Service Locations:**  
Concord & Swansey, NH  
Norwood, MA  
Oxford, CT  
Toll Free: (800) 853-7202

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### Payment Terms:

You will be invoiced after each service visit; payment is due upon receipt of invoice. Any additional work outside of standard PM Service such as repairs, replacement parts and any emergency service calls, will be billed separately. Prices do not include sales tax. Any non-PM services are subject to an environmental service charge. Any service visits not covered by this PM agreement are subject to a minimum onsite labor charge of 2 hours. Finance charges in the amount of 1.5% will be assessed on past due invoices.

PM Agreements are valid for a minimum of 12 months and are subject to rate changes (such as a cost increase in oil or materials) Powers Generator reserves the right to increase fees to cover the costs. PM agreements are also subject to cancellation with 30 days written notice from either party. All previous contracts are void once this agreement is executed or received or after 30 days of agreement date. Regular rates: Mon- Fri 7am-4pm and greater than 48 hours response time. Emergency rates apply Mon - Fri 4pm-7am and/or a 48 hour response time is required.

## Our Unmatched Performance Guarantees

Guarantee	Overview	If we fail to perform...
15 Minute Emergency Call Back	We guarantee to return any emergency calls within 15 minutes, no matter the time of day or night	Waive the Trip Charge
One Trip Diagnosis	We guarantee we will accurately diagnose and propose a solution for your generator repair on our first trip	Refund (via credit on the account) the service call(s) prior to proper diagnosis
Two Hour Response	We guarantee to be enroute within 2 hours of the original emergency call/request	Waive the Trip Charge
We guarantee our <i>workmanship</i> for life (parts, materials and components revert to the manufacturer's warranty policy)		

### Major PM Service Checklist

1. Replace lubrication oil
2. Replace lubrication oil filter
3. Replace spark plugs
4. Check radiator, hoses, etc. for leakage and pliability
5. Replace fuel filters
6. Check unit for fuel or oil leakage
7. Check and adjust fan and governor belts
8. Service battery, add water, clean posts, check specific gravity
9. Service air filter (replacement not included)
10. Check AC output (voltage)
11. Check engine speed/frequency
12. Wipe down outside of generator and engine
13. Conduct safety shut down checks (oil pressure, over speed, high temperature, etc.)
14. Check ignition system
15. Check charging rate of battery charger
16. Coolant testing (liquid cooled generators only)
17. Submit report of inspection with any recommended repairs
18. Inspect transfer switch for proper operation, check connection and settings (if accessible)
19. Simulate power failure, check operation (with permission of owner/representative)

### Minor PM Service Checklist

1. Check lubrication oil
2. Check lubrication oil filter
3. Check spark plugs
4. Check radiator, hoses, etc. for leakage and pliability
5. Check fuel filters
6. Check unit for fuel or oil leakage
7. Check and adjust fan and governor belts
8. Service battery, add water, clean posts, check specific gravity
9. Service air filter (replacement not included)
10. Check AC output (voltage)
11. Check engine speed/frequency
12. Wipe down outside of generator and engine
13. Conduct safety shut down checks (oil pressure, over speed, high temperature, etc.)
14. Check ignition system
15. Check charging rate of battery charger
16. Coolant testing (liquid cooled generators only)
17. Submit report of inspection with any recommended repairs
18. Inspect transfer switch for proper operation, check connection and settings (if accessible)
19. Simulate power failure, check operation (with permission of owner/representative)

Mistie Demazure

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1-6

**From:** water <water@townsendma.gov>  
**Sent:** Friday, October 02, 2020 12:43 PM  
**To:** Water  
**Subject:** Fw: In response to lawn restoration memo

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**From:** Rob Duncan <yankeerestorations@gmail.com>  
**Sent:** Friday, October 2, 2020 12:01 PM  
**To:** water <water@townsendma.gov>  
**Cc:** Rob Duncan <yankeerestoration@gmail.com>  
**Subject:** In response to lawn restoration memo

Hello,

I am writing in response to the letter I received from the Water Dept dated July 14, 2020 regarding Shepco repairing all the resident lawns that were affected by the water main project. I would please like to be removed from that lawn repair list whereas I have already hired someone to eliminate all the weeds from their original patch repairs and reseed the entire area. After what I witnessed the first time, for what they used in their hydroseed mix, I don't want the same product put back as it was 80% crabgrass, Are you reimbursing residents that have had the work completed at their expense? I look forward to your response.

Kind regards,

Rob Duncan  
551 Main St  
West Townsend





Q. 1

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

Nathan Mattila, Chairman  
978-597-2212

Todd Melanson, Vice Chairman

Michael MacEachern, Clerk  
water@townsendwater.org

Date: October 7, 2020  
To: Board of Selectmen  
From: Board of Water Commissioners  
RE: Appointment of Water Superintendent Screening Committee

Please appoint Todd Melanson as a temporary position to the Water Superintendent Screening Committee. Mr. Melanson has appropriate background to assist with the screening of candidates to bring one or more candidates to the Board of Water Commissioners for final decision. The Committee will be dissolved upon filling the position.

Best Regards,

Nathan Mattila  
Chairman





2.2

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

Nathan Mattila, Chairman  
978-597-2212

Todd Melanson, Vice Chairman

Michael MacEachern, Clerk  
[water@townsendwater.org](mailto:water@townsendwater.org)

Date: October 7, 2020  
To: Board of Selectmen  
From: Board of Water Commissioners  
RE: Appointment of Water Superintendent Screening Committee

Please appoint Jim Blanchard as a temporary position to the Water Superintendent Screening Committee. Mr. Blanchard has appropriate background to assist with the screening of candidates to bring one or more candidates to the Board of Water Commissioners for final decision. The Committee will be dissolved upon filling the position.

Best Regards,

Nathan Mattila  
Chairman



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

Nathan Mattila, Chairman  
978-597-2212

Todd Melanson, Vice Chairman

Michael MacEachern, Clerk  
[water@townsendwater.org](mailto:water@townsendwater.org)

Date: October 7, 2020  
To: Board of Selectmen  
From: Board of Water Commissioners  
RE: Appointment of Water Superintendent Screening Committee

Please appoint Lance Lewand as a temporary position to the Water Superintendent Screening Committee. Mr. Lewand has appropriate background to assist with the screening of candidates to bring one or more candidates to the Board of Water Commissioners for final decision. The Committee will be dissolved upon filling the position.

Best Regards,

Nathan Mattila  
Chairman



**1-888-422-4343**

*Dave's cell: 617/699-7298*

*Kris' cell: 508/654-0322*

**Company:** Townsend Water Department  
**Street:** 540 Main Street  
**City:** West Townsend, MA 01474  
**Attention:** Ryan LaPierre

## PRICE QUOTE

July 30, 2020

Quote #: 073020-KB

### North East Shoring Corp., Inc.

184 South Washington St, Norton MA 02766

ph: 508/376-4343 fax: 508/376-9600

www.northeastshoring.com

Phone: 978-597-2212

Fax:

Cell: 978-502-0898

email: watertech@townsend.ma.us

**Salesperson:** Kris / House

**F.O.B. Point:** Norton, MA

**Terms:** Net 30 w/PO

Qty	Description (Height x Length x Width)	Weight	C-Soil	Price
	4x8 Road Plate, Each	50.00		150.00
	8x8 Road Plate	80.00		240.00
	8x10 Road Plate	100.00		300.00
	8x12 Road Plate	120.00		360.00
	8x16 Road Plate	160.00		480.00
	8x20 Road Plate	200.00		600.00
	Delivery & Pick Up \$425 Each Run			
	8x12 A36 1" Steel Road Plate, Purchase			2,575.00

#### NOTES:

Pricing does not include sales tax, tax exempt with certificate.

Monthly rental pricing offers the fourth week for free.

Pick up is available at our yard in Norton, MA if you are able.

Thank you for the opportunity to quote!

Due to extreme market volatility all prices, lead times, and availability are subject to change without notice. Trench Box & Road Plate Pricing is valid on day of quote only. Trucking estimate includes 1/2 hour loading and unloading time. Customer may be charged at the rate of \$125 per hour if exceeded.

Bedford Lock & Key, LLC

44A North Road  
Bedford, MA 01730  
PH: 781-275-1597  
FX: 781-275-1511

3.6  
**Estimate**

Date	Estimate #
8/19/2020	081820

Name / Address
Town of Townsend - Water Department 540 Main Street West Townsend, MA 01469

Project

Description	Qty	Cost	Total
install and rekey lock to fit key system this requires changing out 6 new knob and rekeying the remaining locks and servicing all door hardware	1	1,500.00	1,500.00
		<b>Total</b>	<b>\$1,500.00</b>

Customer Signature \_\_\_\_\_



Twin City Lock & Key Division of Cunha Enterprises  
28 Airport Road  
Fitchburg, MA 01420 US  
tclock.chris1@verizon.net

3.6  
Estimate

ADDRESS

Townend Water  
540 Main St  
Townsend, Ma

ESTIMATE #	DATE
8836	10/05/2020

ACTIVITY	QTY	RATE	AMOUNT
Ryan 978-877-3224			
<b>Repin Cyl</b> Repin/Pin Cylinder	11	1.00	11.00
<b>Akey</b> Standard Key Duplicated	6	2.50	15.00T
<b>S-5 Serv/Trip Charge</b> Service/Trip Charge	1	75.00	75.00

SUBTOTAL	101.00
TAX	0.94
<b>TOTAL</b>	<b>\$101.94</b>

Accepted By

Accepted Date

⏮ Reply all ⏹ Delete ⓧ Junk Block ...

3.4

## Estimate from Hydra Tech, Inc.



Some content in this message has been blocked because the sender isn't in your Safe senders list. I trust content from lorirauktis@hydrattechwater.com. | Show blocked content

HI

Hydra Tech, Inc. <lorirauktis@hydrattechwater.com>

&gt;

Tue 8/25/2020 3:46 PM

To: Water



estimate\_20203947.pdf

134 KB

Dear Ryan:

Thank you for giving us an opportunity to take care of your service needs.

Below is a summary and attached (with additional terms and conditions) is your estimate for the services you requested. Should you have any questions or concerns, please feel free to call us at (978) 422-9001

Description	Qty	Unit Cost	Total
Materials	12.00	\$175.00	\$2,100.00
SS gate nuts with hardware for gate nut replacements - materials only			

\*\*\* emergency nuts or custom are additional

We look forward to working with you on this project!

Terms & Conditions

### Terms of Service: Standard Terms & Conditions

\*For all tapping jobs, please note that if trench is not safe and secure (including trench box when required as per OSHA Standards) by scheduled time, stand-by fees will be additional and start accruing \*Unless otherwise stated the above estimate is for (1)Work performed during daytime business hours (prevailing wage/nighttime hours are different) (2)Any deviation from above become an extra charge (3)Freight/shipping costs not included on materials (4) Prices listed do not include costs for any unforeseen complications/issues that may arise \* Reports not issued until paid in full

\* If Hydra Tech provides materials, we cannot exceed the manufacturers' guarantee of material performance or warranties. We install all materials as per manufacturers specified procedures.

\* Workmanship warranty of 1 year

\*Payment terms as stated on invoice-NO RETAINAGE (check or credit card due onsite at time of services unless prior authorization received from Hydra Tech, Inc. management)

\*Major credit cards accepted as payment on invoices up to \$20,000, however, payments made with a credit card will incur a 5% processing fee in addition to the invoice total.

\*All agreements contingent upon strikes, accidents, or delays beyond our control

\*Customer is responsible for all costs, including attorneys' fee and expenses, incurred by Hydra Tech in recovering past due balance (in addition to finance/interest charges allowed by state)

\*If check returned unpaid for insufficient funds, bounced check fee of \$35 may be added to total due

\*All materials and/or equipment property of Hydra Tech, Inc. until paid in full

\*Unless otherwise noted 1/2 day rates include up to 4 hours portal to portal, full day rates apply over 4 hours

\* All pricing assumes order of magnitude (meaning the entire estimate is approved at the same time), if not prices subject to change

\* Past due balances subject to finance fees allowed per state law

\* All sales are FINAL



# HYDRA-TECH

FIRE HYDRANT & WATER MAIN SERVICES

PO Box 258 180 Pratts Junction Rd  
Stirling MA 01564  
(978) 422 9001  
lori@hydrattechwater.com

3.4.  
Estima

ESTIMATE #

20203947

DATE

08/25/2020

## CUSTOMER

Townsend Water Department  
Ryan Lapierre  
Billing Clerk 540 Main St  
West Townsend, MA, 01474  
(978) 877-3224  
water@townsendwater.org

## SERVICE LOCATION

Gate Nut replacements  
Various  
Townsend, MA,

## Description

Qty

Rate

To

### Materials

12.00

\$175.00

\$2,100

SS gate nuts with hardware for gate nut replacements -  
materials only

\*\*\* emergency nuts or custom are additional

## CUSTOMER MESSAGE

We look forward to working with you on this project!

Estimate  
Total:

TO BE DETERMINED BASED ON FIN  
QTY/OPTIONS SELECT

3.4

**Terms of Service:**

**Standard Terms & Conditions**

\*For all tapping jobs, please note that if trench is not safe and secure (including trench box when required as per OSHA Standards) by scheduled time, stand-by fees will be additional and start accruing \*Unless otherwise stated the above estimate is for (1)Work performed during daytime business hours (prevailing wage/nighttime hours are different) (2)Any deviation from above become an extra charge (3)Freight/shipping costs not included on materials (4) Prices listed do not include costs for any unforeseen complications/issues that may arise  
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\* Past due balances subject to finance fees allowed per state law

\* All sales are FINAL



Reply all Delete Junk Block ...

3.4

## Estimate from Hydra Tech, Inc.

Some content in this message has been blocked because the sender isn't in your Safe senders list. I trust content from lorirauktis@hydrattechwater.com. | Show blocked content

Hi Hydra Tech, Inc. <lorirauktis@hydrattechwater.com>

👍 ↶ ↷ ➔ ...

Tue 8/25/2020 3:45 PM

To: Water

estimate\_20203946.pdf

134 KB

Dear Ryan:

Thank you for giving us an opportunity to take care of your service needs.

Below is a summary and attached (with additional terms and conditions) is your estimate for the services you requested. Should you have any questions or concerns, please feel free to call us at (978) 422-9001

Description	Qty	Unit Cost	Total
Gate Nut Replacement	1.00	\$3,750.00	\$3,750.00
Broken/Rounded gate nut replacement.			
Day rate labor only.			

We look forward to working with you on this project!

Terms & Conditions

### Terms of Service: Standard Terms & Conditions

\*For all tapping jobs, please note that if trench is not safe and secure (including trench box when required as per OSHA Standards) by scheduled time, stand-by fees will be additional and start accruing \*Unless otherwise stated the above estimate is for (1)Work performed during daytime business hours (prevailing wage/nighttime hours are different) (2)Any deviation from above become an extra charge (3)Freight/shipping costs not included on materials (4) Prices listed do not include costs for any unforeseen complications/issues that may arise \* Reports not issued until paid in full

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\* Past due balances subject to finance fees allowed per state law

\* All sales are FINAL

Thank You,

**HYDRA TECH**

FIRE HYDRANT &amp; WATER MAIN SERVICES

PO Box 256 180 Pratts Junction Rd  
Sterling MA 01564  
(978) 422-9001,  
Lori@hydrattechwater.com

34

**Estimate****ESTIMATE #**

20203946

**DATE**

08/25/2020

**CUSTOMER**

Townsend Water Department  
Ryan Lapierre  
Billing Clerk 540 Main St  
West Townsend, MA, 01474  
(978) 877-3224  
water@townsendwater.org

**SERVICE LOCATION**

Gate Nut replacements  
Various  
Townsend, MA,

Description	Qty	Rate	To
<b>Gate Nut Replacement</b> Broken/Rounded gate nut replacement. Day rate labor only.	1.00	\$3,750.00	\$3,750

**CUSTOMER MESSAGE**

We look forward to working with you on this project!

**Estimate  
Total:****TO BE DETERMINED BASED ON FIN  
QTY/OPTIONS SELECT**

3.4

**Terms of Service:**

**Standard Terms & Conditions**

\*For all tapping jobs, please note that if trench is not safe and secure (including trench box when required as per OSHA Standards) by scheduled time, stand-by fees will be additional and start accruing \*Unless otherwise stated the above estimate is for (1) Work performed during daytime business hours (prevailing wage/nighttime hours are different) (2) Any deviation from above become an extra charge (3) Freight/shipping costs not included on materials (4) Prices listed do not include costs for any unforeseen complications/issues that may arise  
\* Reports not issued until paid in full

\* If Hydra Tech provides materials, we cannot exceed the manufacturers' guarantee of material performance or warranties. We install all materials as per manufacturers specified procedures.

\* Workmanship warranty of 1 year

\*Payment terms as stated on invoice-NO RETAINAGE (check or credit card due onsite at time of services unless prior authorization received from Hydra Tech, Inc. management)

\*Major credit cards accepted as payment on invoices up to \$20,000, however, payments made with a credit card will incur a 5% processing in addition to the invoice total.

\*All agreements contingent upon strikes, accidents, or delays beyond our control

\*Customer is responsible for all costs, including attorneys' fee and expenses, incurred by Hydra Tech in recovering past due balance (in addition to finance/interest charges allowed by state)

\*If check returned unpaid for insufficient funds, bounced check fee of \$35 may be added to total due

\*All materials and/or equipment property of Hydra Tech, Inc. until paid in full

\*Unless otherwise noted 1/2 day rates include up to 4 hours portal to portal, full day rates apply over 4 hours

\* All pricing assumes order of magnitude (meaning the entire estimate is approved at the same time), if not prices subject to change

\* Past due balances subject to finance fees allowed per state law

\* All sales are FINAL



8:45 AM

10/06/20

Accrual Basis

## Townsend Water Department

## Budget vs. Actual

July through September 2020

Ordinary Income/Expense	Jul - Sep 20	Budget	\$ Over Bud...
Expense			
061.000 · General Operations 000			
061.001 · Personal Services 1			
5100 · Salaries & Wages-Water Super	0.00	110,000.00	-110,000.00
5110 · Salary & Wages-Oper Staff	34,251.92	168,135.55	-133,883.63
5112 · Salary & Wages-Support Staff	12,637.60	70,624.22	-57,986.62
5130 · Additional Gross	647.48	14,240.00	-13,592.52
5134 · Additional Gross-Reg&SpecOnc...	4,323.96	20,363.10	-16,039.14
5190 · Other Stipened-Longevity	0.00	1,200.00	-1,200.00
5191 · Other - Stipend BOWC	0.00	3.00	-3.00
5192 · Other-Certification/Stipend	0.00	1,500.00	-1,500.00
5193 · Retirement Benefit	0.00	0.00	0.00
5195 · Other-Clothing Allowance	0.00	0.00	0.00
5197 · Vehicle Allowance -Super	0.00	0.00	0.00
5198 · Snow Storm Stipend	0.00	4,000.00	-4,000.00
Total 061.001 · Personal Services 1	51,860.96	390,065.87	-338,204.91
061.002 · Purchased Services 2			
5210 · Energy	13,416.74	80,000.00	-66,583.26
5240 · Repair & Maint Building	13.07	50,000.00	-49,986.93
5245 · Repair & Maint Equipment	1,300.66	40,000.00	-38,699.34
5245006 · Repair & Maintain Equip SC...	892.50	10,500.00	-9,607.50
5245007 · Repair & Maintain-Distribution	0.00	30,000.00	-30,000.00
5270 · Rentals	300.00	1,050.00	-750.00
Total 061.002 · Purchased Services 2	15,922.97	211,550.00	-195,627.03



## Townsend Water Department

## Budget vs. Actual

July through September 2020

6.4

	Jul - Sep 20	Budget	\$ Over Bud...
061.003 · Purchased Services 3			
5300-02 · Proff Legal Expense	0.00	12,000.00	-12,000.00
5300 · Professional Services	15,472.32	63,000.00	-47,527.68
5300100 · Proff Service Backflow	4,300.00	9,500.00	-5,200.00
5340 · Communication	6,164.57	21,000.00	-14,835.43
5380 · Other Services	0.00	2,730.00	-2,730.00
Total 061.003 · Purchased Services 3	25,936.89	108,230.00	-82,293.11
061.004 · Purchased Supplies 4			
5420 · Office Supplies	587.03	5,250.00	-4,662.97
5430 · Building Supplies	0.00	1,575.00	-1,575.00
5435 · Equipment Maint Supplies	0.00	1,575.00	-1,575.00
5460 · Groundskeeping Supplies	86.95	525.00	-438.05
5480 · Vehicular Supplies	1,077.90	9,000.00	-7,922.10
Total 061.004 · Purchased Supplies 4	1,751.88	17,925.00	-16,173.12
061.005 · Purchased Supplies 5			
5530 · Public Works Supplies	18,129.50	55,000.00	-36,870.50
5531 · Chemicals	6,569.21	24,150.00	-17,580.79
5580 · Other Supplies	0.00	1,050.00	-1,050.00
5585 · Clothing Allowance	475.50	5,250.00	-4,774.50
Total 061.005 · Purchased Supplies 5	25,174.21	85,450.00	-60,275.79
061.007 · Other Charges & Exp 7			
5710 · Travel/mileage-in state	0.00	1,155.00	-1,155.00
5720 · Out of State Travel	0.00	0.00	0.00
5730 · Dues and Memberships	1,470.00	4,300.00	-2,830.00
5780 · Other Charges	0.00	525.00	-525.00
5785 · Water Assessment D.E.P.	0.00	2,200.00	-2,200.00
5850 · New Equipment	1,213.28	10,500.00	-9,286.72
Total 061.007 · Other Charges & Exp 7	2,683.28	18,680.00	-15,996.72

8:45 AM

10/06/20

Accrual Basis

## Townsend Water Department

## Budget vs. Actual

July through September 2020

	Jul - Sep 20	Budget	\$ Over Bud...
061.400 · Special Projects 400			
5902-18 · Main St Cleaning	0.00	0.00	0.00
Total 061.400 · Special Projects 400	30,480.50	0.00	30,480.50
061.500 · Special Articles 500			
5000 · Water Oper Emergency Res Fund	0.00	0.00	0.00
Total 061.500 · Special Articles 500	15,500.00	0.00	15,500.00
Total 061.000 · General Operations 000	169,310.69	831,900.87	-662,590.18
061.009 · Debt Service 9			
5910 · Long Term Debt-East Side Phase1	0.00	37,962.00	-37,962.00
5911 · Long Term Debt-East Side Ph 2	0.00	54,078.00	-54,078.00
5920 · Long term Interest-Phase1	0.00	4,412.00	-4,412.00
5921 · Long Term Int East Side Ph2	0.00	7,505.00	-7,505.00
Total 061.009 · Debt Service 9	0.00	103,957.00	-103,957.00
063.400 · Projects			
5805-18 · West End-Water Main	0.00	0.00	0.00
Total 063.400 · Projects	0.00	0.00	0.00
Total Expense	169,310.69	935,857.87	-766,547.18
Net Ordinary Income	-169,149.39	-935,857.87	766,708.48
Net Income	<b>-169,149.39</b>	<b>-935,857.87</b>	<b>766,708.48</b>

6.5

**FISCAL YEAR 21 SUMMARY**  
**TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE**  
**September 30, 2020**

UNCOLLECTED FROM JUNE 30, 2020

93,833.10

<u>CHARGED</u>	<u>07/01/20</u>	<u>09/30/20</u>	<u>9/30/2020</u>	<u>Previous Balance</u>	<u>Total</u>	
USER CHARGES			1,132.70	261,871.36	263,004.06	
SERVICE CHARGES			400.00	7,406.46	7,806.46	
CONNECTION CHARGES			0.00	4,000.00	4,000.00	
LATE CHARGES			1,474.35	3,643.11	5,117.46	
BACKFLOW			0.00	0.00	0.00	
SUBTOTAL			<b>3,007.05</b>			
TOTAL CHARGES						<u>279,927.98</u>
						<u>373,761.08</u>
<u>RECEIVED</u>	<u>07/01/20</u>	<u>09/30/20</u>	<u>9/30/2020</u>			
USER CHARGES			20,207.15	251,113.13	271,320.28	
SERVICE CHARGES			150.00	8,335.69	8,485.69	
CONNECTION CHARGES				4,000.00	4,000.00	
LATE CHARGES			625.37	3,081.39	3,706.76	
BACKFLOW			0.00	899.40	899.40	
SUBTOTAL			<b>20,982.52</b>			
TOTAL RECEIPTS						288,412.13
SENT TO LIEN						
LIENS COLLECTED						
ABATEMENTS						-757.02
ADJUSTMENTS						-4.27
AJD TO MASTER						
UNCOLLECTED						<u>86,110.24</u>
						<u>373,761.08</u>

**OUTSTANDING:**

USER CHARGES	76,401.29
SERVICE CHARGES	3,619.65
CONNECTION CHARGES	0.00
LATE CHARGES	6,042.11
BACKFLOW	47.19
TOTAL OUTSTANDING	<b>86,110.24</b>