



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

15

m

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

Todd Melanson, *Vice-Chairman*

Michael MacEachern, *Clerk*
Email: water@townsendwater.org

WATER COMMISSIONERS MEETING MINUTES

October 28, 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/84389887706?pwd=a0FDblZLzNNZkxDL0FDK2YxUXh5dz09>

Meeting ID: 843 8988 7706 Password: 585039 Log on Wednesday, October 28, 2020 at 6:00 P.M. to participate.

I. PRELIMINARIES:

- 1.1 NM Called the meeting to order at 6:00 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. Roll Call showed citizens present: David Vigeant of Chelmsford.
- 1.4 Chairman's additions or deletions. There were no additions made by the Chairman.
- 1.5 Approve meeting minutes of October 7, 2020. MM motioned to approve the meeting minutes of October 7, 2020. TM seconded. Unanimous vote.
- 1.6 Review correspondence. Mandatory referral notice for 50 Highland St. The board has decided to wait and see what other departments have to say about the hydrant. There were concerns about making sure that the hydrant was not covered and remained accessible for maintenance and in the event of an emergency. The referral notice will be sent back to the zoning board for more information and further discussed at the next meeting.

II. APPOINTMENTS-VOTES MAY BE TAKEN

- 2.1 6:15 Update/Discuss the recommendation of the Superintendent Screening Committee-D. Vigeant. TM explained that the Superintendent Screening Committee received 8 resumes which were graded resulting in the top 4 being interviewed. TM explained that he does work with Mr. Vigeant, and allowed the other committee members to take the lead during the interview while still being sure to ask the questions that he was responsible to ask the other applicants. The other Screening Committee members, Jim Blanchard and Lance Lewand decided that Mr. Vigeant was the best fit for the department. David Vigeant introduced himself to the Board members and went over his history and points on his resume. MM asked about his experience working out in the field. NM asked about his confidence in leading a newer staff. All Board members were satisfied with the candidate, and it was decided that the BOS would be responsible to determine pay and negotiate the union contract. TM motioned to present David Vigeant to the Board of Selectmen as the candidate for Water Superintendent. MM seconded. Unanimous vote.

III. MEETING BUSINESS-VOTES MAY BE TAKEN:

- 3.1 Update/Discuss Cross Charge Agreement. Tabled
- 3.2 Discuss/Review Master Plan. The Master Plan looks ok, but the Board has decided to review it for accuracy of the maps as well as the inclusion of upcoming potential projects. This will be reviewed again at the next meeting.
- 3.3 Discuss/Review Purchase of new copier. TM motioned to purchase the Konica Minolta BizHub C300i for \$4,962.13. MM seconded. Unanimous vote.

- 3.4 Update/Discuss Estimates for quotes on nuts for line gate repairs. Tabled for additional clarification and possibly additional quotes.
- 3.5 Discuss/Review Refund to account 2370B for \$929.88 RE: Final bill paid twice. MM motioned to approve the refund of account 2370B for \$929.88. TM seconded. Unanimous vote.
- 3.6 Discuss/Review Refund to account 61662A for \$5.11 RE: Overpayment of final bill. MM motioned to approve the refund of account 61662A for \$5.11. TM seconded. Unanimous vote.
- 3.7 Discuss/Review Refund to account 3150 for \$4.28 RE: One-time late charge refund. MM motioned to approve the one-time late fee refund of account 3150 for \$4.28. TM seconded. Unanimous vote.
- 3.8 Discuss/Review Refund to account 2380A for \$80.35 RE: Quarterly bill paid in addition to final bill. MM motioned to approve the refund of account 2380A for \$80.35. TM seconded. Unanimous vote.
- 3.9 Update/Discuss The distribution of new building keys. All building locks were rekeyed including the SCADA room and the interior garage door. The Foreman has requested to keep these locked to prevent any theft or damage. TM said that the SCADA room was the handicap access, and the garage was a fire escape, therefore they need to remain unlocked. MM will have a master key to have access to the office to be able to sign documents as needed.
- 3.10 Update/Discuss Daily work logs. The request for submitting daily logs has been sent to the Union. The board agreed that the foreman should be submitting these in lieu of a Superintendent. The daily logs should be added to the Standard Operating Procedures. This will be further discussed at the next meeting.
- 3.11 Update/Discuss White Mountain computer upgrade. White Mountain submitted a quote for a new computer for the SCADA backup. The Superintendent, Office Administration, and the Foreman will have remote access to the computers allowing the ability to work from home in the event of an emergency.

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

- 4.1 TM- The property located at 97 Main St has been taken by the town. This is a contaminated hazard site. Any disturbance to it will go into the Squannacook. Because of this, TM suggested that the site is monitored to make sure that any issues can be prevented.

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

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

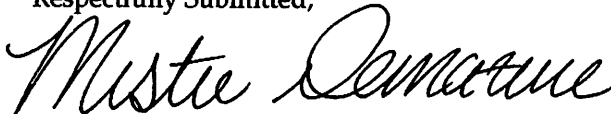
VI. **OFFICE ADMINISTRATOR'S UPDATES AND REPORTS-VOTES MAY BE TAKEN:**

- 6.1 The board scheduled the next meeting for November 12, 2020 at 6:00
- 6.2 Review and sign Bills Payable Warrants. Not Applicable
- 6.3 Review and sign October's Schedule of Bills Receivable report. Not Applicable
- 6.4 Review Accounts Receivable Report. Not Applicable
- 6.5 Review year to date expenditures. Not Applicable

ADJOURNMENT:

NM adjourned the Board of Water Commissioners meeting at 7:49 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

WATER COMMISSIONERS MEETING AGENDA

October 28, 2020 – 6:00 P.M.

Water Department 540 Main Street, Meeting Room

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Meeting ID: 843 8988 7706 Password: 585039 Log on Wednesday, October 28, 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 October 7, 2020.
- 1.6 Review correspondence.

II. APPOINTMENTS-VOTES MAY BE TAKEN

- 2.1 6:15 Update/Discuss the recommendation of the Superintendent Screening Committee-D. Vigeant.

III. MEETING BUSINESS-VOTES MAY BE TAKEN:

- 3.1 Update/Discuss Cross Charge Agreement.
- 3.2 Discuss/Review Master Plan.
- 3.3 Discuss/Review Purchase of new copier.
- 3.4 Update/Discuss Estimates for quotes on nuts for line gate repairs.
- 3.5 Discuss/Review Refund to account 2370B for \$929.88 RE: Final bill paid twice.
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- 3.9 Update/Discuss The distribution of new building keys.
- 3.10 Update/Discuss Daily work logs.
- 3.11 Update/Discuss White Mountain computer upgrade.

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 Lock Brook Run extension (top of West Meadow Road).
- 5.3 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 October'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: October 28, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84389887706?pwd=a0FDblZLzNNZkxDL0FDK2YxUXh5dz09>

Meeting ID: 843 8988 7706

Passcode: 585039

One tap mobile

+13126266799,,84389887706#,,,,,0#,,585039# US (Chicago)

+16468769923,,84389887706#,,,,,0#,,585039# 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)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 843 8988 7706

Passcode: 585039

Find your local number: <https://us02web.zoom.us/j/84389887706?pwd=a0FDblZLzNNZkxDL0FDK2YxUXh5dz09>

⏮ 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 3:46 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 255 180 Plains Junction Rd
Sterling MA 01564
(978) 122 9001
lori@hydratechwater.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

Tc

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 FII
QTY/OPTIONS SELEC**

3.4

Terms of Service:

Standard Terms & Conditions

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⏮ Reply all ⏭ Delete ⏮ Junk Block ...

3.4

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- ① 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

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Standard Terms & Conditions

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Thank You,

**HYDRA-TECH****FIRE HYDRANT & WATER MAIN SERVICES**

PO Box 258 180 Plains 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,

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CUSTOMER MESSAGE

We look forward to working with you on this project!

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

3.4

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From: Brenda Boudreau
Sent: Tuesday, October 27, 2020 1:51 PM
To: Mistie Demazure
Subject: FW: Project Ticket #559003 - SCADA - Fix & Document

From: Sean Barry <SBarry@whitemtn.com>
Sent: Monday, October 26, 2020 8:53 PM
To: Ryan Lapierre <rlapierre@townsendwater.org>
Cc: Brenda Boudreau <bboudreau@townsendwater.org>
Subject: Project Ticket #559003 - SCADA - Fix & Document

Hi Ryan & Brenda,

I cc'd Brenda on this as well for approval of purchasing, please let me know if this is approved and I can order the parts and prep for the next time I come on-site to implement this. Below is the quote for a new Scada office workstation to free up the Secondary Scada PC so it is no longer being used as an office workstation.

\$795.00
Dell OptiPlex 3070 Micro Form Factor
Intel® Core™ i5-9500
Windows 10 Pro 64bit English, French, Spanish
8GB 1X8GB DDR4 2666MHz UDIMM Non-ECC
M.2 256GB PCIe NVMe Class 35 Solid State Drive
8x DVD+/-RW 9.5mm Optical Disk Drive
3 Years Hardware Service with Onsite/In-Home Service After Remote Diagnosis

Also, here is a pretty affordable solution for a switch station that will allow the press of a button to switch over to the secondary Scada PC in case something goes wrong with the primary.

https://www.amazon.com/Support-Switching-Sharing-Keyboard-Computers/dp/B0875NG95P/ref=sr_1_1_sspa?dchild=1&keywords=hdmi+usb+kvm+2+computer+switch&qid=1603759098&s=pc&sr=1-1-spons&psc=1&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUEzUDBRTERNs0g0SkdXJmVuY3J5cHRIZElkPUeWnZc3ODk1MldDOURWRFdIMktSQyZlbnNyeXB0ZWRBZEIkPUeWMTk3MjlyMIRHQIRKNzhURkkyVCZ3aWRnZXROYW1lPXNwX2F0ZiZhY3Rpb249Y2xpY2tSZWRpcmVjdCZkb05vdExvZ0NsaWNrPXRydWU=

If you have any questions please don't hesitate to reach out and I'd be glad to give you a call.

Thanks!



WHITE MOUNTAIN
IT SERVICES

Mistie Demazure

5.1

From: Andrew Shepherd <andrew.shepco@gmail.com>
Sent: Wednesday, October 14, 2020 9:15 AM
To: Water
Subject: Re: Status of Main St seeding

Morning Mistie,

I talked to Ryan a few weeks ago, we have slice seeded the properties where weeds have grown - now we're watching the lawns progress. I expect with the rain we have just got will help. Will you share the addresses that do not want us on their property/ have complained? I want to be sure we're on the same page when we're talking about the laws that we reseeded.

I've been talking with the homeowner of 520 Main st and keeping him updated with our status, but were expecting our infrared subcontractor to be out within the next few days and the seal coat to follow shortly after that.

Be well,

Andrew Shepherd

Project Manager
Cell 978-602-7608
Shepco Inc./Overall Directional Drilling
55 Main St. Townsend MA, 01469

On Wed, Oct 14, 2020 at 8:50 AM Water <water@townsendwater.org> wrote:

Good morning Andrew,

We were hoping to find out the status of the fall seeding on Main St. There have been some homeowners asking when it will be completed, and one other has requested that there be no further seeding on their property.

Also, has the work on the driveway at 520 Main St been completed? This is the property that was getting the patch.

Thank you very much for the information.

Best Regards,

Mistie Demazure