



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

1.5  
mm  
7-19-21

Todd Melanson, Chairman  
David Vigeant, Superintendent

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

Christopher Jones, Clerk  
Email [water@townsendwater.org](mailto:water@townsendwater.org)

**WATER COMMISSIONERS MEETING MINUTES**

**June 14, 2021 – 7:00 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.

<https://us02web.zoom.us/j/81529440610?pwd=ckdHcEh2TTRqZDM3Y016VEFWcE9sQT09>

**Meeting ID: 815 2944 0610 Password: 759744 Log on Monday June 14, 2021 at 7:00 P.M. to participate.**

**I. PRELIMINARIES:**

- 1.1 TM called the meeting of the Board of Water Commissioners to order at 7:00 PM.
- 1.2 TM announced that the meeting is being audio recorded and recorded on Zoom.
- 1.3 Roll Call showed members present: Todd Melanson (TM)-Chairman, Michael MacEachern (MM)-Vice Chairman, and Christopher Jones (CJ)-Clerk. Roll Call showed citizens present: David Vigeant (DV)-Superintendent, Chaz Sexton-Diranian (CSD)-Board of Selectmen.
- 1.4 Chairman's additions or deletions. None available.
- 1.5 Approve Meeting Minutes of May 17, 2021. **MM motioned to approve the meeting minutes of May 17, 2021. CJ seconded. Unanimous vote.**
- 1.6 Approve and Release Executive Session Screening Committee Meeting Minutes of October 8, 2020, October 13, 2020, October 14, 2020 and October 15, 2020. **MM motioned to approve the Executive Session meeting minutes of October 8, 2020, October 13, 2020, October 14, 2020 and October 15, 2020. CJ seconded. Unanimous vote. TM authorized the release of the records.**
- 1.7 Approve and Release Executive Session Meeting Minutes of March 8, 2021. **MM motioned to approve the Executive Session meeting minutes of March 8, 2021. CJ seconded. Unanimous vote. TM authorized the release of the records.**
- 1.8 Review correspondence. None available.

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

2.1

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

- 3.1 Update/Discuss Cross Charge Agreement. TM will work more on this when someone fills the Town Administrator position.
- 3.2 Update/Discuss Joint meeting with Board of Selectmen RE: water testing results. The purpose of the meeting is to prepare for the public informational meeting. DV requested that there be a meeting to approve the plans presented by the engineer and approve any applicable grant applications. Tighe and Bond will present at the informational meeting. TM asked that the presentation be sent to the board prior to the approval meeting for review.

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

- 4.1 TM questioned what happened with the discolored water on West Elm St. TM asked CSD what the policy is for the department posting information on social media. CSD said that it is ok, but the board needs to vote on it. The chairman does have the ability to make a judgement call in emergency situations. CSD suggested that a policy be

written up for the Chair to approve any post to social media. TM asked DV to write a draft policy and submit it for approval.

**V. SUPERINTENDENT'S UPDATES AND REPORTS-VOTES MAY BE TAKEN:**

- 5.1 Update/Discuss Cross St Well. DV has acquired the certificate for the well. It needs to be cleaned but will be running soon.
- 5.2 Update/Discuss Main Street Station. Test well has been drilled and tested come spring 2022 it will be running. Project will be going out to bid Summer 2021. TM wants documentation that the ductile pipe will be re-routed around the existing well field. TM wants plans in writing regarding the bypassing of the generator and the well field.
- 5.3 Update/Discuss Highland Storage Tank. The tank is almost completed painting. The electrician will be coming Tuesday 6/22. The project is still well under budget.
- 5.4 Update/Discuss Leak Detection. Leak detection has been completed. There are no longer any leaks in the system.
- 5.5 Update/Discuss Summer Intern Program. Interns are helping paint Highland Tank and hydrants around town.

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

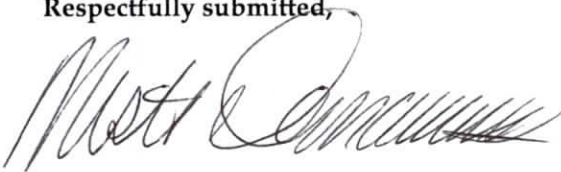
- 6.1 Discuss updated meeting times. 7:00 is great for everyone.
- 6.2 Schedule next BOWC meeting. The next BOWC meeting will be held July 12, 2021. There will be a joint meeting with the BOS and the BOWC on June 15, 2021.
- 6.3 **MM motioned to review and sign May's end of month reports out of session. CJ seconded. Unanimous vote.**

Liaison updates: CSD spoke with the Board regarding funds that are available through the American Rescue Plan Act of 2021. A portion of this money is to be allocated to water. CSD suggested that DV put a plan together to show how he could use the money and submit it for review. TM also suggested that DV investigate the Resiliency Program. TM will reach out to his contacts for more information.

**ADJOURNMENT:**

**MM motioned to adjourn the Board of Water Commissioners meeting on June 14, 2021, at 7:53PM. CJ seconded. Unanimous vote.**

Respectfully submitted,



**Mistie Demazure  
Accounts Manager  
Townsend Water Department**





Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

## Department of Environmental Protection

Central Regional Office • 8 New Bond Street, Worcester MA 01606 • 508-792-7650

Charles D. Baker  
Governor

Karyn E. Polito  
Lieutenant Governor

Kathleen A. Theoharides  
Secretary

Martin Suuberg  
Commissioner

June 7, 2021

Town of Townsend  
Attn: Board of Water Commissioners  
540 Main Street  
West Townsend, MA 01474

Re: Town: Townsend  
PWS Name: Townsend Water Department  
PWS ID #: 2299000  
PWS Source Code ID: 2299000-02G  
Program: System Modification  
Action: Source Activation Approval

Dear Water Commissioners,

The Massachusetts Department of Environmental Protection (MassDEP) conducted a final inspection of the Cross Street Well (2299000-02G) in Townsend on June 3, 2021. MassDEP verified the installation of a day tank for sodium hydroxide as required in the 2019 Sanitary Survey Report and witnessed the high pH alarm shut down. A new chemical feed pump for sodium hydroxide and a spare pump were installed. No other treatment is installed.

The Cross Street Well was removed from service in September 2015 due to elevated concentrations of iron and manganese. In March 2021, Townsend's Harbor Trace Well (2299000-03G) exhibited elevated concentrations of per- and poly-fluoroalkyl substances (PFAS6). The activation of the Cross Street Well will help to reduce concentrations of PFAS6 in the distribution system until water treatment is installed for the removal of PFAS6.

In April 2021, Townsend began pumping the Cross Street Well to waste 24-hours per day and monitoring iron and manganese concentrations. Townsend also removed a beaver dam that was contributing to the elevated iron and manganese. Seven samples for iron and manganese were collected between April 14 and May 12, 2021. Iron concentrations ranged from 0.296 mg/L to 0.402 mg/L and manganese concentrations were 0.085 mg/L to 0.123 mg/L. On May 13, 2021, a sample was collected for total coliform and coliform was absent. On May 17, 2021, a sample was collected for PFAS6 and the result was 3.0 ng/L.

Pursuant to MassDEP's authority under 310 CMR 22.04(7) that each supplier of water operates and maintains its system in a manner that ensures the delivery of safe drinking water to consumers, this approval is made subject to the conditions set forth below.

This information is available in alternate format. Contact Michelle Waters-Ekanem, Director of Diversity/Civil Rights at 617-292-5751.

TTY# MassRelay Service 1-800-439-2370  
MassDEP Website: [www.mass.gov/dep](http://www.mass.gov/dep)

Printed on Recycled Paper

1. Approved Pumping Volume – Cross Street Well (2299000-02G) is approved to pump 305 gallons per minute (0.439 million gallons per day).
2. Total Coliform Sampling Plan – By June 30, 2021, submit a signed, revised total coliform sampling plan to include the Cross St Well. If you would like MassDEP to prepare a template plan for you, contact Paula Caron at Paula.Caron@mass.gov.
3. Lead and Copper Sampling Plan – The activation of public water supplies (including replacement wells) or a treatment change have the potential to impact the effectiveness of Corrosion Control Treatment and therefore warrants more frequent lead and copper monitoring in accordance with 310 CMR 22.06B(2)(b)3.c. By August 9, 2021, submit to MassDEP a revised lead and copper sampling plan that includes standard monitoring (40 sites) for two consecutive six-month monitoring periods for a minimum of one year beginning in 2021. Questions and submittals on LCR sampling should be directed to Josephine Yemoh-Ndi at Josephine.Yemoh-Ndi@mass.gov.

If you have any questions regarding this approval, please contact Susan Connors of the Drinking Water Program at 508-425-4694 (Google Voice telework), 508-767-2701 (Office) or by email at Susan.Connors@mass.gov.

Sincerely,



Robert A. Bostwick  
Section Chief  
Drinking Water Program

Ecc: David Vigeant, Superintendent, Townsend Water Department (DVigeant@townsendwater.org)  
Carla Hitzenbuhler, Townsend Board of Health (cwalter@townsendma.gov)

6.3

**FISCAL YEAR 21 SUMMARY**  
**TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE**  
**May 31, 2021**

UNCOLLECTED FROM JUNE 30, 2020

93,833.10

**CHARGED**      07/01/20 05/31/21

	5/31/2021	Previous Balance	Total
USER CHARGES	581.59	1,233,069.23	1,233,650.82
FINAL FEES	450.00	500.00	950.00
SERVICE CHARGES	0.00	28,070.50	28,070.50
CONNECTION CHARGES	0.00	6,500.00	6,500.00
LATE CHARGES	0.00	13,704.67	13,704.67
NSF FEES	0.00	50.00	50.00
BACKFLOW	0.00	10,505.00	10,505.00
SUBTOTAL	<b>1,031.59</b>		
TOTAL CHARGES			<b>1,293,430.99</b>

**1,293,430.99**  
**1,387,264.09**

**RECEIVED**      07/01/20 05/31/21

	5/31/2021		
USER CHARGES	95,378.82	1,132,534.15	1,227,912.97
FEES	350.00	350.00	700.00
SERVICE CHARGES	2,493.39	26,211.66	28,705.05
CONNECTION CHARGES	0.00	6,500.00	6,500.00
NSF	25.00	0.00	25.00
LATE CHARGES	431.53	12,670.48	13,102.01
BACKFLOW	4,340.94	6,943.25	11,284.19
SUBTOTAL	<b>103,019.68</b>		
TOTAL RECEIPTS			<b>1,288,229.22</b>

SENT TO LIEN  
 LIENS COLLECTED  
 ABATEMENTS  
 ADJUSTMENTS  
 AJD TO MASTER  
 UNCOLLECTED

26,291.35  
 -1018.13  
 -13500.53

**87,262.18**  
**1,387,264.09**

**OUTSTANDING:**

USER CHARGES	83,607.17
FEES	300.00
SERVICE CHARGES	1,322.23
CONNECTION CHARGES	0.00
LATE CHARGES	1,884.91
NSF	25.00
BACKFLOW	122.87
<b>TOTAL OUTSTANDING</b>	<b>\$ 87,262.18</b>



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Accrual Basis

## Townsend Water Department

## Budget vs. Actual

July 2020 through May 2021

6.3

## Ordinary Income/Expense

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
Expense				
061.000 · General Operations 000				
061.001 · Personal Services 1				
5100 · Salaries & Wages-Water Super	45,249.24	110,000.00	-64,750.76	41.1%
5110 · Salary & Wages-Oper Staff	155,294.96	168,135.55	-12,840.59	92.4%
5112 · Salary & Wages-Support Staff	59,394.12	70,624.22	-11,230.10	84.1%
5130 · Additional Gross	12,537.61	14,240.00	-1,702.39	88.0%
5134 · Additional Gross-Reg&SpecOncall	12,192.20	20,363.10	-8,170.90	59.9%
5190 · Other Stipened-Longevity	1,200.00	1,200.00	0.00	100.0%
5191 · Other - Stipend BOWC	0.00	3.00	-3.00	0.0%
5192 · Other-Certification/Stipend	1,500.00	1,500.00	0.00	100.0%
5193 · Retirement Benefit	0.00	0.00	0.00	0.0%
5195 · Other-Clothing Allowance	600.00	0.00	600.00	100.0%
5197 · Vehicle Allowance -Super	5,987.40	0.00	5,987.40	100.0%
5198 · Snow Storm Stipend	4,000.00	4,000.00	0.00	100.0%
Total 061.001 · Personal Services 1	297,955.53	390,065.87	-92,110.34	76.4%
061.002 · Purchased Services 2				
5210 · Energy	77,327.06	80,000.00	-2,672.94	96.7%
5240 · Repair & Maint Building	3,047.75	50,000.00	-46,952.25	6.1%
5245 · Repair & Maint Equipment	9,471.14	40,000.00	-30,528.86	23.7%
5245006 · Repair & Maintain Equip SCADA	11,757.50	10,500.00	1,257.50	112.0%
5245007 · Repair & Maintain-Distribution	4,800.00	30,000.00	-25,200.00	16.0%
5270 · Rentals	1,500.00	1,050.00	450.00	142.9%
Total 061.002 · Purchased Services 2	107,903.45	211,550.00	-103,646.55	51.0%

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Accrual Basis

## Townsend Water Department

## Budget vs. Actual

July 2020 through May 2021

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
061.003 · Purchased Services 3				
5300-02 · Proff Legal Expense	0.00	12,000.00	-12,000.00	0.0%
5300 · Professional Services	55,133.30	63,000.00	-7,866.70	87.5%
5300100 · Proff Service Backflow	9,900.00	9,500.00	400.00	104.2%
5340 · Communication	19,487.38	21,000.00	-1,512.62	92.8%
5380 · Other Services	0.00	2,730.00	-2,730.00	0.0%
Total 061.003 · Purchased Services 3	84,520.68	108,230.00	-23,709.32	78.1%
061.004 · Purchase Supplies 4				
5420 · Office Supplies	4,542.04	5,250.00	-707.96	86.5%
5430 · Building Supplies	137.57	1,575.00	-1,437.43	8.7%
5435 · Equipment Maint Supplies	0.00	1,575.00	-1,575.00	0.0%
5460 · Groundskeeping Supplies	86.95	525.00	-438.05	16.6%
5480 · Vehicular Supplies	5,150.24	9,000.00	-3,849.76	57.2%
Total 061.004 · Purchased Supplies 4	9,916.80	17,925.00	-8,008.20	55.3%
061.005 · Purchased Supplies 5				
5530 · Public Works Supplies	127,106.81	55,000.00	72,106.81	231.1%
5531 · Chemicals	15,291.81	24,150.00	-8,858.19	63.3%
5580 · Other Supplies	180.00	1,050.00	-870.00	17.1%
5585 · Clothing Allowance	3,303.81	5,250.00	-1,946.19	62.9%
Total 061.005 · Purchased Supplies 5	145,882.43	85,450.00	60,432.43	170.7%
061.007 · Other Charges & Exp 7				
5710 · Travel/mileage-in state	238.46	1,155.00	-916.54	20.6%
5720 · Out of State Travel	0.00	0.00	0.00	0.0%
5730 · Dues and Memberships	6,745.30	4,300.00	2,445.30	156.9%
5780 · Other Charges	0.00	525.00	-525.00	0.0%
5785 · Water Assessment D.E.P.	1,946.25	2,200.00	-253.75	88.5%
5850 · New Equipment	8,105.41	10,500.00	-2,394.59	77.2%
Total 061.007 · Other Charges & Exp 7	17,035.42	18,680.00	-1,644.58	91.2%

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Accrual Basis

## Townsend Water Department

## Budget vs. Actual

July 2020 through May 2021

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
061.400 · Special Projects 400				
5012 · System Enhancement	37,177.24	122,632.92	-85,455.68	30.3%
5805 · Meadow Rd Main Replacement	30,480.50	41,435.98	-10,955.48	73.6%
5895 · Main Line Gate/Valve Replacement	55,000.57	60,000.00	-4,999.43	91.7%
5902-18 · Main St Cleaning	0.00	0.00	0.00	0.0%
Total 061.400 · Special Projects 400	134,169.96	224,068.90	-89,898.94	59.9%
061.500 · Special Articles 500				
5000 · Water Oper Emergency Res Fund	0.00	0.00	0.00	0.0%
5005-18 · Update Master Plan	25,000.00	25,000.00	0.00	100.0%
5020 · Storage Tank Maintenance	0.00	5,198.40	-5,198.40	0.0%
5803-19 · Generator 540 Main St	13,043.73	30,000.00	-16,956.27	43.5%
5804-16 · Upgrade Witches Brook	0.00	40,000.00	-40,000.00	0.0%
5809-17 · Highland Street Storage Tank	21,173.33	75,000.00	-53,826.67	28.2%
5895-21 · Witches Brook Daytank	36,145.12	75,000.00	-38,854.88	48.2%
590218 · STM ART Utility Billing	7,995.58	18,000.00	-10,004.42	44.4%
Total 061.500 · Special Articles 500	112,938.50	268,198.40	-155,259.90	42.1%
Total 061.000 · General Operations 000	910,322.77	1,324,168.17	-413,845.40	68.7%
061.009 · Debt Service 9				
5910 · Long Term Debt-East Side Phase1	0.00	37,962.00	-37,962.00	0.0%
5911 · Long Term Debt-East Side Ph 2	0.00	54,078.00	-54,078.00	0.0%
5920 · Long term Interest-Phase1	2,016.26	4,412.00	-2,395.74	45.7%
5921 · Long Term Int East Side Ph2	3,482.01	7,505.00	-4,022.99	46.4%
Total 061.009 · Debt Service 9	5,498.27	103,957.00	-98,458.73	5.3%



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Accrual Basis

Townsend Water Department

Budget vs. Actual

July 2020 through May 2021

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
063.400 · Projects				
5895-18 · West End-Water Main	46,146.37	70,884.23	-24,737.86	65.1%
Total 063.400 · Projects	46,146.37	70,884.23	-24,737.86	65.1%
Total Expense	961,883.37	1,499,009.40	-537,126.03	64.2%
Net Ordinary Income	-960,407.72	-1,499,009.40	538,601.68	64.1%
Net Income	-960,407.72	-1,499,009.40	538,601.68	64.1%