



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Todd Melanson, Chairman

, Vice-Chairman

Christopher Jones, Clerk

David Vigeant, Superintendent

(978) 597-2212

Email water@townsendwater.org

WATER COMMISSIONERS MEETING MINUTES

April 21, 2022 – 7:00 P.M.

Water Department 540 Main Street, Meeting Room

NOTE REGARDING ACCESS AND PARTICIPATION

Governor Baker updated the State of Emergency to respond to COVID-19 on February 15, 2022 and ordered an extension of certain provisions of the Open Meeting Law M.G.L. c. 30A, s 20 put into effect on March 12, 2020, until July 15, 2022, at which time the extension will be repealed.

<https://us06web.zoom.us/j/84514772891?pwd=ODJvd3RrZTM0aG1aTmYxYkZlIDBxQT09>

Meeting ID: 845 1477 2891 Passcode: 171216 Log on Tuesday, April 21, 2022, at 7:00 P.M. to participate.

I. PRELIMINARIES:

- 1.1 TM called the meeting to order at 7:07 P.M., 540 Main Street and by Zoom.
- 1.2 TM announced that the meeting is being recorded on Zoom.
- 1.3 Roll call showed members present: Todd Melanson (TM)-Chairman, Christopher Jones (CJ)-Clerk. Roll call showed citizens present: David Vigeant (DV)-Water Superintendent.
- 1.4 Chairman's additions or deletions. TM stated he attended the public meeting last night to discuss the warrant for special town meeting and he was expecting a bigger turnout, but he feels they were clear on getting the message out about the upcoming Water Department projects.
TM also informed CJ as to the new PFAS reading at the Harbor Trace plant. The PFAS reading was 120ppt with the last samples tested. This water is running to waste and is not used for public consumption. TM stated that he would like to thank the Board of Selectmen, Finance Committee and the Town Moderator, they did an excellent job.
TM inquired as to whether or not we uploaded the rate plan to the website. Brenda confirmed that it was uploaded for the public to review.
- 1.5 Approve Meeting Minutes of March 22, 2022. **CJ motioned to accept the meeting minutes of March 22, 2022. TM seconded. Unanimous vote.**
- 1.6 Review correspondence. None.

II. APPOINTMENTS-VOTES MAY BE TAKEN

- 2.1 None.

III. MEETING BUSINESS-VOTES MAY BE TAKEN:

- 3.1 Update/Discuss Cross Charge Agreement. TM stated that he agreed with the new budget. TM liked the way the budget was formatted. TM has had a few conversations with Ross about the cross charges and he feels good about the process.
- 3.2 Update/Discuss Phone System Upgrades. DV reported all phones are up and running but we are still learning the new system.
- 3.3 Update/Discuss YouTube account. The Board discussed creating a YouTube account for after the 15th of July 2022. TM stated it was the smart thing to do in the effort to be more transparent.

TM motioned that the Board of Water Commissions approve the creation of a YouTube account for the Townsend Water Department and the Board of Water Commissions. CJ seconded. Unanimous vote.

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

4.1 None

V. LIASON UPDATES AND REPORTS-VOTES MAY BE TAKEN:

5.1 None.

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

- 6.1 Update/Discuss Main Street Well. DV reported that the Main Street well has been completed and we are waiting for the electrician to make the final connection. After that has been completed the well will be run to waste and tested for coliform and apply to DEP for a final release date. TM said DEP may want to do a final site visit. TM suggested, because of the motor bikes, ATV, and horses that we should fence in the well as funding becomes available and to post signs in the vicinity restricting traffic.
- 6.2 Update/Discuss 169 Main St and Greely Rd. DV reported that the RFP will be advertised in the Groton Herald for the two weeks. DV told the board that because the job is rather small, he feels there won't be too many bids. TM reminded DV to retain the easement before we begin the project.
- 6.3 Update/Discuss PFAS. Harbor Trace is 120ppt, Witches Brook1- 2ppt and Witches Brook2-10ppt.
- 6.4 Update/Discuss Harbor Trace Treatment Plant. DV reported EPA and UMASS will be completing their testing next week and moving to Burlington MA. The building and treatment plans have been designed and we should have the plans from Tighe & Bond for our May BOWC meeting. TM asked CJ if he could attend the annual meeting on May 3, 2022, as he will be out of state. He told CJ that he will prepare some notes for him, but DV will be able to speak about the technical questions. He wants CJ to continue to reiterate SRF is a 0% interest and a guarantee of 13% principal forgiveness on the loan. That number will probably go up once the infrastructure finance bill goes through. TM would like to discuss the proposed training facility with the planning board. TM would like to avoid upsetting the neighbors with periodically increased traffic.
- 6.5 Update/Discuss 12 South St-Deluxe. DV reported that they are working with the police station to schedule officers to direct traffic as they would need to cut the road and shut down a lane of traffic.
- 6.6 Update/Discuss Highland St. DV reported they are still on schedule for Tuesday, April 26, 2022. TM is hoping it will fix the issues that the customer has been complaining about. The plan is to bore under the road from 46 Highland to the new 16-inch water main. After completion they will schedule the next few homes to be connected to the main one at a time over the next few months.
- 6.7 Discuss/Review Updated Job Descriptions. TM reported that he and DV met to revise the job descriptions and tighten up the language. TM stated the BOWC will now have a seat at the Union negotiations. Once approved, they will need to go before the Selectmen for final approval. **CJ motion to approve the new job descriptions for Distribution Foreman and Chief Plant Operator. TM seconded. Unanimous vote.**
- 6.8 Discuss generators at Main Street and Cross Street Stations. DV reported that we received \$220,000 in ARPA funds to purchase and install the generators at both stations. We had the electrical engineer come out to review the stations and draw up the plans to go out to bid. TM stated that he would like the gates to Witches brook locked up at night.
- 6.9 Discuss/Review vacation pay. DV discussed with the BOWC because of his scheduling demands he has been unable to take vacation. DV is requesting a onetime 120-hour vacation payout, which has been approved by the union. **TM made a motion for a one time three week (120 hours) pay out for the**

Superintendent due to extenuating circumstances with the pandemic and PFAS water emergency. CJ seconded. Unanimous vote.

VII. OFFICE UPDATES AND REPORTS-VOTES MAY BE TAKEN:

- 7.1 Schedule next BOWC meeting. The BOWC scheduled the next Board meeting on Tuesday, May 13, 2022. At 7:00 P.M.
- 7.2 Review and sign March end of month reports. CJ motioned to review and sign March 2022 end of month reports out of session. TM seconded. Unanimous vote.

ADJOURNMENT:

TM adjourned the Board of Water commissioners meeting on April 25, 2022, at 7:25 P.M.

Respectfully submitted,



Brenda Boudreau

Office Manager

Townsend Water Department

3.1

4/13/2022 - Revised

PRO FORMA CALCULATIONS THROUGH JUNE 30, 2023

To: Water Commissioners

WATER AGREEMENT COSTS
FISCAL 2023

Total Gross Payroll 5,060,039.00 These numbers come from the FY23 Budget

Water Dept. Payroll \$511,360.00 These numbers come from the FY23 Budget

Percent to Total Payroll 10%

	<u>Total</u>		<u>Water Costs</u>
County Retirement	\$ 991,340.00		100,183
Medicare Town Share	\$511,360.00	1.45%	7,415
Workers Compensation			5,530
General Liab. Insurance			840
Professional Liability			127
Excess Liability			310
Property Insurance			16,103
Excess Liability			310
Vehicle Insurance			3,776
			26,995.73

Debt Service Landfill Trans WBWC 11,803

	Monthly	#Mos	
Health Insurance			
Boudreau EE	1,895.21	12	22,743
Keefe EE	1895.21	12	22,743
LaPierre EE	1895.21	12	22,743
Vigeant EE	728.99	12	8,748
			76,975

Administrative Costs 46,565

Life Insurance \$ 2.00 12 24

Total Gross Amount 269,961

Less Interest Earned

Total Due to Town 269,961

Less Amounts Previously Authorized

Repairs to WD. Car 1,000

Additional Amount Due 270,961

Based on FY23 Omnibus Budget

Administrative Charges

10.0%

Treasurer/Collector - 10%	\$	240,663.00	\$	24,066.30
Town Accountant - 10%	\$	128,902.00	\$	12,890.20
Assessors -record tax liens/once per year		120,826.0	\$	1,208.26
Law Dept - 3%		80,000.00	\$	2,400.00
Town Administrator	\$	120,000.00	\$	6,000.00
			\$	46,565

4/11/2022

PRO FORMA CALCULATIONS THROUGH JUNE 30, 2023

To: Water Commissioners

WATER AGREEMENT COSTS
FISCAL 2023

Total Gross Payroll 5,060,039.00 These numbers come from the FY23 Budget

Water Dept. Payroll \$511,360.00 These numbers come from the FY23 Budget

Percent to Total Payroll 10%

	<u>Total</u>		<u>Water Costs</u>	
County Retirement	\$ 991,340.00		100,183	
Medicare Town Share	\$511,360.00	1.45%	7,415	
Workers Compensation			5,530	
General Liab. Insurance			840	
Professional Liability			127	
Excess Liability			310	
Property Insurance			16,103	
Excess Liability			310	
Vehicle Insurance			3,776	26,995.73

Debt Service Landfill Trans WBWC 11,803

	Monthly	#Mos	
Health Insurance			
Boudreau EE	1,895.21	12	22,743
Keefe EE	1895.21	12	22,743
LaPierre EE	1895.21	12	22,743
Vigeant EE	728.99	12	8,748
			76,975

Administrative Costs 41,165

Life Insurance \$ 2.00 12 24

Total Gross Amount 264,561

Less Interest Earned

Total Due to Town 264,561

Less Amounts Previously Authorized

Repairs to WD. Car 1,000

Additional Amount Due 265,561

Administrative Costs

3,1.

Based on FY23 Omnibus Budget			
Administrative Charges			10.0%
Treasurer/Collector - 10%	\$	240,663.00	\$ 24,066.30
Town Accountant - 10%	\$	128,902.00	\$ 12,890.20
Assessors -record tax liens/once per year		120,826.0	\$ 1,208.26
Law Dept - 3%		80,000.00	\$ 2,400.00
Town Administrator ???	\$	12,000.00	\$ 600.00
			\$ 41,165

WATER DEPARTMENT

Distribution Foreman

DEFINITION:

Under direction of the Water Superintendent, plans, coordinates, supervises, and directs the construction and maintenance of water services; supervises the water distribution system and equipment maintenance operations; performs a variety of meter service duties; performs other related duties, as required.

ESSENTIAL FUNCTIONS

Under direct supervision of the Water Superintendent. The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Duties may include, but not necessarily limited to:

- Supervise water distribution, maintenance operations, and emergency services.
- Prepare and present a variety of reports to include staff reports and presentations.
- Coordinate contract work.
- Facilitate employee training in the operation of tools and equipment and the function and operation of facilities.
- Meet with customers to evaluate complaints and address the issues to resolve the complaint.
- Interface with other departments in a cooperative manner.
- Inspect meter boxes, lids, and meters to ensure proper maintenance and functionality.
- Perform repairs or orders replacements of meter boxes, lids, and meters, as needed.
- Locate and read meters, when required.
- Ensure that meters are flow tested.
- Investigate leaks and reports service interruptions.
- Turn water service on and off.
- Supervise the meter replacement and rotation programs.
- Participate in emergency call, on-call on a rotation basis and treatment plant rotation.
- Attend meetings and conferences, as necessary.
 - Operates light, medium trucks and Class B trucks. May operate Class 2 and 4 hydraulic equipment normally assigned to a public works equipment operator. Type of equipment varies by the assigned task.
 - Inspect equipment prior to operation to assure that all controls and safety devices are functioning properly. Lubricate and otherwise service the equipment as part of a programmed preventive maintenance schedule. Report malfunctions to the Foreman. Assists in making repairs.
 - Performs preventative maintenance and minor repairs on vehicles and equipment.
 - Clears/removes snow and ice from roadways, parking lots, walkways, ramps, and steps.
 - Operates equipment as directed during snow and ice events.
 - Responds to weather related emergencies and other emergencies as required.
 - Respond to emergencies such as inclement weather, infrastructure failures including water

main breaks; emergency overtime is mandatory, scheduled overtime may also be necessary, acceptance of overtime is expected.

- Maintains digital and/or manual records of water quality data, pumping data, and daily work performed; creates and revises as necessary diagrams of water services and mains.
- Attends seminars and training classes required to maintain various licenses.
- Performs similar or related work as required, or as the situation dictates.

SUPERVISION RECEIVED

Under supervision of the Superintendent. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

JUDGMENT AND COMPLEXITY

The work involves numerous standardized practices, procedures, or general instructions that govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors, and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations, or guidelines to render service, plan, or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

EDUCATION AND EXPERIENCE

High School diploma or equivalent; one to three years of related work experience or technical training to perform assigned duties at the journeyman level; or any equivalent combination of education and experience.

Special Requirements

Massachusetts D2 and T2 Drinking Water Licenses
Massachusetts Class 2B/1C Hoisting Engineer's License
OSHA 10 Certification.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of practices, procedures, equipment, materials, and tools relative to public works and municipal water system construction and maintenance operations. Working knowledge of water system principles, practices, and methods as applicable to a municipal setting. General knowledge of the layout of the town; Knowledge of motor equipment maintenance requirements.

Abilities: Ability to operate heavy construction and maintenance related equipment safely and effectively; Ability to apply knowledge and experience to various departmental functions; ability to work effectively as a member of a crew or independently. Able to be on-call 24 hours per day.

Ability to work for extended periods under adverse conditions. Ability to read and understand maps, plans, technical manuals, and specifications. Ability to communicate effectively with the public.

Skills: Skill in the operation of all required tools, equipment, and software applications. Skill in handling public complaints tactfully and effectively.

WORK ENVIRONMENT

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work may be continually performed outdoors, regardless of weather conditions.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work requires moderate intermittent physical strength and effort daily, such as lifting heavy objects, carrying the object(s) and stacking them or moving them. In addition, pulling, pushing, standing, or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level.

Motor Skills

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

WATER DEPARTMENT
Chief Water Treatment Plant Operator

DEFINITION: Under direction of the Water Superintendent, the Chief Water Treatment Plant Operator supervises and participates in the operation, direction, adjustment, repair and maintenance of the water treatment related assignments and related equipment; plans, organizes, schedules, and assigns work at the plants and performs related work as required.

ESSENTIAL FUNCTIONS

Under direction of the Water Superintendent. The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Duties may include, but are not necessarily limited to:

- Supervises and participates in the operation and maintenance of municipal water purification plants and wells involving complete treatment processes to ensure compliance with all federal, state, and local health codes.
- Takes water quality sample throughout the system according to DEP schedules.
- Handles water quality customer issues effectively and courteously.
- Participates in emergency calls, treatment plant rotation, and on-call duty on a rotation basis.
- Determines daily water requirements of distribution system and amounts required for treatment to meet needs of consumers and reservoirs.
- Interprets meter and gauge data and regulates treatment processes.
- Plans, supervises, and assists in the repair and replacement of plant equipment.
- Performs emergency troubleshooting work; determines quantity and type of supplies and equipment required in maintenance work.
- Coordinates safety in-service training of subordinates and ensures compliance with safety procedures in the plant; sits on the safety committee.
- Tracks and maintains records of water treatment operations and maintenance, and requisitions plant materials and supplies.
- Makes regular and special written and verbal reports; evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; assists in the preparation of the annual budget.
- Assists in the preparation of specifications for construction and other plant improvements.
- Submits justifications for staff, equipment, supplies and materials, modifications, and repairs of water well, treatment facility and related equipment.
- Performs preventative maintenance and minor repairs on vehicles and equipment.
- Clears/removes snow and ice from roadways, parking lots, walkways, ramps, and steps.
- Operates equipment as directed during snow and ice events.
- Responds to weather related emergencies and other emergencies as required.
- Respond to emergencies such as inclement weather, infrastructure failures including water

main breaks; Emergency overtime is mandatory, scheduled overtime may also be necessary, acceptance of overtime is expected.

- Maintains digital and/or manual records of water quality data, pumping data, and daily work performed; creates and revises as necessary diagrams of water services and mains.
- Attends seminars and training classes required to maintain various licenses.
- Performs similar or related work as required, or as the situation dictates.

SUPERVISION RECEIVED

Under direct supervision of the Water Superintendent.

JUDGMENT AND COMPLEXITY

The work involves numerous standardized practices, procedures, or general instructions that govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors, and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations, or guidelines in order, to render service, plan, or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

EDUCATION AND EXPERIENCE

High School diploma or equivalent; one to three years of related work experience or technical training to perform assigned duties at the journeyman level; or any equivalent combination of education and experience. Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background are courses in water treatment and water works practice and four years of increasingly responsible experience in water treatment plant operation, including three years of supervisory experience.

Special Requirements

Massachusetts D2 and T2 Drinking Water Licenses

Massachusetts Class 2B/1C Hoisting Engineer's License

OSHA 10 Certification.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of practices, procedures, equipment, materials, and tools relative to public works and municipal water system construction and maintenance operations. Working knowledge of water system principles, practices, and methods as applicable to a municipal setting. General knowledge of the layout of the town; Knowledge of motor equipment maintenance requirements. Principles and practices of water treatment and water quality analysis.

Abilities: Ability to operate heavy construction and maintenance related equipment safely and effectively; Ability to apply knowledge and experience to various departmental functions; ability to work effectively as a member of a crew or independently. Able to be on-call 24 hours per day. Ability to work for extended periods under adverse conditions. Ability to read and understand maps, plans, technical manuals, and specifications. Ability to communicate effectively with the public.

Skills: Skill in the operation of all required tools, equipment, and software applications. Skill in handling public complaints tactfully and effectively.

WORK ENVIRONMENT

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may be continually performed outdoors, regardless of weather conditions.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work requires moderate intermittent physical strength and effort daily, such as lifting heavy objects, carrying the object(s) and stacking them or moving them. In addition, pulling, pushing, standing, or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level.

Motor Skills

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

NBMA +6.9

David Vigeant

From: Bobby Jones <bjones@afscme93.org>
Sent: Tuesday, April 12, 2022 7:42 AM
To: David Vigeant
Subject: RE: Vacation Time for Water Superintendent

Dave:

The Union has no problem with that however, the BOS has to vote and approve. The BOWC has no authority over the Collective Bargaining Agreement.



Bobby Jones | AFSCME Council 93

Staff Representative | NH-MA

77 Sundial Avenue, Suite 104W, Manchester NH 03103

w: 603.265.2106 | f: 603.606.4069

This message (including any attachments) may contain privileged/confidential information and may be subject to legal privilege. Neither the confidentiality nor the privilege is waived by this transmission. Any disclosure, reproduction, distribution or use of this message or any attachments by any individual or entity other than the intended recipient is prohibited. If you are not the intended recipient (or responsible for delivery of the message to such person), you may not use, copy, distribute or deliver to anyone this message (or any part of its contents) or take any action in reliance on it. If you have received this email in error, please notify us immediately by e-mail or telephone and delete the e-mail from your system.

From: David Vigeant <dvigeant@townsendwater.org>
Sent: Tuesday, April 12, 2022 7:39 AM
To: Bobby Jones <bjones@afscme93.org>
Subject: Vacation Time for Water Superintendent

Good Morning Bobbie, tonight the board of water commissioners are voting on a one time vacation buy-out due to the water emergency caused by PFAS, the Main St Well, Greeley Rd, Highland St, Cross St Generator, The Main St Generator, Rate Hikes and other pressing matters. This is to be a one time buyout of up to 120 hour of vacation time. I just need you to email back that the union agrees with a one- time buyout of the vacation time.

Also the water commissioners are voting on the job descriptions tonight and when done it will then be presented to the union for review. Funding for those positions are now in place if a agreement can be made for 1 July 2022. Also we have funded another water tech position to hire after 1 May 2023.

Thank You David

DAVID W VIGEANT
SUPERINTENDENT

FISCAL YEAR 22 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
 March 31, 2022

UNCOLLECTED FROM JUNE 30, 2021

68,102.18

CHARGED	07/01/21 03/31/22	3/31/2022	Previous Balance	Total
USER CHARGES		284.78	975,911.46	976,196.24
FEES		450.00	3,700.00	4,150.00
SERVICE CHARGES		500.00	25,090.28	25,590.28
BACKFLOW		0.00	5,170.00	5,170.00
SUBTOTAL		1,234.78		
TOTAL CHARGES				1,011,106.52
				1,079,208.70

RECEIVED	07/01/20 03/31/22	3/31/2022		
USER CHARGES		28,848.85	908,556.69	937,405.54
FEES		300.00	3,657.78	3,957.78
SERVICE CHARGES		3,872.88	21,230.22	25,103.10
LATE CHARGES		4.15	925.87	930.02
BACKFLOW		0.00	5,182.77	5,182.77
SUBTOTAL		33,025.88		
TOTAL RECEIPTS				972,579.21

SENT TO LIEN		
LIENS COLLECTED		22,337.31
ABATEMENTS		19.99
ADJUSTMENTS		887.50
AJD TO MASTER		
UNCOLLECTED		83,384.69
		1,079,208.70

OUTSTANDING:	
USER CHARGES	81,711.83
FEES	325.00
SERVICE CHARGES	1,134.97
LATE CHARGES	212.89
BACKFLOW	0.00
TOTAL OUTSTANDING	83,384.69