



1.5

TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Todd Melanson, *Chairman*
David Vigeant, *Superintendent*

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

, *Clerk*
water@townsendwater.org

WATER COMMISSIONERS MEETING MINUTES

August 15, 2022 – 7:00 P.M.

Water Department 540 Main Street, Meeting Room

On July 16, 2022, Governor Baker signed into law An Act Relative to Extending Certain State of Emergency Accommodations, which, among other things, extends the expiration of the provisions pertaining to the Open Meeting Law to March 31, 2023. Specifically, this extension allows public bodies to continue holding meetings remotely without a quorum of the public body physically present at a meeting location, and to provide "adequate, alternative" access to remote meetings. The Act does not make any new changes to the Open Meeting Law other than extending the expiration date of the temporary provisions regarding remote meetings from July 15, 2022, to March 31, 2023

. <https://us06web.zoom.us/j/85245641027?pwd=c2lzYUhubEt4aUNaTUFFVIVqZjcrQT09>

Meeting ID: 852 4564 1027 Passcode: 210628 Log on Monday, August 15, 2022, at 7:00 P.M. to participate.

I. PRELIMINARIES:

- 1.1 TM called the meeting to order @7:07 PM. Meeting is at 540 Main Street and on Zoom.
- 1.2 Announce that the meeting is being recorded on Zoom and tonight's meeting and all future meetings will be available for viewing on YouTube.
- 1.3 Roll Call Members-Roll Call Citizens. Roll call showed members present: Todd Melanson (TM)-Chairman, Nathan Mattila (NM)-Vice Chairman. Citizen present: David Vigeant (DV)-Water Superintendent, Chaz Sexton Diranian (CSD)-Board of Selectmen and Andrea Wood Finance Committee.
- 1.4 Chairman's additions or deletions. TM accepted the resignation of Chris Jones. TM thanked Chris Jones on behalf of the water department for his service to the Board of Water Commissioners.
- 1.5 Approve Meeting Minutes of July 11, 2022. **NM motioned to approve the meeting minutes of July 11, 2022. TM seconded. Unanimous vote.**
- 1.6 Review correspondence. Public Comments. TM acknowledged the official resignation letter for Chris Jones from the Town Clerk. The Board asked DV to contact the town clerk to post the vacancy for 10 days for the Clerk's position. DV will follow up with webmaster tomorrow. The Board reviewed the additional correspondence. The Board asked DV to contact Eric Slagle to let him know the BOWC are aware of the rates and fees at the water department as they were reviewed and revised recently.

II. APPOINTMENTS-VOTES MAY BE TAKEN

- 2.1 7:10 PM, Jerry Casey, 46 Ash Street RE: Water Issues. No Show.

III. MEETING BUSINESS-VOTES MAY BE TAKEN:

- 3.1 Review Dig-safe procedures. Tabled for next meeting.
- 3.2 Review/Discuss Interest refund of \$ 0.75 for account number 5280. **NM moved to abate acct# 5280 \$0.75. TM seconded. Unanimous vote.**
- 3.3 Review/Discuss Timberlee Park water quality issues. DV reported 150-200 calls per month from Timberlee Park. He has been trying to mitigate the problem by cleaning Witches Brook Well #2 in February 2022. The well at Timberlee Park were not designed to supply that area with the water they are requiring. DV is moving forward with cleaning Witches Brook Well #1. TM commented if they

declare this as an emergency so they can use the previous bids from February so not to delay the process by opening a new bid process. **TM motioned to declare to repair and refurbishment of Witches Brook 1 to be a water emergency and to declare services under that status. NM seconded. Unanimous vote.** Andrea Wood Asked for an approximate cost of the well cleaning. DV reported that it is approximately \$13,000.00.

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 the Main Street well is now online as of July 26, 2022. It started at 250 gpm and then 400 gpm and will ramping it up to 500 gpm so we will be able to flush. DV stated all the planting has been finished that was required by the state. TM asked if the other wells were decommissioned. DV reported that it had been completed already.
- 6.2 Update/Discuss 169 Main St and Greely Rd. The project should begin any day now. We are waiting for the contractor to complete his other project in Groton. DV had already did the walk through with the directional driller. DV assumes the project will be completed by mid-September 2022.
- 6.3 Update/Discuss PFAS. UMASS is still testing intermittently, at Harbor Trace.
- 6.4 Update/Discuss Harbor Trace Treatment Plant. DV submitted the drawings for the treatment plant. DV reported that the State Revolving fund does not release any funds until 75% of plans are completed. October 13, 2022 is the deadline to apply for the loan. They will need two to three months to review the plans before releasing the money. In January the bidding process will begin. NM asked to review the electrical part of the project to see if he can see if he can save the water department some money. NM saw label on the plans a KOH tank and ask if we were switching back to potassium hydroxide and the other tank is labeled as sodium hypochlorite. DV response that the first tank is sodium and the other is chlorine. NM wished that we didn't have to add chlorine to the water. TM stated it all about risk management to be sure there in no bacteriological issues and adding the chlorine is a DEP requirement. NM acknowledged that he thinks the public do not want chlorine in their water.
- 6.5 Update/Discuss 12 South St-Deluxe. DV reported that we are waiting for the contractor to get the pipe and they will be putting in a 10" line into Deluxe. The project will most likely be performed in the evening to avoid traffic jams. There are issues with the supply chain, and it has been difficult to obtain the 10" pipe.
- 6.6 Update/Discuss Generators at Main Street and Cross Street Stations. DV stated they are trying to take care of Harbor Trace now, but they will be putting the generators out to bid in the fall. It has been difficult to line up the electricians to do the job and to get the generators needed.
- 6.7 Update/Discuss Temporary help/Co-op program. Monty Tech has asked us to support a Coop program at the water department or the school year TM would like to know if DV looked at the innovative pathways program. It's a high school program in Massachusetts that sets up a program. TM wouldn't be opposed to it, but he would like them to attend a meeting to discuss the program at length. NM stated he is in favor of the program as he went through a similar program when he was in high school. It was a great opportunity for him, but he did say most coops want the kids to work 5 days every other week.

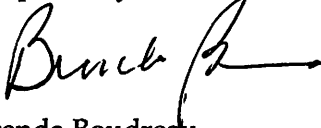
VII. OFFICE UPDATES AND REPORTS-VOTES MAY BE TAKEN:

- 7.1 Schedule next BOWC meeting. The BOWC scheduled the next meeting for Monday. September 12, 2022.
- 7.2 Review and sign July end of month reports. **NM moved to schedule the next meeting, review and sign reports and warrants out of session. TM seconded. Unanimous vote.**
- 7.3 Sign Bills Payable warrants.

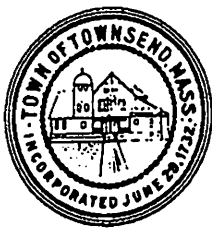
ADJOURNMENT

NM moved to adjourn the BOWC meeting at 8:12 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brenda Boudreau", with a stylized flourish at the end.

Brenda Boudreau
Office Manager
Townsend Water Department



Office of the Town Clerk
Town of Townsend
272 Main Street
Townsend, MA 01469

Kathleen M. Spofford
Town Clerk
Jessica A. Funaiolo
Assistant Town Clerk

Office: (978) 597-1704
Fax: (978) 597-8135

Resignation Notice

DATE: August 3, 2022

TO: Townsend Water Commissioners
Eric Slagle, Town Administrator
Board of Selectmen

FROM: Kathleen M. Spofford, Town Clerk Kathleen M. Spofford

Christopher Jones, submitted his letter of resignation as Townsend Water Commissioners August 2, 2022, effective immediately. Attached is a copy of his resignation letter.

Chapter 41, Section 109 "No resignation of a town official shall be deemed effective unless and until such resignation is filed with the town clerk, or such later time certain as may be specified in such resignation. Upon receipt of the resignation, the town clerk shall notify the remaining members of the board, committee, etc., if any, and notify the executive officers of the town of the effective date of resignation.

7/26/2022

RECEIVED
AUG 02 2022

TOWN OF TOWNSEND
TOWN CLERK

Town Clerk
Town of Townsend
272 Main Street
Townsend MA 01469

Dear Members of the Board of Water Commissioners and Board of Selectmen,

This letter is to formally notify you that effective immediately, I am resigning from the Board of Water Commissioners as Clerk.

It has been my pleasure to serve my community and hope to do so again in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Christopher Jones", with a stylized flourish at the end.

Christopher Jones
59 West Elm Street
West Townsend MA 01474

We are very concerned about
the constant Rusty Colored Water.
Is there testing that happens?
If so what are they findings?

I Understand we are in a severe
drought but it has been happening
for many months.

Thank you for any response.

Deane & Phil Field
20 Maplewood Dr.
Towson, Md 01469

978-836-0152

**Carmen J. Quintiliani
14 Cedar Hill Lane
Waltham, MA 02452
781-894-7844**

July 19, 2022

**Mr. Dave Vigeant
Water Superintendent
Townsend Water Department
540 Main Street
West Townsend, MA 01474**

Dear Mr. Vigeant

Recently, I purchased a home at 51 Ash Street. I called the Townsend Water Department concerning transfer of payment for water service at that address.

I had the pleasure of having Brenda Boudreau answer my call and wanted to share my experience with you. Brenda provided me with excellent customer service. She was pleasant, efficient, knowledgeable and patient. She answered each of my questions thoroughly, and I learned so much from speaking with her.

Please extend my sincerest and most appreciative thanks to her. She is an outstanding person and employee of the Townsend Water Department.

Sincerely,


Carmen J. Quintiliani

Brenda Boudreau

From: Eric Slagle <ESlagle@townsendma.gov>
Sent: Wednesday, July 20, 2022 3:06 PM
To: All Departments
Subject: Items for Review - Please forward to Boards and Commissions

Folks,

As mentioned in the recent Department Head meetings, this is a communication that I would like to be forwarded to all Boards and Commissions for their review. There are also a few different items that I wanted to bring up specifically for our Boards and Commissions.

1. In addition to all department heads, I would appreciate it if all Boards and Commissions could review the fees within their purview to make sure that they are commiserate with the fees charged by other cities and towns for the same services. If there is a difference in the fees, I would appreciate it if folks could take the appropriate steps to update the Town fees.
2. Just a reminder that Board and Commission members should make sure that they are not communicating with each other about substantive matters, within their jurisdiction, outside of a posted public meeting. This would include over email, or on site visits, for instance.
3. Also, please remember that requests for work product from staff (above and beyond normal administrative items) should be made by a vote of the Board/Commission at a public meeting. Individual board members should not be making requests to staff directly outside of a meeting.
4. Please remember to post your agendas with the Town Clerk's Office a minimum of 48 business hours (not to include Saturday, Sunday, or holidays) before the meeting time. In an effort to avoid confusion on the part of the public or of staff, please try to keep amendments to the agenda to a minimum. It is less confusing to have a single finalized agenda posted 48 hours in advance, than to have 4 or 5 different agendas posted the week before a meeting.
5. That being said, it is also important to make sure all items to be discussed are placed on the agenda before the 48 hour deadline. The use of additions to the agenda during a meeting by the chairperson should be reserved for emergency situations. Emergencies generally meet the following 2 criteria: 1) the matter was not known by the board in time to meet the 48 hour agenda deadline, and 2) the matter could not be dealt with at a subsequent meeting. Because additions are disfavored under the Open Meeting Law, non-emergency items should be put on the agenda for a subsequent meeting.

I hope these reminders are helpful!. If you have any questions or concerns about this, please let me know.

And above all, thank you for all of your hard work!

Eric



R. Eric Slagle | *Town Administrator*
 Office of the Board of Selectmen
 Town of Townsend
 Town Hall, 272 Main St. | Townsend, MA 01469
 t: 978.597.1700 | f: 978.597.8135 | www.townsendma.gov

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HYDRA-TECH

FIRE HYDRANT & WATER MAIN SERVICES

PO Box 254 160 Pratts Junction Rd
Sterling MA 01564
978-422-9001
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

Materials

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

*** emergency nuts or custom are additional

Qty

Rate

To

12.00

\$175.00

\$2,100

CUSTOMER MESSAGE

We look forward to working with you on this project!

Estimate
Total:

TO BE DETERMINED BASED ON FIN
QTY/OPTIONS SELECT

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

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**

120 Main St., Townsend, MA 01469

Tel: (978) 877-3224

Fax: (978) 877-3224

Email: info@hydratotechwater.com

34 Estima**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****Gate Nut Replacement**

1.00

\$3,750.00

\$3,750

Broken/Rounded gate nut replacement. Day rate labor only.

CUSTOMER MESSAGE

We look forward to working with you on this project!

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

ESTIMATE APPROVED BY:
ESTIMATE #20203946

3.4

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Standard Terms & Conditions

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⏮ Reply all ⏹ Delete ⓧ Junk Block ...

3.4

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

👍 ⏮ ⏪ ⏩ ⏭ ...

Tue 8/25/2020 3:45 PM

To: Water

estimate_20203946.pdf

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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

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Thank You,

ESTIMATE APPROVED BY:
ESTIMATE #20203947

3.4

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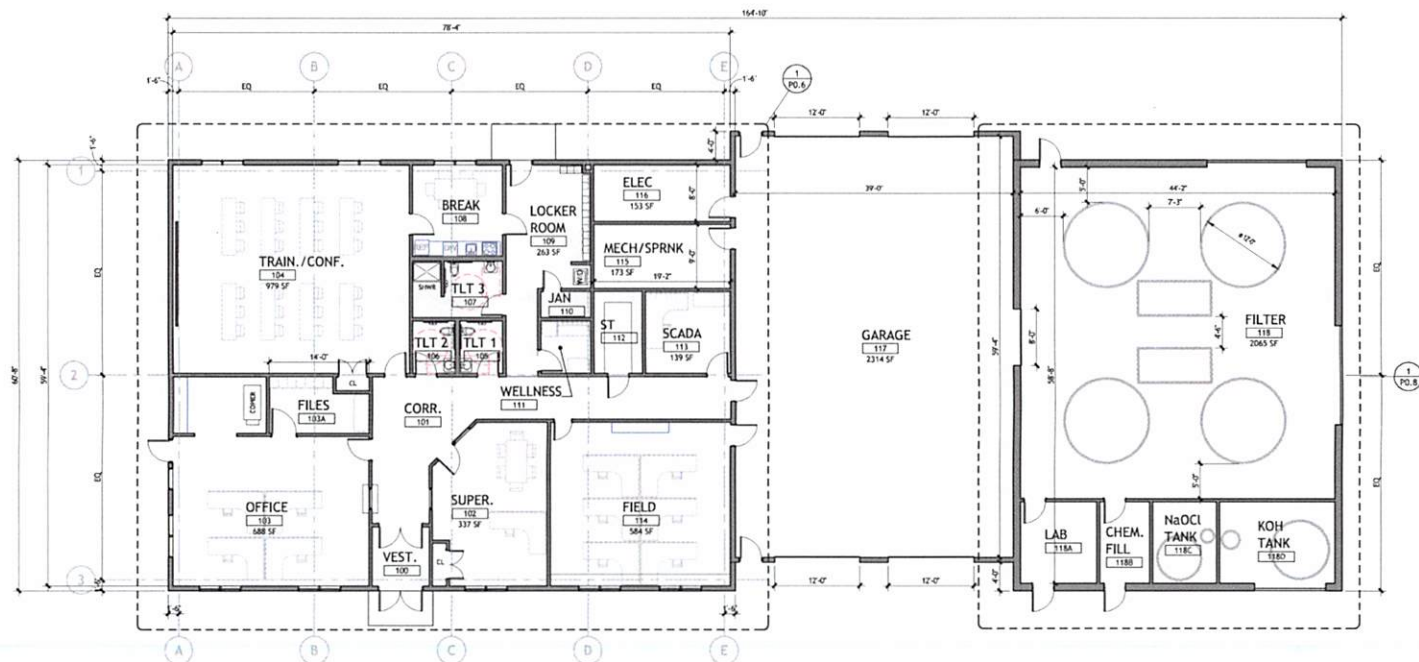
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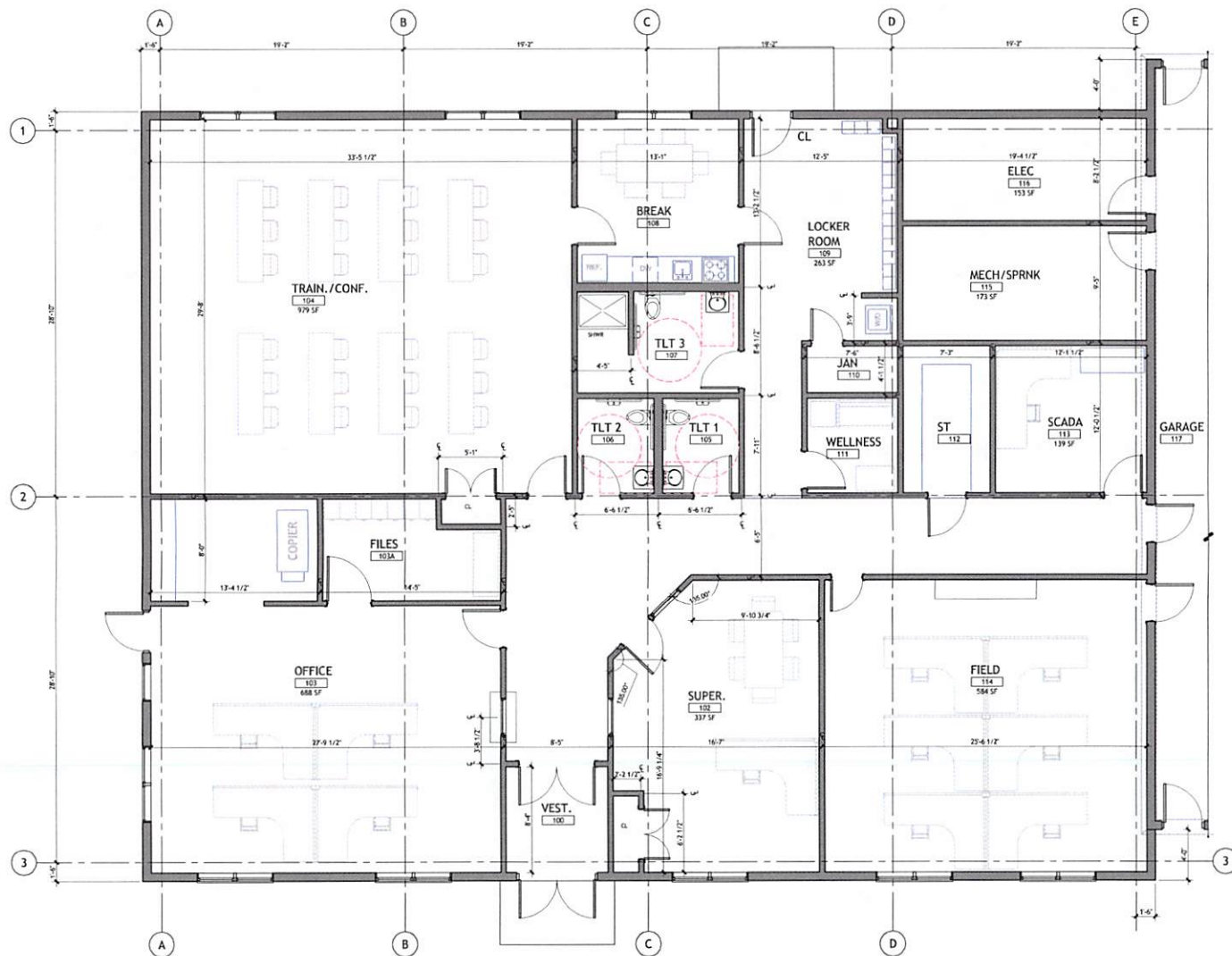
Townsend Harbor Trace Design Schedule Items (page 1 of 2)	March-2022				April-2022					May-2022				June-2022				July-2022				
	3/4	3/11	3/18	3/25	4/1	4/8	4/15	4/22	4/29	5/6	5/13	5/20	5/27	6/3	6/10	6/17	6/24	7/1	7/8	7/15	7/22	7/29
Kickoff Meeting					X																	
Bench Scale Testing																						
Preliminary Design WTP and WM																						
- Survey																						
- Borings																						
- Conceptual Site Plan (4/15/2022)							X															
- Town Meeting (5/7/2022)											X											
Permitting																						
- MEPA (9/8/2022 submittal)																						
- NOI (Con Com)																						
- MassDEP BRP WS 24																						
- Town Site Plan																						
Final Design																						
- 75% Design (9/30/2022 Submittal)																						
- SRF Loan Application (10/14/2022)																						
- 100% Design (12/30/2022 Submittal)																						
Bidding																						
- Pre Qualifications																						
- Bid Ad (2/2/2023)																						
- Plans Available (2/8/2023)																						
- Pre Bid Meeting (2/22/2023)																						
- Filed Sub-bid Opening (3/8/2023)																						
- General Bid Opening (3/23/2023)																						
Award (4/9/2023 - 6/30/2023)																						
Construction (7/1/2023 - 7/1/2025)																						

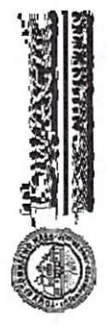
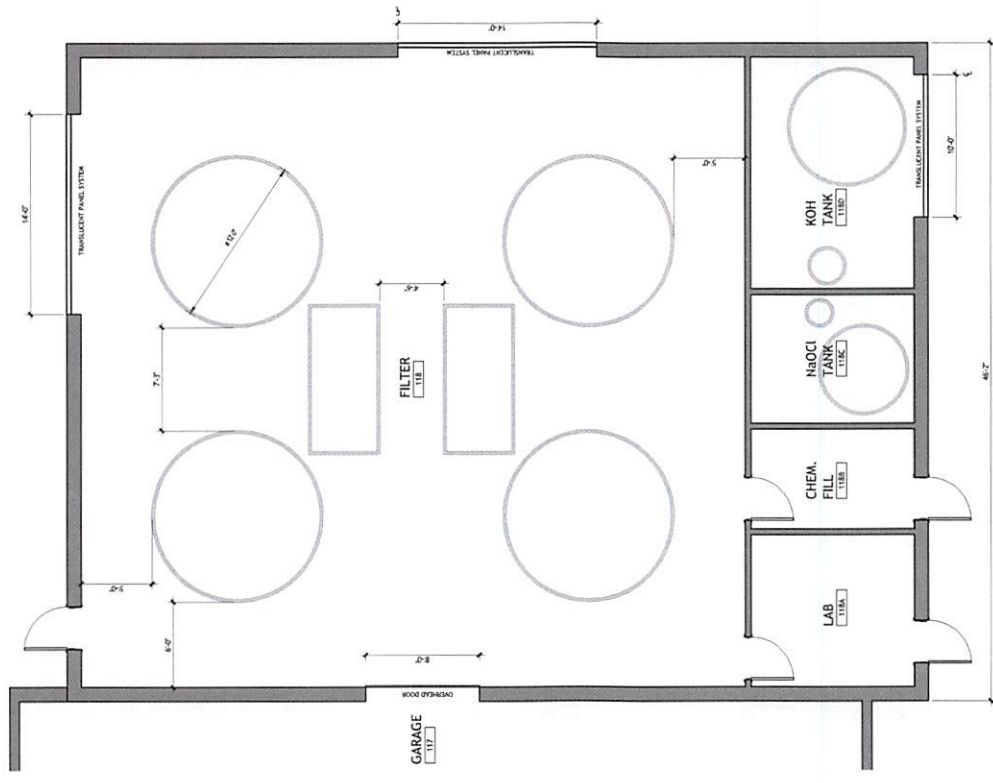
6.4

Townsend Harbor Trace Design Schedule Items (page 2 of 2)	August-2022				September-2022				October-2022				November-2022				December-2022				January-2023				February-2023				March-2023									
	8/5	8/12	8/19	8/26	9/2	9/9	9/16	9/23	9/30	10/7	10/14	10/21	10/28	11/4	11/11	11/18	11/25	12/2	12/9	12/16	12/23	12/30	1/6	1/13	1/20	1/27	2/3	2/10	2/17	2/24	3/3	3/10	3/17	3/24	3/31			
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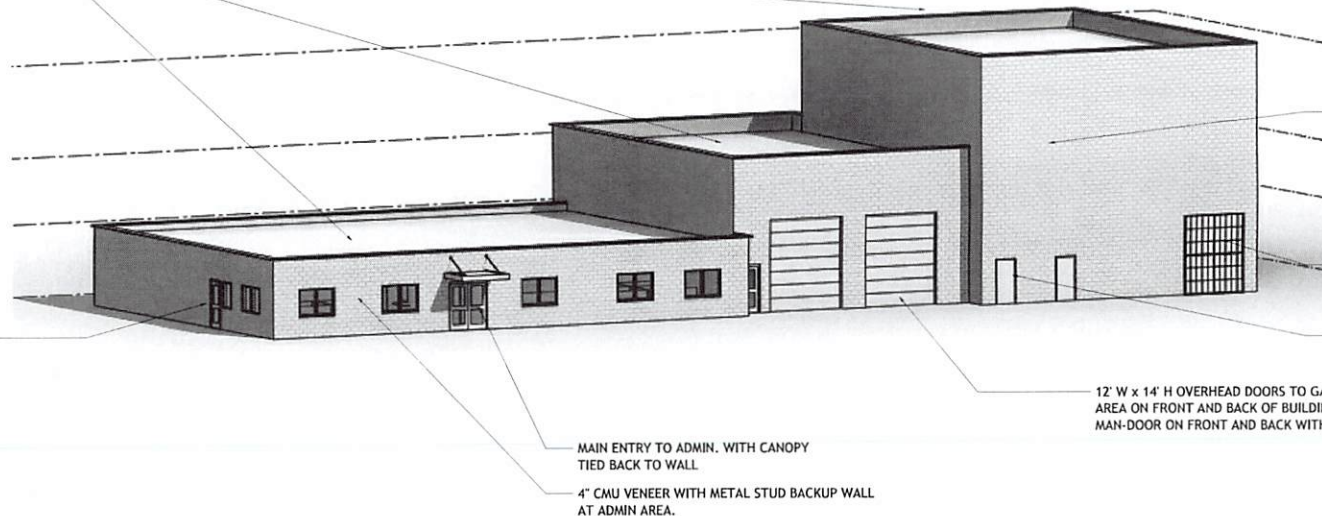
1 GROUND FLOOR PLAN
SCALE: 1/4" = 1'-0"





FLAT ROOFS:
METAL JOISTS WITH EPDM MEMBRANE.
STRUCTURE OPEN TO BELOW (NO CEILING)

SIDE ENTRANCE DIRECT TO OFFICE



MAIN ENTRY TO ADMIN. WITH CANOPY
TIED BACK TO WALL

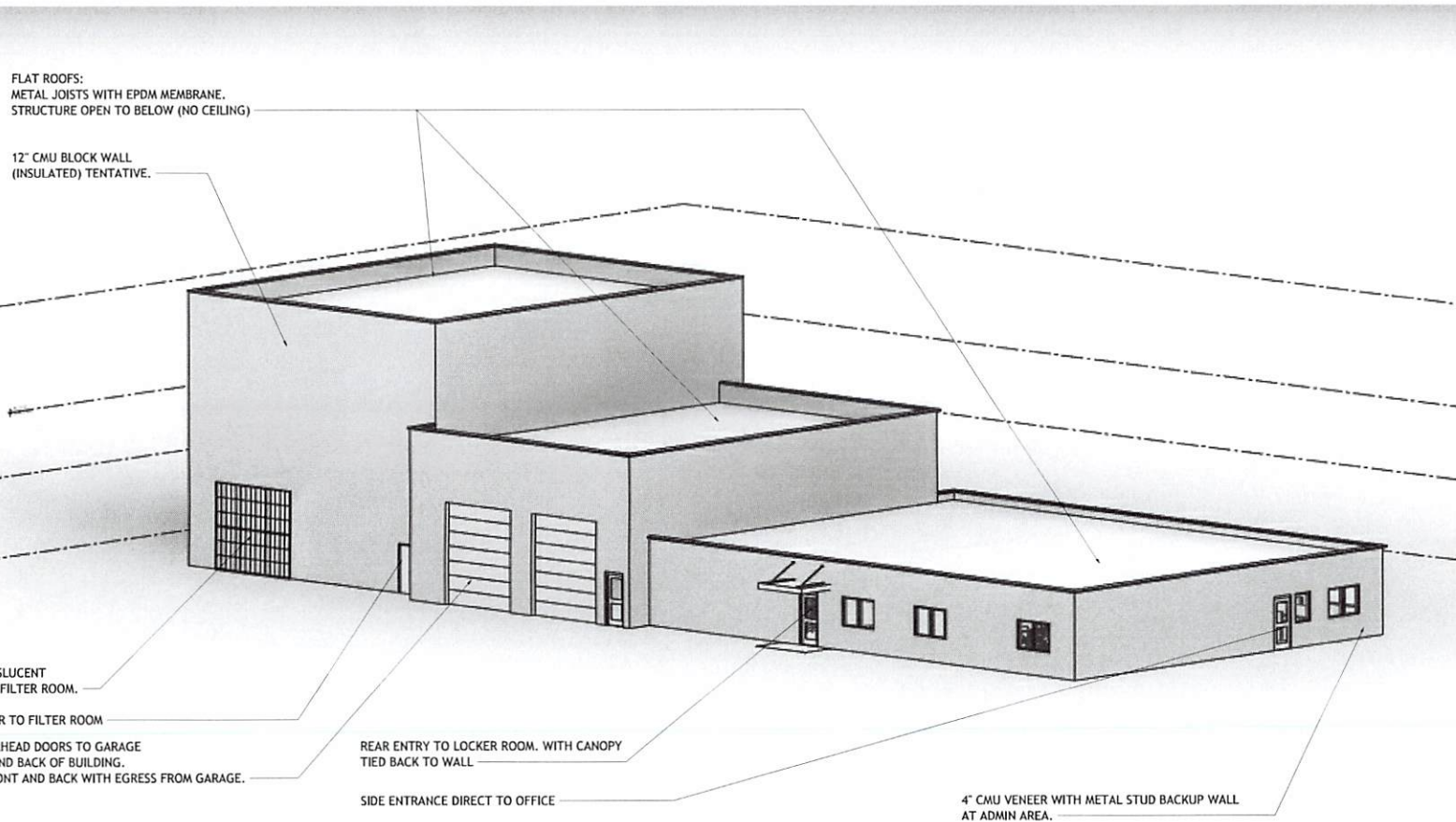
4" CMU VENEER WITH METAL STUD BACKUP WALL
AT ADMIN AREA.

12" CMU BLOCK WALL
(INSULATED) TENTATIVE.

REMOVABLE TRANSLUCENT
PANEL SYSTEM AT KOH
TANK ROOM.

MAN-DOOR TO CHEMICAL
FILL ROOM AND LAB

12' W x 14' H OVERHEAD DOORS TO GARAGE
AREA ON FRONT AND BACK OF BUILDING.
MAN-DOOR ON FRONT AND BACK WITH EGRESS FROM GARAGE.



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

UNCOLLECTED FROM JUNE 30, 2021

96,406.83

<u>CHARGED</u>	<u>07/01/21</u> <u>07/31/22</u>	<u>7/31/2022</u> Previous Balance	Total	
USER CHARGES		454,828.76	454,828.76	
FEES		775.00	775.00	
SERVICE CHARGES		7,950.00	7,950.00	
BACKFLOW		0.00	0.00	
SUBTOTAL		463,553.76		
TOTAL CHARGES				463,553.76
				559,960.59

<u>RECEIVED</u>	<u>07/01/20</u> <u>07/31/22</u>	<u>7/31/2022</u>		
USER CHARGES		260,634.89	260,634.89	
FEES		1,050.00	1,050.00	
SERVICE CHARGES		4,930.27	4,930.27	
LATE CHARGES		5.41	5.41	
BACKFLOW		220.00	220.00	
SUBTOTAL		266,840.57		
TOTAL RECEIPTS				266,840.57

SENT TO LIEN		
LIENS COLLECTED		
ABATEMENTS		2,217.26
ADJUSTMENTS		598.71
AJD TO MASTER		
UNCOLLECTED		290,304.05
		559,960.59

<u>OUTSTANDING:</u>		
USER CHARGES	284,647.14	
FEES	275.00	
SERVICE CHARGES	5,032.72	
LATE CHARGES	129.41	
BACKFLOW	219.78	
TOTAL OUTSTANDING	290,304.05	