TOWNSEND WATER DEPARTMENT

540 Main Street   West Townsend, Massachusetts 01474

Nathan Mattila, *Chairman*   Lance Lewand, *Vice-Chairman*   Michael MacEachern, *Clerk*

Paul L. Rafuse,   (978) 597-2212

Water Superintendent   Email: *water@townsend.ma.us*

WATER COMMISSIONERS MEETING AGENDA

February 12, 2018 – 5:00 P.M.

Water Department 540 Main Street, Meeting Room

I.   PRELIMINARIES:

1.1 Call the meeting to order and <u>announce meeting address</u>.

1.2 Roll call.

1.3 Announce that the meeting is being audio recorded.

1.4 Chairman's additions or deletions. Discuss touchpad accounts.

1.5 Approve Minutes of December 11, 2017, January 8, 2018 and special meetings of July 6, 2017, December 20, 2017 and January 16, 2018 (SF)

1.6 Review correspondence.

II. APPOINTMENTS:

III. MEETING BUSINESS:

3.1 Sign two sales contracts for Paragon Bridge Works 1. Structural Engineering and Warranty Package, 2. Main Bridge Structure and Abutments.

3.2 Present submitted budget and discuss $46,000.00 Admin. Fee assessed to the Water Enterprise Fund by the Town Administrator.

3.3 Discuss a proposal by Savas Danos to assist the Water Department as a consultant in issues from distribution to water treatment.

3.4 Approve late charge adjustment for acct 60927, 222 Main Street, 1.64, late charge applied in error.

IV. COMMISSIONERS UPDATES AND REPORT:

4.1 Chairman Mattila-Baseball/Softball field complex in Timberlee Park

V. WATER SUPERINTENDENT'S UPDATES AND REPORTS:

5.1 Replacement Water Tech position status.

5.2 Replacement of bridge over Locke Brook on West Meadow Rd. by Mass DOT and relocating water main within scope of work.

5.3 Proposed Bill for Smart Meter Opt-Out.

VI. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:

6.1 Replacement of our billing program/vendor.

6.2 Review and Sign Bills Payable Warrants.

6.3 Review and sign Schedule of Bills Receivable report. **(SF)**

6.3 Review Accounts Receivable report.

Schedule next BOWC meeting:

ADJOURNMENT: