



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

Michael MacEachern, Chairman  
Paul L. Rafuse,  
Water Superintendent

Niles Busler, Vice-Chairman

Nathan Mattila, Clerk  
(978) 597-2212  
Fax (978) 597-5561

**WATER COMMISSIONERS MEETING AGENDA**

January 11, 2016 - 5:30P.M.

Water Department 540 Main Street, Meeting Room

**I. PRELIMINARIES:**

- 1.1 Call the meeting to order and announce meeting address.
- 1.2 Roll call.
- 1.3 Announce that the meeting is being tape recorded
- 1.4 Chairman's additions or deletions.
- 1.5 Review/Approve meeting minutes of November, 2015 and December 14, 2015. (SF)
- 1.6 Review correspondence.

**II. APPOINTMENTS:**

- 2.1 5:45 pm Karen Chapman, Co-Land Use Coordinator, Water Restriction By-Law

**III. MEETING BUSINESS:**

- 3.1 Discuss Draft FY 17 Budget
- 3.2 Discuss Final Reading Charge

**IV. COMMISSIONERS UPDATES AND REPORTS.**

- 4.1

**V. WATER SUPERINTENDENTS UPDATES AND REPORTS.**

- 5.1 Meadow Rd. Water Main Break

**VI. OFFICE UPDATES AND REPORTS.**

- 6.1 Review and Sign Bills Payable Warrants.
- 6.2 Review payroll.
- 6.3 Review and sign December Schedule of Bills Receivable report (SF)
- 6.4 Review December Accounts Receivable report.

**\*\* (SF) signature folder**

**VII. ADJOURNMENT:**