



TOWNSEND WATER DEPARTMENT

540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, *Chairman*

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WATER COMMISSIONERS MEETING AGENDA

February 22, 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 January 11, 2016. (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/Approve proposal by Plumber and Planet Fitness (Harbor Mall) to tap a service off of an existing service. This deviates from Rules and Reg's and requires approval from the Board.
- 3.3 Discuss Lunenburg Rd. property for sale accessed through Water Department property.
- 3.4 Adjust Acct# 60733, 102 Highland Street, \$ 2.54. RE: Data Error.
- 3.5 Adjust acct#0900, \$2.18 & 60772, \$4.95 Late Charges RE: Delayed from Treasures office due to shortage of staff.
- 3.6 Issue refund to Acct# 61582, 12 Edward Road. \$ 64.50 RE: Paid twice through Unibank in error.

IV. COMMISSIONERS UPDATES AND REPORTS.

4.1

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

- 5.1 Continued use of Stantec for Engineering/Consulting services
- 5.2 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 January Schedule of Bills Receivable report (SF)
- 6.4 Review January Accounts Receivable report.

** (SF) signature folder

VII. ADJOURNMENT: