



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

March 14, 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 February 22, 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 Approve 1" service to Hope Welch, 76 Proctor Road, Acct # 61717, Application # 2016-01
- 3.2 Discuss/Review proposal from Temp Agency HW Staffing Solutions.
- 3.3 Discuss/Vote to amend our Rules and Regs to implement an additional charge to customers for failure to respond and allow access to their meter. And to charge for frozen service meter replacement to vacant properties that failed to winterize properly.
- 3.4 Discuss/Vote on proposed Capital Improvement Plan and Projects to request for approval as emergency projects by the Board of Selectmen.
- 3.5 Discuss acquiring our own legal counsel.
- 3.6 Discuss/Approve Request For Proposal for Fitchburg Rd. Storage Tank repairs.
- 3.7 Discuss/Approve proposal for test well development and water quality testing for Cross St. Well replacement

IV. COMMISSIONERS UPDATES AND REPORTS.

- 4.1

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

- 5.1

VI. OFFICE UPDATES AND REPORTS.

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

** (SF) signature folder

VII. ADJOURNMENT: