



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, Chairman

Nathan Mattila, Vice-Chairman

Lance Lewand, Clerk

Paul L. Rafuse,
Water Superintendent

(978) 597-2212
Fax (978) 597-5561

WATER COMMISSIONERS MEETING AGENDA

July 18, 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 June 13, 2016. (SF)
- 1.6 Review correspondence.

II. APPOINTMENTS:

- 2.1 5:45 PM-6:00 PM Chris Nocella, 72 South Harbor Rd, RE Permission to use ballpark in Witches Brook for a dog park.
- 2.2 6:00 PM Scott Kelley, Utility Service Group RE: Fitchburg Tank recoating, revised Asset Management Program and Ice Piggging Technology. Maintenance and repairs.
- 2.3 6:30 PM Lou Soracco of Tighe & Bond RE: Discuss Cross St Station, Bid for Witches Brook Well #1 and other projects.

III. MEETING BUSINESS:

- 3.1 Discuss/Review Legal opinion per request of the Town Accountant regarding Enterprise Fund Legislation and our Acts of 1920 and how both provisions effect accounting and expenditure of funds.
- 3.2 Approve abatement acct#61197, 15 Woodland Drive, RE: Fees incurred 8 days of supplying neighbor with water.
- 3.3 Approve abatement acct# 61379A, 5 willow Drive RE: Late charge applied but not paid at closing. Collection attempt unsuccessful.
- 3.4 Adjust acct 4130, 13 Ponderosa Drive \$15.74. RE: Billing software issued a Credit in April in error. Customer was charged late fees when he thought bill had been paid.
- 3.5 Refund Acct # 60040A, 438 Main St. \$232.50. RE: Paid final bill twice
- 3.6 Discuss waiving late fees to acct 61636, 7 Cooperage way. RE: TWD error. Acct was not coded properly and the owner was billed for three quarters at one time due to our error. Will set up payment plan to pay off bill.
- 3.7 Adjust Acct # 4820, 7 Sagittarius Lane &6.25 RE: Software corruption to EZBILL software.
- 3.8 Approve 1" service to Acct# 1716, Appl#2016-5, 9 Bridle Path RE: Recd \$2000.00

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.
- 6.3 Review and sign June Schedule of Bills Receivable report (SF)
- 6.4 Review June Accounts Receivable report.