



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

Michael MacEachern, Chairman  
Paul L. Rafuse,  
Water Superintendent

Nathan Mattila, Vice-Chairman

Lance Lewand, Clerk  
(978) 597-2212  
Fax (978) 597-5561

**WATER COMMISSIONERS MEETING AGENDA**  
August 24, 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 July 18, 2016 & August 8, 2016 (SF)
- 1.6 Review correspondence.

**II. APPOINTMENTS:**

- 2.1 5:45 PM- Scott Kelley, Suez to discuss in further detail Storage Tank Asset Management Maintenance Program and provide additional information requested by the board on the type of paint to be used.

**III. MEETING BUSINESS:**

- 3.1

**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 Schedule of Bills Receivable report (SF)
- 6.4 Review Accounts Receivable report.

\*\* (SF) signature folder

**VII. ADJOURNMENT:**