



**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

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**WATER COMMISSIONERS MEETING AGENDA**  
November 7, 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.
  - 1.4.1 MM requests review of Gary Amador's future service connection instructions and plans
  - 1.4.2 Discuss meter valve replacement policy.
- 1.5 Review/Approve meeting minutes of October 11, 2016 (SF)
- 1.6 Review correspondence.

**II. APPOINTMENTS:**

- 2.1

**III. MEETING BUSINESS:**

- 3.1 Discuss/Review updating our Master Plan to include GIS capabilities and development of a Hydraulic Model and discuss date/s for a presentation by Tighe & Bond of the advantages and benefits of having GIS capabilities from other communities.
- 3.2 Discuss/Review/Vote on engineering services proposal for the Fitchburg Rd. Tank Rehabilitation Project
- 3.3 Discuss/Review/Vote Capital Improvement Plan to submit to Capital Planning Committee to meet December 1<sup>st</sup> deadline.
- 3.4 Refund Acct #61655b, 9 Penny Lane, \$91.00 RE: Paid final bill twice
- 3.5 Refund Acct #60460c, 1 Squannacook Terrace, \$37.50. RE: Paid final bill twice.
- 3.6 Refund Acct #63000, Asphalt Services, \$200.00. RE: Paid fine twice.

**IV. COMMISSIONERS UPDATES AND REPORTS.**

- 4.1

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

- 5.1 Opinion from Town Counsel and Attorney General's Office on Open Meeting Law Re: Items that fall with the subject matter of "not reasonably anticipated by the Chair" i.e., Applications for water service submitted within 48 after posting of meeting.

**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:**