



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Nathan Mattila, Chairman

Lance Lewand, Vice-Chairman

Michael MacEachern, Clerk

Paul L. Rafuse,
Water Superintendent

(978) 597-2212
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WATER COMMISSIONERS MEETING AGENDA

July 25, 2017 – 5:30 P.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 Approve Minutes of May 8, 2017 and June 12, 2017
- 1.6 Review correspondence.

II. APPOINTMENTS:

- 2.1

III. MEETING BUSINESS:

- 3.1 Discuss/Review/Vote on draft scope of services to replace the bridge at our Main St. pumping station.
- 3.2 Officially approve the signing of Payment Request #2 For Fitchburg Rd. Tank Rehabilitation Project.
- 3.3 Discuss letter from Attorney Doucette to Town Administrator/Board of Selectmen re: joint meeting with the Board of Selectmen, Town Counsel and a Union Representative.
- 3.4 Discuss Town Administrator's request for Certification and Response Form submitted to the DEP in regards to the Sanitary Survey.
- 3.5 Approve refund for acct# 2360, 64 Maplewood Drive, \$189.50 RE: Customer overpaid final water bill.
- 3.6 Discuss/approve amendment to Personnel, Policies and Procedure manual, Article 20.

IV. COMMISSIONERS UPDATES AND REPORTS.

- 4.1

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

- 5.1 Provide the Commissioners with the completed Certification and Response form from the DEP's 2016-2017 Sanitary Survey and discuss corrective actions.
- 5.2 Discuss Superintendent obtaining authorization from Chairman periodically so as not to violate Open Meeting Law.
- 5.3 Supt. Vacation in August.

VI. OFFICE UPDATES AND REPORTS.

- 6.1 Review and Sign Bills Payable Warrants.
- 6.3 Review and sign Schedule of Bills Receivable report (SF)

**** (SF) signature folder**

VII. ADJOURNMENT: