



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
September 11, 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 audio recorded.
- 1.4 Chairman's additions or deletions.
- 1.5 Approve Minutes of August 7, 2017, August 14, 2017, and special meeting of July 6, 2017. (SF)
- 1.6 Review correspondence.

II. APPOINTMENTS:

III. MEETING BUSINESS:

- 3.1 Discuss/Review/Vote on process of hiring additional staff.
- 3.2 Discuss/Review acknowledgement of on call duties performed by Superintendent Rafuse without compensation since March 22, 2017.
- 3.3 Discuss response from Records Access Officer Re: waiving fees for Public Records Requests from the media.
- 3.4 Bridge replacement-Main St. Station.
- 3.5 Approve refund for acct# 2080A, 17 Balsam Drive, \$255.61 RE: Customer overpaid final water bill.
- 3.6 ~~Approve a 1" service acct#61500, 73 Turnpike Road. Received \$2,000.00. Cancelled~~

IV. COMMISSIONERS UPDATES AND REPORT:

V. WATER SUPERINTENDENTS UPDATES AND REPORTS:

- 5.1 Begin looking into financing for water main upgrades
- 5.2 Announcement by Selectmen Chairman that he is will not sign any further warrants from the Water Department until the Water Department has addressed recommendations provided in a forensic audit of the Water Department Re: 40% inventory discrepancy.
- 5.3 Sanitary Survey progress on corrective actions.

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: