

6:03 PM
01/10/15
Accrual Basis

Townsend Water Department
Budget vs. Actual
July through November 2014

	<u>Jul - Nov 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
061.400 · Special Projects 400			
5009 · Main St Station Upgrade	0.00	58,219.23	(58,219.23)
5012 · System Enhancement	34,592.19	845,279.65	(810,687.46)
5013 · Water Main Extensions	0.00	127,911.75	(127,911.75)
5014 · Well Development & Exploration	0.00	6,276.29	(6,276.29)
Total 061.400 · Special Projects 400	<u>34,592.19</u>	<u>1,037,686.92</u>	<u>(1,003,094.73)</u>
061.500 · Special Articles 500			
5000 · Equipment Replacement Fund	0.00	1,426.07	(1,426.07)
5020 · Storage Tank Maintenance	0.00	13,883.40	(13,883.40)
5030 · Water Oper Emergency Res Fund	0.00	20,000.00	(20,000.00)
5050 · Water-CIP-VFD&Elec SVS Pump	0.00	25,000.00	(25,000.00)
5902-20 · Water-CIP-Tank Mixing System	0.00	50,000.00	(50,000.00)
Total 061.500 · Special Articles 500	<u>0.00</u>	<u>110,309.47</u>	<u>(110,309.47)</u>
Total 061.000 · General Operations 000	<u>220,858.70</u>	<u>1,649,737.39</u>	<u>(1,428,878.69)</u>
061.009 · Debt Service 9			
5910 · Long Term Debt-East Side Phase1	33,669.00	33,002.00	667.00
5911 · Long Term Debt-East Side Ph 2	47,963.42	48,030.00	(66.58)
5920 · Long term Interest-Phase1	4,520.83	9,378.00	(4,857.17)
5921 · Long Term Int East Side Ph2	7,049.91	14,970.00	(7,920.09)
Total 061.009 · Debt Service 9	<u>135,216.64</u>	<u>105,380.00</u>	<u>29,836.64</u>
Total Expense	<u>356,075.34</u>	<u>1,755,117.39</u>	<u>(1,399,042.05)</u>
Net Ordinary Income	<u>(354,568.17)</u>	<u>(1,755,117.39)</u>	<u>1,400,549.22</u>
Net Income	<u>(354,568.17)</u>	<u>(1,755,117.39)</u>	<u>1,400,549.22</u>

Townsend Water Department
Budget vs. Actual
July through November 2014

	Jul - Nov 14	Budget	\$ Over Budget
061.004 · Purchased Supplies 4			
5420 · Office Supplies	803.50	5,000.00	(4,196.50)
5430 · Building Supplies	478.62	1,500.00	(1,021.38)
5435 · Equipment Maint Supplies	0.00	1,500.00	(1,500.00)
5460 · Groundskeeping Supplies	0.00	500.00	(500.00)
5480 · Vehicular Supplies	2,692.66	8,000.00	(5,307.34)
Total 061.004 · Purchased Supplies 4	3,974.78	16,500.00	(12,525.22)
061.005 · Purchased Supplies 5			
5530 · Public Works Supplies	13,902.48	35,000.00	(21,097.52)
5531 · Chemicals	5,839.96	23,000.00	(17,160.04)
5580 · Other Supplies	0.00	1,000.00	(1,000.00)
Total 061.005 · Purchased Supplies 5	19,742.44	59,000.00	(39,257.56)
061.007 · Other Charges & Exp 7			
5710 · Travel/mileage-in state	35.00	1,100.00	(1,065.00)
5720 · Out of State Travel	0.00	100.00	(100.00)
5730 · Dues and Memberships	888.00	2,000.00	(1,112.00)
5780 · Other Charges	0.00	500.00	(500.00)
5782 · Other Charges-Bank	0.00	0.00	0.00
5785 · Water Assessment D.E.P.	0.00	2,000.00	(2,000.00)
Total 061.007 · Other Charges & Exp 7	923.00	5,700.00	(4,777.00)
061.008 · Articles 8			
5850 · New Equipment	446.92	10,000.00	(9,553.08)
5870 · Replacement Equipment	0.00	1.00	(1.00)
Total 061.008 · Articles 8	446.92	10,001.00	(9,554.08)

Townsend Water Department
Budget vs. Actual
July through November 2014

5.8

	Jul - Nov 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Expense			
061.000 · General Operations 000			
061.001 · Personal Services 1			
5100 · Salaries & Wages-Water Super	28,654.08	71,915.00	(43,260.92)
5110 · Salary & Wages-Oper Staff	38,954.36	97,784.00	(58,829.64)
5112 · Salary & Wages-Support Staff	21,912.11	55,312.00	(33,399.89)
5130 · Additional Gross	1,576.70	8,300.00	(6,723.30)
5134 · Additional Gross-Reg&SpecOnc...	5,550.00	13,325.00	(7,775.00)
5190 · Other Stipened-Longevity	1,500.00	3,900.00	(2,400.00)
5191 · Other - Stipend BOWC	0.00	3.00	(3.00)
5193 · Retirement Benefit	0.00	2,000.00	(2,000.00)
5195 · Other-Clothing Allowance	84.95	3,800.00	(3,715.05)
Total 061.001 · Personal Services 1	98,232.20	256,339.00	(158,106.80)
061.002 · Purchased Services 2			
5210 · Energy	26,046.26	82,000.00	(55,953.74)
5240 · Repair & Maint Building	1,197.84	5,000.00	(3,802.16)
5245 · Repair & Maint Equipment	20,212.76	20,000.00	212.76
5245100 · Repair & Maintain Equip SC...	0.00	1.00	(1.00)
5270 · Rentals	965.00	1,000.00	(35.00)
Total 061.002 · Purchased Services 2	48,421.86	108,001.00	(59,579.14)
061.003 · Purchased Services 3			
5300 · Professional Services	10,589.79	20,000.00	(9,410.21)
5300100 · Proff Service Backflow	0.00	6,000.00	(6,000.00)
5340 · Communication	3,935.52	17,600.00	(13,664.48)
5380 · Other Services	0.00	2,600.00	(2,600.00)
Total 061.003 · Purchased Services 3	14,525.31	46,200.00	(31,674.69)

FISCAL YEAR 15 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
12/31/2014

UNCOLLECTED FROM JUNE 30, 2014 83,934.69

<u>CHARGED</u> 07/01/14- 12/31/14	12/31/2014	Previous Balance	Total
USER CHARGES	505.50	567,702.45	568,207.95
SERVICE CHARGES	1,072.11	17,646.20	18,718.31
CONNECTION CHARGES	4,000.00	23,000.00	27,000.00
LATE CHARGES	1,168.22	8,091.67	9,259.89
BACKFLOW	0.00	3,500.00	3,500.00
SUBTOTAL	6,745.83		
TOTAL CHARGES			626,686.15
			710,620.84

<u>RECEIVED</u> 07/01/14- 12/31/14	12/31/2014		
USER CHARGES	36,224.04	498,439.60	534,663.64
SERVICE CHARGES	1,094.93	14,592.00	15,686.93
CONNECTION CHARGES	4,000.00	23,000.00	27,000.00
LATE CHARGES	1,179.34	5,512.75	6,692.09
BACKFLOW	100.00	3,500.00	3,600.00
SUBTOTAL	42,598.31		
TOTAL RECEIPTS			587,642.66

SENT TO LIEN	38,039.21
LIENS COLLECTED	0.00
ABATEMENTS	545.98
ADJUSTMENTS	203.71
UNCOLLECTED	84,189.28
	710,620.84

OUTSTANDING:

USER CHARGES	\$ 74,281.85
SERVICE CHARGES	4,747.89
CONNECTION CHARGES	0.00
LATE CHARGES	4,959.54
BACKFLOW	200.00
TOTAL OUTSTANDING	\$ 84,189.28



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, Chairman
Paul L. Rafuse,
Water Superintendent

Niles Busler, Vice Chairman

Nathan Mattila, Clerk
(978) 597-2212
Fax (978) 597-5611

NO. 15/-6
12/31/2014

SCHEDULE OF BILLS RECEIVABLE

To the Accountant:
Treasurer:

The following bills, amounting in the aggregate to

FIVE THOUSAND FIVE HUNDRED SEVENTY-SEVEN AND 61/100***** Dollars

are herewith committed for collection.

<u>DATE</u>	<u>USER CHARGES</u>	<u>SERVICE CHARGES</u>	<u>CONN CHARGES</u>	<u>BACK FLOW</u>
12/31/14	505.50	1,072.11	4,000.00	0.00

BOARD OF WATER COMMISSIONERS

Michael MacEachern, Chairman

Niles Busler, Vice-Chairman

Nathan Mattila, Clerk



Office of the
Townsend Water Department
540 Main Street
West Townsend, MA 01474
Tel: 978-597-2212
Fax: 978-597-5611

Application No. 2014-8
Account No. 61712
Date Issued 1/7/2015

24 UNITS

APPLICATION FOR WATER SERVICE

Name of Property Owner: Turnpike Village LLC
Service Address: 72 Turnpike Road
Townsend MA, 01469
Tel No.: 978-343-9500- Gary Lorden Cell No. 978-479-5677
Billing Address:
(If different from service address): 89 Massachusetts Avenue
Lunenburg MA 01462

2" service. System Development Charge \$3,600.00. TWD requires a 2" line. Builder installed 4" line.

Units (Check all that apply):

Single Family (If Professional Bldg.) No. of Businesses
 Multi Family (Apartment Building) No. Apartments
 Hotel/Motel No. Rooms:

Type of Use (Check One): Residential Industrial
 Commercial/Business Municipal
 Agricultural

Is a sprinkler system required for fire protection? Yes No
If yes a proposed design plan of the system must be submitted including required flows, required pipe size, and size and backflow prevention device.
Is a flow test/s required? Yes No
If yes the owner will be billed separately at the current rate per flow test.

Is there an existing or proposed automatic lawn irrigation system? Yes No On separate well

Has a sketch or plot plan been provided showing the location of the septic system, automatic lawn irrigation system and any known or proposed additions to the existing building? Yes No *****Plot Plan Requested

I, the Owner understand this form is to be completed and all Fees, charges, and required documentation must be received before water service will be turned on. I also understand that I have from April 1st to November 1st of the same calendar year of the application date to complete the installation or this application shall be null and void and the Connection/System Development charge forfeited. In addition, I acknowledge receipt of the Townsend Water Department's current Rules and Regulations

Initial - ES

Signature of Owner/Applicant: [Signature] Date: 1/8/15
Signing as agent for Gary Lorden
BOARD OF WATER COMMISSIONERS

[Signature] Chairman
[Signature] Clerk

[Signature] Vice Chairman
Date Signed by Board of Water Commissioners 1-12-15

✓ it 2063 3,600 - 1-9-14



TOWN OF TOWNSEND
BOARD OF WATER COMMISSIONERS
APPLICATION TO ABATE OR ADJUST CHARGES

Name: Cluster Newton - Account # 610521

Address: 2 Pepperell Road

Phone # _____ Email Address _____

Billing date 10-11-2016

AMOUNT: 37.50 user ABATEMENT [] ADJUSTMENT [] (check one)

REQUESTED BY: CUSTOMER [] OFFICE [] OTHER [] - if other please explain below:

Reasons: (please attached supporting documentation if applicable)

u/charge should not have been charged
- 37.50 (user)
will be charged pro rated & Turn on fee of 35.00
in Spring.

APPROVED [] DENIED [] (check one)

DATE: _____

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]

[Signature]

[Signature]

KIMPLEN CT - Acceptance of the Town's access road shown as parcel E on the plan recorded at Middlesex South Registry of Deeds as plan Book 14095 Page 81 extending easterly from Cross Street, a distance of 402.93 feet as shown on a layout plan filed with the Town Clerk on April 26, 2000.

Accepted STM 7/11/00

ATM ARTICLE 34

Moved that the town vote to borrow the sum of \$400,000, for the purpose of extending water mains on Warren Road and Shirley Road in the Town of Townsend.

Submitted by: Water Commissioners

Read by: Samuel J. Briguglio

Voice Vote: Majority No

ATM ARTICLE 35

Moved that the town vote to borrow the sum of \$1,995,883 to provide the town's share of the cost for new library construction, contingent upon the approval of debt exclusion by town vote said vote to be by ballot at a regular or special election to be held no later than 45 days from the date of the approval of this article.

Submitted by: Petition

Read by: Frederick J. Wheeler

Standing Vote: 2/3 vote did not pass. 210 yes 196 no

ATM ARTICLE 36

Moved that the town vote to accept and layout a portion of town owned Parcel E, as a public way under the authority of Chapter 82 of the Massachusetts General Laws. Said Parcel E is shown on a plan titled, "Plan of Proposed Well Site in Townsend, Mass. Made for Townsend Water Department" dated March, 1980, recorded at the Middlesex South Registry of Deeds at Book 14045, Page 81. The portion of Parcel E to be laid out as a public way extends easterly, approximately 402.93 feet from Cross Street in the direction of the Cross Street Pumping Station.

Submitted by: Petition

Read by: Thaddeus G. Rochette

Voice Vote: Majority No

ATM ARTICLE 37

Moved that the Town vote to raise and appropriate the amount of \$2,671.45 and to transfer from Conservation Commission N.O.I. Account the amount of \$1,385.24 to pay The BSC Group the sum of \$4,056.69 for engineering consulting services to the Town not paid by the Applicant.

Submitted by: Board of Selectmen

Read by: Robert L. Rebholz

Voice Vote: Unanimous

ATM ARTICLE 38

Moved that the Town vote to amend the Townsend Zoning Bylaw, as it pertains to Section 9.6 Open Space Preservation Development (OSPD), by adding the following to the end of Subsection 9.6.5.(a)(1): The plan shall show all wetlands along the potential sites for home; and if individual septic systems and/or wells for drinking water would be necessary to serve the homes, then also the location of subsurface sewage disposal system and/or well on each lot.

And by adding a new Subsection 9.6.5(a)(2) to read as follows:

2) Data proving that adequate provision for sanitary sewage can be provided to each lot in the conventional subdivision. If individual septic systems would be necessary to serve the homes, then the following data must be included:

- i) Records of all soil tests performed on the site, whether or not performed by or on behalf of the applicant, on file with the Board of Health and the Nashoba Associated Boards of Health.

WESTON & SAMPSON CMR, INC. GENERAL TERMS AND CONDITIONS

1. It is understood that the Proposal dated 1-5-2015 is valid for a period of ninety (90) days. Upon the expiration of that period of time or the delay or suspension of the services of ninety (90) or more days, WESTON & SAMPSON CMR, INC. (the CONTRACTOR) reserves the right to review and adjust the proposed basis of payment and fees, to allow for changing costs as well as to adjust the period of performance to conform to work loads. References herein to CONTRACTOR are understood to refer to WESTON & SAMPSON CMR, INC.
2. Invoices will be submitted periodically (customarily on a monthly basis), and terms are net cash, due and payable upon receipt of invoice. If OWNER fails to make any payment due to CONTRACTOR for services and expenses within thirty (30) days after receipt of CONTRACTOR'S statement therefor, the amounts due CONTRACTOR will be increased at the rate of 1.5% per month from said thirtieth day, and in addition, CONTRACTOR may, after giving seven (7) days' written notice to OWNER, suspend services under this Agreement. Unless CONTRACTOR receives payment within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, CONTRACTOR shall have no responsibility to OWNER for delay or damage caused OWNER because of such suspension of services.
3. CONTRACTOR will serve as the representative of OWNER as defined by the Proposal or under any Agreement and will provide services to OWNER in accordance with generally accepted construction and/or operation and maintenance service practice. Therefore, recommendations and opinions by CONTRACTOR are made on the basis of CONTRACTOR'S experience, qualifications and judgment. The CONTRACTOR'S professional services shall be performed in a manner consistent with that degree of skill and care ordinarily exercised by professionals practicing in the same field, performing similar services in the same locality, at the same site and under the same or similar circumstances and conditions. The CONTRACTOR makes no other representations, or warranties, whether expressed or implied, with respect to the operation and maintenance services rendered hereunder. CONTRACTOR makes no warranty or guarantee, express or implied, regarding the operation and maintenance services or work to be provided under the Proposal or any related Agreement.
4. CONTRACTOR and its consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to hazardous waste in any form at the site(s). Accordingly, OWNER agrees to assert no claims against CONTRACTOR, its agents, servants, officers, directors, employees and subconsultants, if such claim is based, in whole or in part, upon the negligence, breach of contract, breach of warranty, indemnity or other alleged obligation of CONTRACTOR or its subconsultants, and arises out of or in connection with the detection, assessment, abatement, identification or remediation of hazardous materials, pollutants or asbestos at, in, under or in the vicinity of the project site(s) identified in the Proposal. OWNER shall defend, indemnify and hold harmless CONTRACTOR, its agents, servants, employees, directors, officers and subconsultants and each of them, harmless from and against any and all costs, liability, claims, damages or expenses, including reasonable attorneys' fees, with respect to any such claim or claims described in the preceding sentence, whether asserted by OWNER or any other person or entity.
5. CONTRACTOR agrees to purchase at its own expense, Worker's Compensation insurance, Comprehensive General Liability insurance and Engineer's Professional Liability Insurance (when the scope of Weston & Sampson's services includes design) and will, upon request, furnish insurance certificates to OWNER. CONTRACTOR agrees to purchase whatever additional insurance is requested by OWNER (presuming such insurance is available, from carriers acceptable to CONTRACTOR) provided OWNER reimburses the premiums for additional insurance.
6. As a part of this Agreement, OWNER agrees to do the following:
 - a. Designate in writing a person to act on OWNER'S behalf with respect to work to be performed under this Agreement, such person to have complete authority to transmit instructions, receive information, interpret and define OWNER'S policies and decisions with respect to materials, equipment elements and systems pertinent to the work covered by the Agreement.
 - b. Through its officials and other employees who have knowledge of pertinent conditions, confer with CONTRACTOR regarding both general and special considerations relating to the Project.
 - c. Assist CONTRACTOR by placing at the disposal of CONTRACTOR, all available information pertinent to the Project including previous reports and other data relative to design, construction, operation and maintenance of Project.
 - d. Furnish or cause to be furnished to CONTRACTOR all documents and information known to OWNER that relate to the identity, location, quantity, nature or characteristics of any hazardous waste at, on or under the site(s). In addition, OWNER will furnish or cause to be

March 1, 2012

Weston & Sampson CMR, Inc.

- expenses, including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle CONTRACTOR to further compensation at rates to be agreed upon by OWNER and CONTRACTOR.
12. To the extent they are inconsistent or contradictory, express terms of the Proposal take precedence over these General Terms and Conditions. It is understood and agreed that the services or work performed under the Proposal or any Agreement are not subject to any provision of any Uniform Commercial Code. Any terms and conditions set forth in OWNER'S purchase order, requisition, or other notice or authorization to proceed are inapplicable to the services under the Proposal or any related Agreement, except when specifically provided for in full on the face of such purchase order, requisition or notice or authorization and specifically accepted in writing by CONTRACTOR. CONTRACTOR's acknowledgement of receipt of any purchase order requisition, notice or authorization or CONTRACTOR's performance of work subsequent to receipt thereof does not constitute acceptance of any terms or conditions other than those set forth herein.
 13. The substantive laws of the Commonwealth of Massachusetts shall govern any disputes between CONTRACTOR and the OWNER arising out of the interpretation and performance of this Agreement.
 14. CONTRACTOR and the OWNER agree that any disputes arising under this Agreement and the performance thereof shall be subject to nonbinding mediation as a prerequisite to further legal proceedings.
 15. CONTRACTOR shall not be required to sign any documents, no matter by whom requested, that would result in CONTRACTOR having to certify, guaranty, or warrant the existence of conditions that would require knowledge, services or responsibilities beyond the scope of this Agreement.
 16. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the OWNER or CONTRACTOR. CONTRACTOR's services hereunder are being performed solely for the benefit of the OWNER, and no other entity shall have any claim against CONTRACTOR because of this Agreement or CONTRACTOR's performance of services hereunder.
 17. If any provision of this Agreement shall be finally determined to be invalid or unenforceable in whole or in part, the remaining provisions hereof shall remain in full force and effect, and be binding upon the parties hereto. The parties agree to reform or re-execute this Agreement to replace any such invalid or unenforceable provision with a valid and enforceable provision that comes as close as possible to the intention of the stricken provision.
 18. MA. Data Security Regulations 2010 - The parties to this contract recognize their obligations under the Massachusetts Data Security Law and Regulations, G. L. c. 93H and 93I and 201 CMR 17.00, to safeguard "personal information" as defined below. Both parties hereby represent that they have adopted the required Written Information Security Program, have taken the other steps required to safeguard personal information and are in full compliance with the law. The parties agree that in furtherance of their legal obligations, they will not transmit, communicate or otherwise provide to each other any personal information, unless it is necessary to comply with their obligations under this Agreement. The parties also agree that when it is not necessary for them to transmit, communicate or otherwise provide to each other any personal information as part of their obligations hereunder, they will take active steps to prevent such transmission, communication, or transfer. For purposes of this Agreement, "personal information" means a Massachusetts residents first name and last name or first initial and last name in combination with any one or more of the following data elements that relate to such resident: (a) Social Security number; (b) driver's license number or state-issued identification card number; or (c) financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number or password, that would permit access to a resident's financial account.

Document2~~Document7~~

2. This proposal assumes the new (surplus) service equipment will be located in the same location and side of the building as the existing. Locations other than this may increase the price if additional conduit and wire are necessary.
3. Any costs incurred from the utility company for their work is additional (If required)
4. Any and all excavation, backfill, concrete encasement (if required) will be performed by the Town.
5. Trenches will require sand bedding by town before conduits can be installed.
6. Aluminum feeders have been used for this quote. Copper wire will increase the cost.
7. Equipment to pull the new feeders has not been figured as Town will be using their equipment for this purpose
8. The existing generator is undersized and will not run both pumps at the same time. Only one pump at a time will be able to be run off the existing 70KW generator

Schedule -

We will initiate work under this Agreement following formal acceptance by the Town of Townsend. We agree to provide services for this project starting within 72 hours of formal acceptance of this Agreement.

Fee -

The costs for the above Scope of Services are listed below:

The cost for Tasks 1 through 7 of the Scope of Services (surplus equipment) is a lump sum of \$31,250.

The above pricing is based on prevailing wage rates. Owner to provide rate sheets prior to commencement of work.

Services will be provided as described herein and in accordance with the attached General Terms and Conditions, which are a part of our Agreement with you.

If you agree with this Agreement and wish to retain us to provide the proposed services, please sign and return one copy of this Agreement to us as authorization to proceed with performance of the services, and please initial and date the enclosed Terms and Conditions.

We are pleased to submit this Agreement and look forward to working with you and your staff. If you have any questions, please contact me at (978) 532-1900, ext. 2440, or e-mail me at richards@wseinc.com.

Sincerely,

Weston & Sampson CMR, Inc.



Stephen J. Richard, P.E., C.P.O.
Vice President

3.4

Five Centennial Drive
Peabody, MA 01960-7985

tel: 978-532-1900 fax: 978-977-0100
www.westonandsampson.com

Weston & Sampson
CMR, INC.
CONSTRUCTION / MAINTENANCE / REPAIR

January 6, 2015

Townsend, MA
Project No. M2140254

Mr. Paul Rafuse
Superintendent
Townsend Water Department
540 Main Street
West Townsend, MA 01474

***Witch's Brook Booster Station
Electrical Upgrade Proposal***

Dear Mr. Rafuse:

Weston & Sampson CMR, Inc. (W&S CMR) is pleased to present this proposal to upgrade the electrical equipment from 208-volt to 480-volt at the Witch's Brook booster stations, as described herein.

Scope of Services -

Surplus Equipment

1. Remove existing transfer switch, main disconnect switch, transformer, branch circuit panels, and VFD disconnect.
2. Furnish and install the following 277/480-volt, 3 phase rated service equipment on the building:
 - Main panel board (surplus)
 - Step down transformer (480-volt, 120/240v) (surplus)
 - Branch circuit panel (surplus)
 - 200-amp disconnect switch (surplus)
3. Furnish and install a 3-inch diameter and a 2-inch PVC schedule 80 conduit from the building with the existing generator and existing 480-volt service to other pump building. This will eliminate the requirement of the utility upgrading service at the station.
4. Furnish and install underground marking tape above new backfilled conduits.
5. Furnish and install new aluminum feeder conductors in new 3-inch conduit between the two buildings.
6. Furnish and install a new 200 amp breaker in the existing 400 amp panel.
7. Terminate the conductor on the new breaker, and on the disconnect at other building.

Notes:

1. W&S CMR has several pieces of surplus equipment in our shop. As a way to save money, we offered to install this equipment. We will warranty the equipment for a period of one year.

PRICING

3.3
ORIGINAL COST

5. Equipment Cost – For Equipment and Option Details, See Attached Documents

GS Series Electric Mixers

Quantity	Equipment Description	Cost Each	Equipment Total
1	GS-9 – 120v Submersible Electric Mixer	\$4,830	\$4,830
1	GS-9 Control Box with SCADA Monitoring	\$1,080	\$1,080
1	Disinfectant Boost System	\$8,580	\$8,580
1	Chemical Injection Line Kit	\$300	\$300
60	3/8" Exterior SS Chemical Injection Hose (priced by foot)	\$5.60	\$336
Equipment Subtotal			\$5,910

<p>Factory Delivery, Installation and Startup (If the power source for the mixer is available at the time of installation.</p> <p>This price was for Medora to do the installation which only included installing the GS-9 mixer in the tank to and including a junction box at the top of the tank. From here to the power supply would have to be installed by another electrician</p>	\$9,875
Medora shipping costs for equipment	\$210
Waterline Industries Inc. cost for complete installation. Installation of the GS-9 mixer and power to power supply to include burying cable from tank to vault	\$13,750

Equipment, Delivery, and Placement Total	\$19,870
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expenses, including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle CONTRACTOR to further compensation at rates to be agreed upon by OWNER and CONTRACTOR.

12. To the extent they are inconsistent or contradictory, express terms of the Proposal take precedence over these General Terms and Conditions. It is understood and agreed that the services or work performed under the Proposal or any Agreement are not subject to any provision of any Uniform Commercial Code. Any terms and conditions set forth in OWNER'S purchase order, requisition, or other notice or authorization to proceed are inapplicable to the services under the Proposal or any related Agreement, except when specifically provided for in full on the face of such purchase order, requisition or notice or authorization and specifically accepted in writing by CONTRACTOR. CONTRACTOR's acknowledgement of receipt of any purchase order requisition, notice or authorization or CONTRACTOR's performance of work subsequent to receipt thereof does not constitute acceptance of any terms or conditions other than those set forth herein.
13. The substantive laws of the Commonwealth of Massachusetts shall govern any disputes between CONTRACTOR and the OWNER arising out of the interpretation and performance of this Agreement.
14. CONTRACTOR and the OWNER agree that any disputes arising under this Agreement and the performance thereof shall be subject to nonbinding mediation as a prerequisite to further legal proceedings.
15. CONTRACTOR shall not be required to sign any documents, no matter by whom requested, that would result in CONTRACTOR having to certify, guaranty, or warrant the existence of conditions that would require knowledge, services or responsibilities beyond the scope of this Agreement.
16. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the OWNER or CONTRACTOR. CONTRACTOR's services hereunder are being performed solely for the benefit of the OWNER, and no other entity shall have any claim against CONTRACTOR because of this Agreement or CONTRACTOR's performance of services hereunder.
17. If any provision of this Agreement shall be finally determined to be invalid or unenforceable in whole or in part, the remaining provisions hereof shall remain in full force and effect, and be binding upon the parties hereto. The parties agree to reform or re-execute this Agreement to replace any such invalid or unenforceable provision with a valid and enforceable provision that comes as close as possible to the intention of the stricken provision.

March 1, 2012

18. MA. Data Security Regulations 2010 - The parties to this contract recognize their obligations under the Massachusetts Data Security Law and Regulations, G. L. c. 93H and 93I and 201 CMR 17.00, to safeguard "personal information" as defined below. Both parties hereby represent that they have adopted the required Written Information Security Program, have taken the other steps required to safeguard personal information and are in full compliance with the law. The parties agree that in furtherance of their legal obligations, they will not transmit, communicate or otherwise provide to each other any personal information, unless it is necessary to comply with their obligations under this Agreement. The parties also agree that when it is not necessary for them to transmit, communicate or otherwise provide to each other any personal information as part of their obligations hereunder, they will take active steps to prevent such transmission, communication, or transfer. For purposes of this Agreement, "personal information" means a Massachusetts residents first name and last name or first initial and last name in combination with any one or more of the following data elements that relate to such resident: (a) Social Security number; (b) driver's license number or state-issued identification card number; or (c) financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number or password, that would permit access to a resident's financial account.

~~Document1~~Document7

Weston & Sampson CMR, Inc.

furnished such other reports, data, studies, plans, specifications, documents and other information on site conditions required by CONTRACTOR for proper performance of its services.

- e. The CONTRACTOR shall be entitled to rely, without liability, on the accuracy and completeness of information and documents provided by the OWNER, OWNER'S CONSULTANTS AND CONTRACTORS and information from public records, without the need for independent verification. CONTRACTOR assumes no responsibility or liability for the accuracy or completeness of such information. OWNER-provided documents will remain the property of the OWNER.
 - f. Pay for all sales taxes for professional services and all costs associated with approvals and permits for all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
 - g. Arrange for and make all provisions for CONTRACTOR and its agents to enter upon public and private lands as required for CONTRACTOR to perform its work under this Agreement
 - h. Furnish CONTRACTOR with all necessary topographic, property boundary and right-of-way maps.
 - i. Cooperate with and assist CONTRACTOR in all additional work that is mutually agreed upon.
 - j. Pay CONTRACTOR for work performed in accordance with terms specified herein.
7. To the fullest extent permitted by law, the total liability in the aggregate, of CONTRACTOR and their officers, directors, employees, agents, and independent professional associates, and any of them, to Owner and any one claiming by, through or under Owner, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of in any way related to CONTRACTOR'S services, the project, or this Agreement, from any cause or causes whatsoever, including but not limited to, the negligence, errors, omissions, strict liability, breach of contract, misrepresentation, or breach of warranty of CONTRACTOR or CONTRACTOR'S officers, directors, employees, agents or independent professional associates, or any of them, shall not exceed the total compensation received by CONTRACTOR under this agreement.
8. Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion for acts or failures to act occurring prior to Substantial Completion or the date of issuance of the final Certificate for Payment for acts or failures to act occurring after Substantial Completion. In no event shall such statutes of limitations commence to run any later than the date when the CONTRACTOR'S services are substantially completed.
9. The obligation to provide further services under this Agreement may be terminated by either party upon thirty day's written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. If the Project is suspended or abandoned in whole or in part for more than three (3) months, CONTRACTOR shall be compensated for all services performed prior to receipt of written notice from OWNER of such suspension or abandonment, together with the other direct costs then due. If the Project is resumed after being suspended for more than three (3) months, CONTRACTOR'S compensation shall be equitably adjusted. If services are not resumed after three (3) months the CONTRACTOR shall have the option of terminating this Agreement by not less than seven (7) days written notice.
10. The OWNER and CONTRACTOR waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, but only to the extent covered by any property or other insurance in effect whether during or after the project. The OWNER and CONTRACTOR shall each require similar waivers from their contractors, consultants and agents.
11. All drawings, diagrams, plans, specifications, calculations, reports, processes, computer processes and software, operational and design data, and all other documents and information produced in connection with the project as instruments of service, regardless of form, shall be confidential and the proprietary information of CONTRACTOR, and shall remain the sole and exclusive property of CONTRACTOR whether the project for which they are made is executed or not. The Client shall not have or acquire any title to or ownership rights in any of the documents or information prepared by CONTRACTOR. Provided that OWNER is current its payments to CONTRACTOR, OWNER may make and retain copies for information and reference in connection with the use and occupancy of the Project by the OWNER and others; however, such documents are not intended or represented to be suitable for reuse by OWNER or others on any other Projects. Any reuse without written verification or adaptation by CONTRACTOR for the specific purpose intended will be at OWNER'S sole risk and without liability or legal exposure to CONTRACTOR or to CONTRACTOR subconsultants, and OWNER shall defend, indemnify and hold harmless CONTRACTOR and CONTRACTOR subconsultants from all claims, damages, losses, and

WESTON & SAMPSON CMR, INC. GENERAL TERMS AND CONDITIONS

1. It is understood that the Proposal dated 1-9-2015 is valid for a period of ninety (90) days. Upon the expiration of that period of time or the delay or suspension of the services of ninety (90) or more days, WESTON & SAMPSON CMR, INC. (the CONTRACTOR) reserves the right to review and adjust the proposed basis of payment and fees, to allow for changing costs as well as to adjust the period of performance to conform to work loads. References herein to CONTRACTOR are understood to refer to WESTON & SAMPSON CMR, INC.
2. Invoices will be submitted periodically (customarily on a monthly basis), and terms are net cash, due and payable upon receipt of invoice. If OWNER fails to make any payment due to CONTRACTOR for services and expenses within thirty (30) days after receipt of CONTRACTOR'S statement therefor, the amounts due CONTRACTOR will be increased at the rate of 1.5% per month from said thirtieth day, and in addition, CONTRACTOR may, after giving seven (7) days' written notice to OWNER, suspend services under this Agreement. Unless CONTRACTOR receives payment within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, CONTRACTOR shall have no responsibility to OWNER for delay or damage caused OWNER because of such suspension of services.
3. CONTRACTOR will serve as the representative of OWNER as defined by the Proposal or under any Agreement and will provide services to OWNER in accordance with generally accepted construction and/or operation and maintenance service practice. Therefore, recommendations and opinions by CONTRACTOR are made on the basis of CONTRACTOR'S experience, qualifications and judgment. The CONTRACTOR'S professional services shall be performed in a manner consistent with that degree of skill and care ordinarily exercised by professionals practicing in the same field, performing similar services in the same locality, at the same site and under the same or similar circumstances and conditions. The CONTRACTOR makes no other representations, or warranties, whether expressed or implied, with respect to the operation and maintenance services rendered hereunder. CONTRACTOR makes no warranty or guarantee, express or implied, regarding the operation and maintenance services or work to be provided under the Proposal or any related Agreement.
4. CONTRACTOR and its consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to hazardous waste in any form at the site(s). Accordingly, OWNER agrees to assert no claims against CONTRACTOR, its agents, servants, officers, directors, employees and subconsultants, if such claim is based, in whole or in part, upon the negligence, breach of contract, breach of warranty, indemnity or other alleged obligation of CONTRACTOR or its subconsultants, and arises out of or in connection with the detection, assessment, abatement, identification or remediation of hazardous materials, pollutants or asbestos at, in, under or in the vicinity of the project site(s) identified in the Proposal. OWNER shall defend, indemnify and hold harmless CONTRACTOR, its agents, servants, employees, directors, officers and subconsultants and each of them, harmless from and against any and all costs, liability, claims, damages or expenses, including reasonable attorneys' fees, with respect to any such claim or claims described in the preceding sentence, whether asserted by OWNER or any other person or entity.
5. CONTRACTOR agrees to purchase at its own expense, Worker's Compensation insurance, Comprehensive General Liability insurance and Engineer's Professional Liability Insurance (when the scope of Weston & Sampson's services includes design) and will, upon request, furnish insurance certificates to OWNER. CONTRACTOR agrees to purchase whatever additional insurance is requested by OWNER (presuming such insurance is available, from carriers acceptable to CONTRACTOR) provided OWNER reimburses the premiums for additional insurance.
6. As a part of this Agreement, OWNER agrees to do the following:
 - a. Designate in writing a person to act on OWNER'S behalf with respect to work to be performed under this Agreement, such person to have complete authority to transmit instructions, receive information, interpret and define OWNER'S policies and decisions with respect to materials, equipment elements and systems pertinent to the work covered by the Agreement.
 - b. Through its officials and other employees who have knowledge of pertinent conditions, confer with CONTRACTOR regarding both general and special considerations relating to the Project.
 - c. Assist CONTRACTOR by placing at the disposal of CONTRACTOR, all available information pertinent to the Project including previous reports and other data relative to design, construction, operation and maintenance of Project.
 - d. Furnish or cause to be furnished to CONTRACTOR all documents and information known to OWNER that relate to the identity, location, quantity, nature or characteristics of any hazardous waste at, on or under the site(s). In addition, OWNER will furnish or cause to be

March 1, 2012

Weston & Sampson CMR, Inc.

Fee -

The cost for Tasks 1 through 7 of the Scope of Services (surplus equipment) is a lump sum of \$24,950.

The above pricing is based on prevailing wage rates. Owner to provide rate sheets prior to commencement of work.

Services will be provided as described herein and in accordance with the attached General Terms and Conditions, which are a part of our Agreement with you.

If you agree with this Agreement and wish to retain us to provide the proposed services, please sign and return one copy of this Agreement to us as authorization to proceed with performance of the services, and please initial and date the enclosed Terms and Conditions.

We are pleased to submit this Agreement and look forward to working with you and your staff. If you have any questions, please contact me at (978) 532-1900, ext. 2440, or e-mail me at richards@wseinc.com.

Sincerely,

Weston & Sampson CMR, Inc.

Stephen J. Richard, P.E., C.P.O.
Vice President

Accepted By:

Town of Townsend

Date

T:\CMR\Townsend Water Dept\Fitchburg Road Grid Bee Mixer Installation.docx

3.3

Five Centennial Drive
Peabody, MA 01960-7985
tel: 978-532-1900 fax: 978-977-0100
www.westonandsampson.com



January 9, 2015

Townsend, MA

Mr. Paul Rafuse
Superintendent
Townsend Water Department
540 Main Street
West Townsend, MA 01474

***Fitchburg Road Tank
Mixer Installation Proposal***

Dear Mr. Rafuse:

As requested, **Weston & Sampson CMR, Inc. (W&S CMR)** is pleased to present this proposal to provide mechanical/electrical labor and miscellaneous materials to install a "Grid Bee" tank mixing system in the Fitchburg Road potable water tank.

Scope of Services -

1. Furnish and install a Grid Bee model GS9 mixing system inside the Fitchburg Road water tank.
2. Furnish and install schedule 80 PVC conduit from the vault up the tank.
3. Furnish and install all necessary control and power wire to make a working connection.
4. Core drill hole in tank and make water tight connection for power and signal wire.
5. Wire mixer unit to the existing SCADA panel in the vault.
6. Obtain necessary electrical permit.
7. Perform start-up, testing and training.

Notes:

1. As discussed, all excavation to be performed by Town personnel.
2. Trenches will require sand bedding by town before conduits can be installed.

Schedule -

We will initiate work under this Agreement following formal acceptance by the Town of Townsend. We agree to provide services for this project starting within 72 hours of formal acceptance of this Agreement.

Labor Worksheet

Department Name Water	Department Number 061	Fiscal Year 2016
--------------------------	--------------------------	---------------------

Board of Water Commission Staff		FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Name: Mike MacEachern					
Salary & Wages - Base					
Add'l Gross - Overtime					
Add'l Gross - Shift Diff'l					
Add'l Gross - Longevity					
Other - Stipend	1			0.00%	
Other - Certification					
Other - Uniform Allow.					
Employee Total	1	1	1	0.00%	

Board of Water Commission Staff		FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Name: Nathan Mattila					
Salary & Wages - Base					
Add'l Gross - Overtime					
Add'l Gross - Shift Diff'l					
Add'l Gross - Longevity					
Other - Stipend	1			0.00%	
Other - Certification					
Other - Uniform Allow.					
Employee Total	1	1	1	0.00%	

Board of Water Commission Staff		FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Name: Niles S. Busler					
Salary & Wages - Base					
Add'l Gross - Overtime					
Add'l Gross - Shift Diff'l					
Add'l Gross - Longevity					
Other - Stipend	1			0.00%	
Other - Certification					
Other - Uniform Allow.					
Employee Total	1	1	1	0.00%	

Labor Worksheet

Department Name	Department Number	Fiscal Year
Water	061	2016

	FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Office Staff				
Name: Brenda Boudreau	38,712	39,088	0.97%	
Position: Office Administrator				
Hrs/Wk: 40	1,500	1,500	0.00%	
Rate: Hourly				
Current: 18.54				
Proposed: 18.72	800	800	0.00%	
Other - Stipend				
Other - Certification				
Other - Bargaining Agmt.				
Other - Clothing Allow.	1,000	1,000		
Employee Total	42,012	42,388	0.89%	

	FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Office Staff				
Name: Carolyn Smart	16,600		-100.00%	
Position: Collector/Clerk				
Hrs/Wk: 20	800		-100.00%	
Rate: Hourly				
Current: 15.12				
Proposed: 15.90	600		-100.00%	
Other - Stipend				
Other - Certification				
Other - Clothing Allow.				
Employee Total	18,000	0	-100.00%	

	FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Operational/Office Staff				
Name:				
Position: Extra Help	1	1	0.00%	
Hrs/Wk:				
Rate/Hr: 6.50				
Proposed:				
Other - Stipend				
Other - Certification				
Other - Uniform Allow.				
Employee Total	1	1	0.00%	

Labor Worksheet

Department Name Water	Department Number 061	Fiscal Year 2016
--------------------------	--------------------------	---------------------

Department Head		FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Name: Paul Rafuse	Salary & Wages - Base	71,915	73,707	2.49%	
Position: Superintendent	Add'l Gross - Overtime				
Hrs/Wk: 40	Add'l Gross - Reg. & Hol. On Call	4,625	4,400	-4.86%	Supt.=17 weeks on-call, 4 holidays
Current: 34.44	Add'l Gross - Longevity	900	900	0.00%	
Grade T-9/Level 9	Other - Stipend				
Proposed: 35.30	Other - Certification				
Grade T-9/Level 10	Other - Clothing Allow.	800	800	0.00%	
	Employee Total	78,240	79,807	2.00%	

Operational Staff		FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Name: Michael MacEachern	Salary & Wages - Base	48,892	49,382	1.00%	
Position: Water Technician	Add'l Gross - Overtime	3,000	3,000	0.00%	
Hrs/Wk: 40	Add'l Gross - Reg. & Hol. On call	4,400	4,749	7.93%	Water Tech = 16 weeks on-call, 2 holidays
Current: 23.41	Add'l Gross - Longevity	1,100	1,100	0.00%	
Proposed: 23.65	Other - Stipend				
	Other - Certification	500	500		
Per Collective Bargaining Agrmt.	Other - Clothing Allow.	1,000	1,000	0.00%	
	Employee Total	58,892	59,731	1.42%	

Operational Staff		FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Name: James Blanchard	Salary & Wages - Base	48,892	49,382	1.00%	
Position: Water Technician	Add'l Gross - Overtime	3,000	3,000	0.00%	
Hrs/Wk: 40	Add'l Gross - Reg. & Hol. On call	4,300	4,725	9.88%	Water Tech = 18 weeks on-call, 3 holidays
Current: 23.41	Add'l Gross - Longevity	500	500	0.00%	
Proposed: 23.65	Other - Stipend				
	Other - Certification	500	500		
Per Collective Bargaining Agrmt.	Other - Clothing Allow.	1,000	1,000	0.00%	
	Employee Total	58,192	59,107	1.57%	

Operational Staff		FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Name:	Salary & Wages - Base				
Position: Water Technician Trainee	Add'l Gross - Overtime		38,630	#DIV/0!	
Hrs/Wk: 40	Add'l Gross - Reg. & Hol. On call		3,000	#DIV/0!	
Current:	Add'l Gross - Longevity		0	#DIV/0!	
Proposed: 18.50	Other - Stipend		0	#DIV/0!	
	Other - Certification		0		
Per Collective Bargaining Agrmt.	Other - Clothing Allow.		1,000	#DIV/0!	
	Employee Total		42,630	#DIV/0!	

Expense Worksheet

Acct.#	Description	Department Name		Fiscal Year	Comments/Notes
		Water	061	2016	
		FY2015 Approp.	FY 2016 Proposed	% Change	
Purchase of Services 2					
5201	Prior Year Unpaid Bills				
061-04-000-5210-0000-000	Energy				
061-04-000-5240-0000-000	Repairs and Maintenance - Bldg	82,000	70,000	-14.63%	
061-04-000-5245-0000-000	Repairs and Maintenance - Equip, Veh	5,000	5,000	0.00%	
061-04-000-5245-0006-000	Repair and Maintain SCADA System	20,000	20,000	0.00%	
061-04-000-5270-0000-000	Rentals	1	1	0.00%	
	Total Purchase of Services	1,000	1,000	0.00%	
Purchased Services 3					
		108,001	96,001	-11.11%	
061-04-000-5300-0000-000	Professional & Technical Services				
061-04-000-5300-0001-000	Backflow Prevention Survey and Testing	20,000	20,000	0.00%	
061-04-000-5340-0000-000	Communication (Tel,Internet,Post, etc)	6,000	6,000	0.00%	Required Per Twn. Acct. Not an expense by TWD.
061-04-000-5380-0000-000	Other Purchased Services	17,600	17,600	0.00%	
	Total Purchase of Services	2,600	2,600	0.00%	
Purchased Supplies 4					
		46,200	46,200	0.00%	
061-04-000-5420-0000-000	Office Supplies				
061-04-000-5430-0000-000	Building Supplies	5,000	5,000	0.00%	
061-04-000-5435-0000-000	Equipment Maint Supplies	1,500	1,500	0.00%	
061-04-000-5460-0000-000	Groundskeeping Supplies	1,500	1,500	0.00%	
061-04-000-5480-0000-000	Vehicular Supplies	500	500	0.00%	
	Total Purchase of Services	8,000	8,000	0.00%	
Purchased Supplies 5					
		16,500	16,500	0.00%	
061-04-000-5530-0000-000	Public Works Supplies				
061-04-000-5530-0001-000	Chemicals (Treatment)	35,000	35,000	0.00%	
061-04-000-5580-0000-000	Other Supplies	23,000	23,000	0.00%	
	Total Purchased Supplies	1,000	1,000	0.00%	
Title Not On File 6					
		59,000	59,000	0.00%	
5600	Prior Year Encumbrance				
	Total Title Not On File				
Other Charges and Expenses 7					
061-04-000-5710-0000-000	Travel, Mileage - In State				
061-04-000-5720-0000-000	Travel, Mileage - Out of State	1,100	1,100	0.00%	
061-04-000-5730-0000-000	Dues and Memberships	100	100	0.00%	
061-04-000-5780-0000-000	Other Charges	2,000	2,000	0.00%	
061-04-000-5785-0000-000	Other Charges - State Water Assess.(DEP)	500	500	0.00%	
	Total Other Charges and Expenses	2,000	2,000	0.00%	
Articles 8					
		5,700	5,700	0.00%	
061-04-000-5850-0000-000	New Equipment				
061-04-000-5870-0000-000	Replacement Equipment	10,000	10,000	0.00%	
	Total Articles	0	0	#DIV/0!	
Debt Service 9					
		10,000	10,000	0.00%	
061-04-000-5910-0000-000	LT Debt Service-MWPAT-Eastside Phase I				
061-04-000-5901-0001-000	LT Debt Service-MWPAT- Eastside Phase II	33,002	33,002	0.00%	
061-04-000-5920-0000-000	LT Interest-MWPAT-Eastside Phase I	48,030	48,030	0.00%	
061-04-000-5920-0001-000	LT Interest-MWPAT-Eastside Phase II	9,378	9,378	0.00%	
061-04-000-5975-0000-000	Intermunicipal Agreement	14,970	14,970	0.00%	
	Special Articles	0	0	#DIV/0!	
061-04-500-5000-0000-000	Emergency Reserve Fund				
	Total Debt Service	20,000	20,000	0.00%	
Total Supplies, Services, Charges and Expenses					
		125,380	125,380	0.00%	
		370,781	358,781	-3.24%	

3.1

Budget Worksheet

Department Name	Water
Department Number	061
Fiscal Year	2016

Budget Summary	FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
Personal Services	258,100	283,667	9.91%	
Purchase of Services	154,201	142,201	-7.78%	3 Water Tech's & Office Admin. part of Coll. Barg. Agmt.
Supplies	75,500	75,500	0.00%	
Other Charges and Expenses	5,700	5,700	0.00%	
Capital Outlay	10,000	10,000	0.00%	
Debt Service	125,380	125,380	0.00%	
Total Dept. Operating Budget	628,881	642,448	2.16%	

(53,306 -

Act. #	Expenditure Object Descrp	FY2015 Approp..	Proposed FY 16	% Change	Comments/Notes
061-04-000-5100-0000-000	Salaries & Wages - Department Head	71,915	73,707	2.49%	
061-04-000-5112-0000-000	Salaries & Wages - Operational Staff	97,784	137,394	40.51%	
061-04-000-5120-0000-000	Salaries & Wages - Office Staff	55,312	39,088	-29.33%	
061-04-000-5130-0000-000	Salaries & Wages - Temp. Help	1	1	0.00%	
061-04-000-5190-0000-000	Additional Gross-Overtime	11,060	10,500	-5.06%	
061-04-000-5134-0000-000	Additional Gross - Longevity	3,900	3,300	-15.38%	
061-04-000-5191-0000-000	Additional Gross - Reg. & Spec. On - Call	13,325	13,874	4.12%	
061-04-000-5193-0000-000	Commissioners Stipends	3	3	0.00%	
061-04-000-5195-0000-000	Other - Retirement Benefits	2,000	2,000	0.00%	
	Other - Clothing Allowance	2,800	3,800	35.71%	
	TOTAL PERSONAL SERVICES	258,100	283,667	9.91%	

09/21/16

Submitted by:

Chairman, Board of Water Commissioners

Date:

WATER DEPARTMENT MEETING

DATE: January 12, 2015

NAME	ADDRESS	PH/EMAIL
John Hussy	20 Burgess Rd	Townsend
Antonia Frank	8 Old Meetinghouse Rd. Townsend	
Sue Farnish	90 Fitchburg Rd	2466
Jim Blund	289 WICKFIEDS	WASKAD NJ4.
John Hussy	491 Main St	Townsend
Atty Counselor Sullivan	491 Main St.	Oriston

**** (SF) signature folder**

VII. ADJOURNMENT:



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, Chairman
Paul L. Rafuse,
Water Superintendent

Niles Busler, Vice-Chairman

Nathan Mattila, Clerk
(978) 597-2212
Fax (978) 597-5561

WATER COMMISSIONERS MEETING AGENDA

January 12, 2014 - 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 December 8, 2014(SF)
- 1.6 Review correspondence.

II. APPOINTMENTS:

- 2.1 5:45PM Sue Funaiolo, RE: Fitchburg Rd. Tank
- 2.2 6:00PM Carolyn Smart, Elimination of Part Time Billing Clerk position

III. MEETING BUSINESS:

- 3.1 Review/Discuss/ Approve FY16 Budget
- 3.2 Discuss/Review staffing changes RE: Elimination of the Part-Time Billing clerk position due to the required transfer and out-sourcing of the work (bill collection and processing) the position was originally created for to a lockbox collection system.
- 3.3 Discuss/Review/Vote on another proposal from Weston and Sampson to install GridBee tank mixing system at the Fitchburg Rd. storage tank
- 3.4 Discuss/Review/Vote on revised proposal by Weston & Sampson to upgrade electric service to Witch's Brook Pump Station 1.
- 3.5 Modify Capital Plan to include cost to purchase and install new generators at the office and Main St station and upgrade the standby engine at Cross St station.
- 3.6 Discuss Kimplen Ct. (entrance to Cross St. pump station) being declared a Town Rd for maintenance purposes.
- 3.7 Discuss amending specifications for meter pit size requirements.
- 3.8 Approve abatement #61059 Chester Newton, 2 Pepperell Road (SF)
- 3.9 Approve 2" service # 61712, Turnpike Village, 72 Turnpike Road. (SF)

IV. COMMISSIONERS UPDATES AND REPORTS.

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

- 5.1 Highland St. Tank testing results

VI. OFFICE UPDATES AND REPORTS.

- 5.4 Review and Sign Bills Payable Warrants.
- 5.5 Review payroll.
- 5.6 Review and sign December 2014 Schedule of Bills Receivable report (SF)
- 5.7 Review December 2014 Accounts Receivable report.
- 5.8 Review December 2014 Appropriation Balance report.

- 3.3 The Board discussed another proposal from Weston and Sampson to install GridBee tank mixing system at the Fitchburg Rd. storage tank. **NM made a motion to accept a proposal from Water Line Industries for \$19,870.00 to install a Gribee mixing system at the Fitchburg Road water tank. NB seconded. Unanimous vote.**
- 3.4 The Board discussed, reviewed and voted on revised proposal by Weston & Sampson to upgrade electric service to Witch's Brook Pump Station 1. **NM moved to approve the proposal from Weston & Sampson to upgrade the Witches Brook Booster Station in the amount of \$31,250.00. NB seconded. Unanimous vote.**
- 3.5 The Board discussed modifying the Capital Plan to include cost to purchase and install new generators at the office and Main St station and upgrade the standby engine at Cross St station. There was no vote however they agree to get quotes to replace the engines at Main Street and Cross Street station and install new generators. The Board would also like us to get a quote with a local electrician to do the electrical work on the engines and generators.
- 3.6 The Board discussed Kimplen Ct. (entrance to Cross St. pump station) being declared a Town Rd for maintenance purposes. The Board asked Paul to contact Ed to discuss and write a letter asking when his department can take over the plowing for that road. . **NB moved to table pending additional information. NM seconded. Unanimous vote.**
- 3.7 Discuss amending specifications for meter pit size requirements. Paul will investigate the sizes with Lamarre and Sani Tank
- 3.8 **NM made a motion to approve abatement #61059, Chester Newton, 2 Pepperell Road. NB seconded. Unanimous vote.**
- 3.9 **NM made a motion to approve 2" service # 61712, Turnpike Village, 72 Turnpike Road. NB seconded, Unanimous vote.**

IV. COMMISSIONERS UPDATES AND REPORTS.

4.1 Niles reported that it has come to his attention that a change order was submitted for the SCADA project. NB wants all change orders to go before the board moving forward.

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

5.1 Paul reported that the Highland St. Tank is still having periodic hits.

5.2 Paul reported that he will be on vacation February 1-9 2015.

VI. OFFICE UPDATES AND REPORTS.

6.1 The Board reviewed and signed bills payable warrants.

6.2 The Board reviewed payroll.

6.3 The Board signed December 2014 Schedule of Bills Receivable report

6.4 The Board reviewed December 2014 Accounts Receivable report.

6.5 The Board reviewed December 2014 Appropriation Balance report.

MM adjourned the meeting at 8:26 p.m.



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

115
mm
[Signature]

Michael MacEachern, Chairman
Paul L. Rafuse,
Water Superintendent

Niles Busler, Vice-Chairman

Nathan Mattila, Clerk
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WATER COMMISSIONERS MEETING MINUTES

January 12, 2015 - 5:30P.M.

Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 MM called the meeting to order at 5:31 P.M.
- 1.2 Roll call showed Members present: Chairman, Michael MacEachern, Vice-Chairman Niles Busler and Clerk, Nathan Mattila. Guest Present: Paul Rafuse, James Blanchard, John Hussey, Jeff Smart, Carolyn Smart, Andrea Wood, Sue Funiole, Attorney Sullivan, representing Carolyn Smart and Brenda Boudreau
- 1.3 MM announced that the meeting is being tape recorded
- 1.4 Chairman's additions or deletions.
- 1.5 **NM moved to approve the meeting minutes of December 8, 2014. NB seconded. Unanimous vote. NM made a motion that in lieu of scheduling, posting and holding a BOWC meeting on the fourth Monday of each month to only sign warrants that such warrants are normally scheduled for this meeting to be signed by all board members from this day forward. NB seconded. Unanimous vote.**
- 1.6 There was no correspondence.

II. APPOINTMENTS:

- 2.1 Sue Funaiole had a complaint about her water and the smell of chlorine. She asked when she could expect a mixing system to be installed. MM and PR stated that the mixing system was on the agenda tonight for approval and hopefully it will be settled.
- 2.2 Carolyn Smart met with the Board to discuss the elimination of the two year temporary billing clerk position. After a lengthy discussion Niles Busler made a motion to extend the position until June 30, 2015 because the funding had already been approved in the budget. PR stated that once collections were made by Century Bank lockbox there wouldn't be a need for that position to continue and suggested that the position end date should be March 31, 2015. NB stated that he had a motion on the table. NM seconded. Unanimous vote to end the position in June 30, 2015.

III. MEETING BUSINESS:

- 3.1 The Board reviewed the FY16 Budget. NB moved to reflect the request for a third technician to \$53,282,00. This amount eliminated on call and longevity. NM seconded. Unanimous vote. NB moved to approve the FY16 budget in the amount of 653,200.00. NM seconded. Unanimous vote. Paul asked the town account to create a line item for Meter replacement with \$8,000.00 to better track the meters. NM moved to approve \$15,000.00 to the Meter replacement line item for FY16 budget. NB seconded. Unanimous vote.
- 3.2 Discuss/Review staffing changes RE: Elimination of the Part-Time Billing clerk position due to the required transfer and out-sourcing of the work (bill collection and processing) the position was originally created for to a lockbox collection system. Previously voted on 2.2