

FISCAL YEAR 15 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
1/31/2015

UNCOLLECTED FROM JUNE 30, 2014

83,934.69

CHARGED 07/01/14- 01/31/15

	1/31/2015	Previous Balance	Total
USER CHARGES	216,788.00	568,207.95	784,995.95
SERVICE CHARGES	4,963.14	18,718.31	23,681.45
CONNECTION CHARGES	3,600.00	27,000.00	30,600.00
LATE CHARGES	883.93	9,259.89	10,143.82
BACKFLOW	0.00	3,500.00	3,500.00
SUBTOTAL	226,235.07		
TOTAL CHARGES			852,921.22
			936,855.91

RECEIVED 07/01/14- 01/31/15

	1/31/2015		
USER CHARGES	36,950.30	534,663.64	571,613.94
SERVICE CHARGES	3,695.60	15,686.93	19,382.53
CONNECTION CHARGES	3,600.00	27,000.00	30,600.00
LATE CHARGES	1,131.18	6,692.09	7,823.27
BACKFLOW	0.00	3,600.00	3,600.00
SUBTOTAL	45,377.08		

633,019.74

SENT TO LIEN

38,039.21

LIENS COLLECTED

0.00

ABATEMENTS

583.48

ADJUSTMENTS

491.21

UNCOLLECTED

264,722.27

936,855.91

OUTSTANDING:

USER CHARGES	\$ 253,829.55
SERVICE CHARGES	5,980.43
CONNECTION CHARGES	0.00
LATE CHARGES	4,712.29
BACKFLOW	200.00
TOTAL OUTSTANDING	\$ 264,722.27



5.4

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. 15-7
1/31/2015

SCHEDULE OF BILLS RECEIVABLE

To the Accountant:
Treasurer:

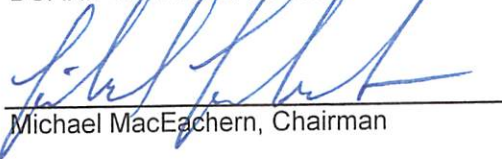
The following bills, amounting in the aggregate to

TWO HUNDRED TWENTY-FIVE THOUSAND THREE HUNDRED FIFTY-ONE AND 14/100***** 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>
01/31/15	216,788.00	4,963.14	3,600.00	0.00

BOARD OF WATER COMMISSIONERS


Michael MacEachern, Chairman


Niles Busler, Vice-Chairman


Nathan Mattila, Clerk



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

Name: Eugene Champagne Account # 60524

Address: _____

Phone # _____ Email Address _____

Billing date _____

AMOUNT: 85.50 user ABATEMENT ADJUSTMENT (check one)

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

Reasons: (please attached supporting documentation if applicable) Treasurer/Customer

Customer pd Unibank twice in error.

Mistake was reversed same day -

paperwork needed for Treasurer

APPROVED DENIED (check one)

DATE: 2-18-15

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]

[Signature]

[Signature]

2.4. Installation and repairs between the curbstop and the inlet side of the water meter will be made by the Water Department. The customer will be charged for work done by the Water Department for materials used at cost, plus 10% and labor, and equipment charges plus 20%.

Dele
Form
spaci
Dele

Amendment to Sec. 2, Subsection 2.4

Installation and repairs between the curbstop and the inlet side of the water meter can be made by the Water Department or an outside contractor. The customer will be charged by the Water Department for equipment, labor and materials used or provided to the contractor. Work performed and materials used by outside contractors shall strictly conform to the Townsend Water Department specifications. All service installations whether new, replaced or repaired shall be inspected by a Water Department Technician or Superintendent prior to backfilling. Outside contractors installing or replacing services shall provide a clear and, legible AS BUILT drawing illustrating the location of the following:

Delet
Delet
Delet
charg

- Curbstop
- Connectors
- Meter Pits
- Size of service line and sleeve
- Obstruction/s causing an alternate route of the service
- Location where the service enters the building

Form
Align
D
Form

All AS BUILT drawings shall have a minimum of two (2) ties from permanent structures (i.e. building corners, hydrants, gate covers, manhole covers, catch basins and, property bound posts. AS BUILTS shall be provided to the Water Department prior to water service being turned on.

Form
Delet

2.4 Installation and repairs between the curbstop and the inlet side of the water meter will be made by the Water Department. The customer will be charged for work done by the Water Department for materials used at cost, plus 10% and labor, and equipment charges plus 20%.

Del
Form
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Del

Amendment to Sec. 2, Subsection 2.4

Installation and repairs between the curbstop and the inlet side of the water meter can be made by the Water Department or an outside contractor. The customer will be charged by the Water Department for equipment, labor and materials used or provided to the contractor. Work performed and materials used by outside contractors shall strictly conform to the Townsend Water Department specifications. All service installations whether new, replaced or repaired shall be inspected by a Water Department Technician or Superintendent prior to backfilling. Outside contractors installing or replacing services shall provide a clear and legible AS BUILT drawing illustrating the location of the following:

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Form
Delet

1.6

The process in which Lockbox is of service on a daily basis is the fact that you will NOT have to;

- Open every piece of mail manually
- Receipt Stamp & mark the bill with the check # and payment amount
- Write the bill account #/info on the check if the Payer didn't already.
- Enter & POST every individual payment manually.

Although it still is a process to make sure the Century Deposit Batch Totals match the payment files uploaded for posting, and there are still manual payments that will need to be processed, in my opinion the time it takes to process daily payments has been reduced specifically because you are NOT processing EACH individual payment manually.

Another Benefit; if for some reason you can NOT get to posting that day's work it can be done another day, however the checks have already been deposited so there is NO DELAY in getting the funds into the Bank. Whereas before if you could not get the posting done, or could not balance, the deposit was also delayed. Therefore, be sure to use the DATE OF RECEIPT as your EFFECTIVE posting Date if there is a delay in uploading & posting.

Explanation of how the payment processing works -

In order to find out if your "Batch" matches in order to "Post" the batch from the *FTP* site, you will have to go to the *Century Lockbox Web site*, sign on, and look at, OR print out, the DAILY BATCH TOTALS REPORTS.

❖ **Daily Batch Totals Reports:**

➤ **Payment Batches;**

- Deposit Notification,
- Host File Batch Summary,
- Batch/Sequence Journal Listing.

➤ **"Deposit Only" Batches;** You must process as MANUAL PAYMENTS - the checks HAVE BEEN DEPOSITED but Century could not process the payment because there was *no payment remittance coupon* with the check (ex: *ebill* check payments) OR the check amount *did not match* the payment remittance coupon amount. (Century will forward a handwritten Exception Coversheet along with all payment envelopes, & payment remittance coupons or correspondence, for you to process payment if there is any questions).

- Deposit Notification,
- Host File Batch Summary,
- Journal Listing for Deposit Only,
- Remittance Check copies (one copy of each check).

➤ **REJECT/EXCEPTION Batches.** You must process as MANUAL PAYMENTS & MANUAL DEPOSITS. These are "Exceptions" that you tell Century NOT to process anymore. Example: PRIOR FISCAL YEARS PAYMENTS or other. Century will forward a handwritten Exception Coversheet along with all payment envelopes, payment checks, & payment remittance coupons or correspondence, for you to process payment (using date of receipt) post, *and* deposit manually.

Depending on how your payment processing software system works, you will have to do one of the following *per day* for each processed **Payment Batch** in order to upload & post the payment file;

- Upload corresponding **FTP** file (by date) and save it to a shared folder, then create/open your payment software system batch and upload the file to process, check that it balances (steps listed above) and post.

OR

- If your payment software system allows, you might be able to upload the file directly from the **FTP** site Bypassing the steps of saving the file to a shared folder.

Example: For Real Estate Payments – Attach the Report printouts from CENTURY LOCKBOX WEB Site to the PAYMENT BATCH POSTING REPORT from your payment processing software system. All Totals should match.

I hope this helps.

Rebecca Hersey, Assistant Tax Collector

TOWN OF TOWNSEND
ZONING BOARD OF APPEALS
272 MAIN STREET
TOWNSEND, MA 01469

- | | |
|-------------------------|------------------|
| TO: Planning Board | Police Chief |
| Board of Health | Fire Chief |
| Conservation Commission | Highway |
| Board of Selectmen | Water Department |
| Building Inspector | Assessors |

REFERRAL NOTICE

Please Review the attached application and relay to the Zoning Board of Appeals any questions or concerns you may have. This referral is required under §145-65 of the Townsend Zoning Bylaw. Under MGL Ch. 40A, Sec. 11, comments should be provided within 35 days. Failure to make recommendations shall be deemed lack of opposition. Ch. 40A also requires you to notify the applicant of your comments.

APPLICANT: Riverbank Development LLC
LOCUS ADDRESS: 13 Elm Street
PARCEL ID: Assessor's Map 49, Block 67, Lot 0

Date of Hearing: March 11, 2015 @ 6:00pm
Date of Referral: January 22, 2015

Petition: (from legal notice)

The Townsend Zoning Board of Appeals will hold a public hearing on **Wednesday, March 11, 2015 @ 6:00pm** at Memorial Hall on the application of Riverbank Development LLC for a **Special Permit** under Zoning Bylaw §§145-18, 145-46 and 145-65. The applicant is also seeking a **Variance** from Zoning Bylaw §145-A1 Land Space Requirements Table under the Downtown Commercial District.

The applicant is proposing to construct a new fire station on the property located at **13 Elm Street** which requires a special permit for the rebuilding of a preexisting nonconforming structure and for Earth Excavation. The current building is located 5 feet from the side property line and is therefore grandfathered and can be rebuilt on this portion of the lot at 5' from the sideline. However, the building that was previously demolished, and also 5 feet from the property line, has lost its grandfathering because it was demolished and therefore the applicant requires a variance from the side yard setback to build on this po

COMMENTS: _____

NO COMMENT _____

SIGNED: _____ DATE: _____

I will HAVE
KAREN CHAPMAN
PROVIDE ME WITH AN
ELECTRONIC VERSION OF
THIS REFERRAL.
Paul

4730

To Whom It May Concern,

My name is Ramona Stefan and I am loan Raducan's wife.

I am writing this letter regarding the water bill for the account number 4730 for the address 2 Virgo Ln, Townsend MA 01469.

I am informing you that MR Horea Raducan passed away on Jan 15th, 2015. Unfortunately we are experiencing financial hardship as he left behind three small children and his wife who is currently unemployed. Shutting off the water will put us in a difficult predicament. I would like to make a payment plan for the last received water bills. Please let me know what are the necessary steps to be taken to resolve this matter.

Thank you for your attention in this matter.

Ramona

01/20/15

2/10/2015 Water Dept \$441.01



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

February 17, 2015 - 5:30P.M. 18

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 January 12, 2015(SF)
- 1.6 Review correspondence.

II. APPOINTMENTS:

III. MEETING BUSINESS:

- 3.1 Discuss amending rules and reg's re: requirement for asbuilt drawings
- 3.2 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.
- 3.3 Discuss Kimplen Ct. (entrance to Cross St. pump station) being declared a Town Rd for maintenance purposes.
- 3.4 Discuss amending specifications for meter pit size requirements.
- 3.5 Approve adjustment to acct #60524, Eugene Champagne \$85.50 RE: payment made to Unibank twice.

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 January 2015 Schedule of Bills Receivable report (SF)
- 5.7 Review January 2015 Accounts Receivable report.
- 5.8 Review January 2015 Appropriation Balance report.

** (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 MINUTES
February 18, 2015 - 5:30P.M.
Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 MM called the meeting to order at 5:38 PM, 540 Main Street.
- 1.2 Roll call showed members present Michael MacEachern, Niles Busler and Nathan Mattila. Guests present Paul Rafuse and Brenda Boudreau.
- 1.3 MM announced that the meeting is being tape recorded
- 1.4 Chairman's additions or deletions. None
- 1.5 **NM made a motion to accept the meeting minutes of January 12, 2015. NB seconded. Unanimous vote.**
- 1.6 The Board reviewed the correspondence.

II. APPOINTMENTS: None

III. MEETING BUSINESS:

- 3.1 The Board discussed amending rules and reg's re: requirement for asbuilt drawings. Paul submitted a draft for approval. Tabled. The Board will review for the March meeting.
- 3.2 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. Tabled
- 3.3 Paul reported that the Highway Department has already started to maintain Kimplen Court.
- 3.4 The Board discussed amending specifications for meter pit size requirements. Tabled
- 3.5 **NM made a motion to approve the adjustment to acct #60524, Eugene Champagne \$85.50 due to the payment made to Unibank twice. NB seconded. Unanimous vote.**

IV. COMMISSIONERS UPDATES AND REPORTS.

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

- 5.1 Paul reported the Highland St. Tank testing results for the month was clean.

VI. OFFICE UPDATES AND REPORTS.

- 5.4 The Board reviewed and signed bills payable warrants out of session.
- 5.5 The Board reviewed the payroll.
- 5.6 The Board reviewed and signed the January 2015 Schedule of Bills Receivable report
- 5.7 The Board reviewed the January 2015 Accounts Receivable report.
- 5.8 The Board did not review January 2015 Appropriation Balance report. It was unavailable.

VII. ADJOURNMENT: NM made a motion to adjourn the meeting at 6:10 pm and sign the warrants out of session. NB seconded. Unanimous vote.