

12:18 PM  
04/09/15  
Accrual Basis

Townsend Water Department  
**Budget vs. Actual**  
July 2014 through March 2015

6.5

	<u>Jul '14 - Mar 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>061.500 · Special Articles 500</b>			
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
<b>Total 061.500 · Special Articles 500</b>	<u>0.00</u>	<u>110,309.47</u>	<u>-110,309.47</u>
<b>Total 061.000 · General Operations 000</b>	<u>585,242.51</u>	<u>1,961,823.39</u>	<u>-1,376,580.88</u>
<b>061.009 · Debt Service 9</b>			
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	8,704.97	9,378.00	-673.03
5921 · Long Term Int East Side Ph2	13,620.19	14,970.00	-1,349.81
<b>Total 061.009 · Debt Service 9</b>	<u>145,971.06</u>	<u>105,380.00</u>	<u>40,591.06</u>
<b>Total Expense</b>	<u>731,213.57</u>	<u>2,067,203.39</u>	<u>-1,335,989.82</u>
<b>Net Ordinary Income</b>	<u>-729,370.52</u>	<u>-2,067,203.39</u>	<u>1,337,832.87</u>
<b>Net Income</b>	<u><u>-729,370.52</u></u>	<u><u>-2,067,203.39</u></u>	<u><u>1,337,832.87</u></u>

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 04/09/15  
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Townsend Water Department  
 Budget vs. Actual  
 July 2014 through March 2015

6.5

	Jul '14 - Mar 15	Budget	\$ Over Budget
<b>061.004 · Purchased Supplies 4</b>			
5420 · Office Supplies	1,863.73	5,000.00	-3,136.27
5430 · Building Supplies	595.14	1,500.00	-904.86
5435 · Equipment Maint Supplies	0.00	1,500.00	-1,500.00
5460 · Groundskeeping Supplies	0.00	500.00	-500.00
5480 · Vehicular Supplies	5,794.74	8,000.00	-2,205.26
<b>Total 061.004 · Purchased Supplies 4</b>	<b>8,253.61</b>	<b>16,500.00</b>	<b>-8,246.39</b>
<b>061.005 · Purchased Supplies 5</b>			
5530 · Public Works Supplies	27,333.50	35,000.00	-7,666.50
5531 · Chemicals	10,301.73	23,000.00	-12,698.27
5580 · Other Supplies	0.00	1,000.00	-1,000.00
<b>Total 061.005 · Purchased Supplies 5</b>	<b>37,635.23</b>	<b>59,000.00</b>	<b>-21,364.77</b>
<b>061.007 · Other Charges &amp; Exp 7</b>			
5710 · Travel/mileage-in state	45.00	1,100.00	-1,055.00
5720 · Out of State Travel	0.00	100.00	-100.00
5730 · Dues and Memberships	1,143.00	2,000.00	-857.00
5780 · Other Charges	0.00	500.00	-500.00
5782 · Other Charges-Bank	11.42	0.00	11.42
5785 · Water Assessment D.E.P.	1,718.56	2,000.00	-281.44
<b>Total 061.007 · Other Charges &amp; Exp 7</b>	<b>2,917.98</b>	<b>5,700.00</b>	<b>-2,782.02</b>
<b>061.008 · Articles 8</b>			
5850 · New Equipment	477.51	10,000.00	-9,522.49
5870 · Replacement Equipment	0.00	1.00	-1.00
<b>Total 061.008 · Articles 8</b>	<b>477.51</b>	<b>10,001.00</b>	<b>-9,523.49</b>
<b>061.400 · Special Projects 400</b>			
5009 · Main St Station Upgrade	0.00	58,219.23	-58,219.23
5012 · System Enhancement	210,941.29	1,157,365.65	-946,424.36
5013 · Water Main Extensions	0.00	127,911.75	-127,911.75
5014 · Well Development & Exploration	0.00	6,276.29	-6,276.29
<b>Total 061.400 · Special Projects 400</b>	<b>210,941.29</b>	<b>1,349,772.92</b>	<b>-1,138,831.63</b>

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Townsend Water Department  
Budget vs. Actual  
July 2014 through March 2015

6.5

	<u>Jul '14 - Mar 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Expense</b>			
<b>061.000 · General Operations 000</b>			
<b>061.001 · Personal Services 1</b>			
5100 · Salaries & Wages-Water Super	53,450.88	71,915.00	-18,464.12
5110 · Salary & Wages-Oper Staff	72,664.86	97,784.00	-25,119.14
5112 · Salary & Wages-Support Staff	40,859.85	55,312.00	-14,452.15
5130 · Additional Gross	4,324.45	8,300.00	-3,975.55
5134 · Additional Gross-Reg&SpecOncall	10,425.00	13,325.00	-2,900.00
5190 · Other Stipened-Longevity	3,900.00	3,900.00	0.00
5191 · Other - Stipend BOWC	0.00	3.00	-3.00
5192 · Other-Certification/Stipend	1,000.00	0.00	1,000.00
5193 · Retirement Benefit	0.00	2,000.00	-2,000.00
5195 · Other-Clothing Allowance	975.35	3,800.00	-2,824.65
<b>Total 061.001 · Personal Services 1</b>	<b>187,600.39</b>	<b>256,339.00</b>	<b>-68,738.61</b>
<b>061.002 · Purchased Services 2</b>			
5210 · Energy	65,594.44	82,000.00	-16,405.56
5240 · Repair & Maint Building	2,299.84	5,000.00	-2,700.16
5245 · Repair & Maint Equipment	24,012.90	20,000.00	4,012.90
5245100 · Repair & Maintain Equip SCADA	0.00	1.00	-1.00
5270 · Rentals	965.00	1,000.00	-35.00
<b>Total 061.002 · Purchased Services 2</b>	<b>92,872.18</b>	<b>108,001.00</b>	<b>-15,128.82</b>
<b>061.003 · Purchased Services 3</b>			
5300 · Professional Services	30,074.53	20,000.00	10,074.53
5300100 · Proff Service Backflow	3,500.00	6,000.00	-2,500.00
5340 · Communication	10,969.79	17,600.00	-6,630.21
5380 · Other Services	0.00	2,600.00	-2,600.00
<b>Total 061.003 · Purchased Services 3</b>	<b>44,544.32</b>	<b>46,200.00</b>	<b>-1,655.68</b>

6.4

**FISCAL YEAR 15 SUMMARY**  
**TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE**  
March 31, 2015

UNCOLLECTED FROM JUNE 30, 2014

83,934.69

**CHARGED 07/01/14- 03/31/15**

	3/31/2015	Previous Balance	Total
USER CHARGES	258.50	785,442.45	785,700.95
SERVICE CHARGES	220.00	23,756.45	23,976.45
CONNECTION CHARGES		30,600.00	30,600.00
LATE CHARGES	913.60	12,519.98	13,433.58
BACKFLOW		3,500.00	3,500.00
SUBTOTAL	<b>1,392.10</b>		
TOTAL CHARGES			<b>857,210.98</b>

**857,210.98**  
**941,145.67**

**RECEIVED 07/01/14- 03/31/15**

	3/31/2015		
USER CHARGES	37,797.84	727,589.70	765,387.54
SERVICE CHARGES	274.33	23,718.29	23,992.62
CONNECTION CHARGES		30,600.00	30,600.00
LATE CHARGES	1,607.16	9,599.22	11,206.38
BACKFLOW		3,650.00	3,650.00
SUBTOTAL	<b>39,679.33</b>		
TOTAL RECEIPTS			<b>834,836.54</b>

**834,836.54**

SENT TO LIEN  
LIENS COLLECTED  
ABATEMENTS  
ADJUSTMENTS  
UNCOLLECTED

38,039.21  
0.00  
583.48  
324.24  
**67,362.20**  
**941,145.67**

**OUTSTANDING:**

USER CHARGES	\$	<b>60,927.92</b>
SERVICE CHARGES		1,665.34
CONNECTION CHARGES		0.00
LATE CHARGES		4,618.94
BACKFLOW		150.00
TOTAL OUTSTANDING	\$	<b>67,362.20</b>



6.6

**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. 15-10  
4/1/2015

SCHEDULE OF BILLS RECEIVABLE

To the Accountant:  
Treasurer:

The following bills, amounting in the aggregate to

FOUR HUNDRED SEVENTY-EIGHT AND 50/100\*\*\*\*\* 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>
04/01/15	203,940.50	4,410.00	0.00	0.00

BOARD OF WATER COMMISSIONERS

\_\_\_\_\_  
Michael MacEachern, Chairman

\_\_\_\_\_  
Niles Busler, Vice-Chairman

\_\_\_\_\_  
Nathan Mattila, Clerk

6.3



**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. 15-9  
3/31/2015

SCHEDULE OF BILLS RECEIVABLE

To the Accountant:  
Treasurer:

The following bills, amounting in the aggregate to

FOUR HUNDRED SEVENTY-EIGHT AND 50/100\*\*\*\*\* 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>
03/31/15	258.50	220.00	0.00	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: Jafar Mirzamohamadi Account # 0720

Address: 7 Maplewood Dr

Phone # (978) 597-5276 Email Address \_\_\_\_\_

Billing date 1-1-15 late charge added 2-19-15

AMOUNT: \$ 1.95 ABATEMENT [ ] ADJUSTMENT [ ] (check one)

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

Reasons: (please attached supporting documentation if applicable)

my wife is blind and left somewhere  
didn't know<sup>d</sup> see due day

\_\_\_\_\_  
JH Mirzamohamadi

APPROVED [ ] DENIED [  ] (check one)

DATE: \_\_\_\_\_

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature] 4-15-15

[Signature] 4/15/2015

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3.8



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

Name: David Roy Account # 61088A

Address: 9 Reagan Rd / moved to Acton Mass

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Billing date \_\_\_\_\_

AMOUNT: 119.62 user ABATEMENT  ADJUSTMENT [ ] (check one)

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

Reasons: (please attached supporting documentation if applicable)

owner over paid on final Bill  
Requested Refund

APPROVED [ ] DENIED [ ] (check one)

DATE: \_\_\_\_\_

TOWNSEND BOARD OF WATER COMMISSIONERS

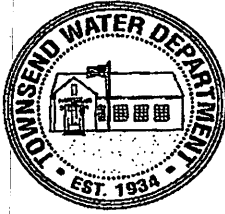
[Signature] 4-15-15

[Signature] 4/15/2015

Document Sent  
To Town Hall  
4-16-15



3.7



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

Application No. 2015-2  
Account No. 61714  
Date 4/1/2015

**APPLICATION FOR WATER SERVICE**

Name of Property Owner: DORLEEN & WENDY LLC  
Service Address: LOT 3 # 19 SHIRLEY ROAD  
TOWNSEND MA 01469  
Tel No.: 978-597-2077 Cell No. 978-502-0783  
Billing Address:  
(If different from service address): 98 MAIN STREET  
TOWNSEND MA 01469

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 SS2

Joseph Z. Shank Signature of Owner/Applicant 4/8/15 Date

V #  
115  
2015

BOARD OF WATER COMMISSIONERS

[Signature] 4-15-15  
Chairman

[Signature] 4/8/2015  
Vice Chairman

Clerk

Date Signed by Board of Water Commissioners



Office of the  
Townsend Water Department  
540 Main Street

West Townsend, MA 01474  
Tel: 978-597-2212  
Fax: 978-597-5611

Application No. 2015-1  
Account No. 61713  
Date 4/1/2015

3.6

**APPLICATION FOR WATER SERVICE**

Name of Property Owner: DORLEEN & WENDY LLC  
Service Address: LOT 4 #2 / SHIRLEY ROAD  
TOWNSEND MA 01469  
Tel No.: 978-597-2077 Cell No. 978-502-0783  
Billing Address:  
(If different from service address): 98 MAIN STREET  
TOWNSEND MA 01469

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

✓  
115  
2000.

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 J25

Joseph T. Shook Signature of Owner/Applicant 4/1/15 Date

BOARD OF WATER COMMISSIONERS

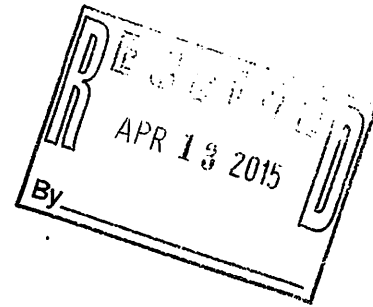
Phil Shook Chairman 4-15-15

[Signature] Vice Chairman 4/15/2015

Clerk

Date Signed by Board of Water Commissioners

## Subscription Schedule and Estimate



**PWS Name**  
**Townsend Water Department**

		Number	Subscription Rate
Population	> Than	6,001	\$1,500.00
Flow/Hour Meters	>1	6	\$300.00
Chemicals	>1	2	\$50.00
Chem Systems	>1	9	\$450.00
Level Sites	>1	2	\$50.00
Distribution Sites	>1	20	\$100.00
Users		2	

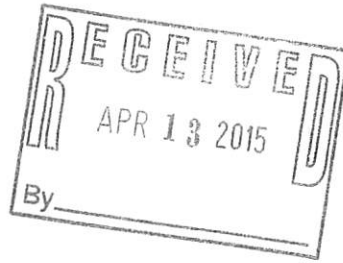
**Total Subscription Rate** \$2,450.00

Population Served	Unit Rates
25	\$100.00
101	\$250.00
251	\$400.00
501	\$700.00
1,001	\$1,000.00
3,301	\$1,250.00
6,001	\$1,500.00
10,001	\$2,000.00
20,001	\$3,000.00
40,001	\$4,000.00
70,001	\$5,000.00
100,001	\$6,000.00
<b>Flow/Hour Meters</b>	\$50.00
<b>Chemicals</b>	\$25.00
<b>Chem Systems</b>	\$50.00
<b>Level Sites</b>	\$25.00
<b>Distribution Sites</b>	\$5.00
<b>Users</b>	\$1,020.00

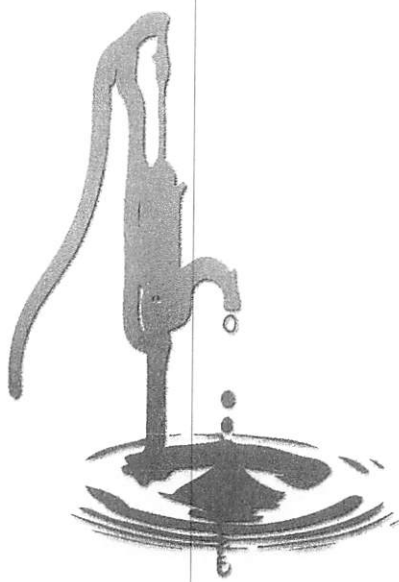
3.5

# Invoice

H2O Software  
326 Nashua Road  
Groton, MA 01450



Date	Invoice #
4/7/2015	537



Bill To
Mr. Paul Rafuse, Superintendent Townsend Water Department 540 Main Street P.O. Box 17 Townsend, MA 01469-0017

Deliver To
Mr. Paul Rafuse, Superintendent Townsend Water Department 540 Main Street P.O. Box 17 Townsend, MA 01469-0017

P.O. Number	Order Date	Complete Date	Project
Rafuse	4/1/2015	4/6/2016	

Quantity	Item Code	Description	Price Each	Amount
1	Cloud Reporter >=...	H2O Cloud Reporter Base Annual Subscription for System with Population Served >=6,001 - This Annual Subscription Start Date = April 7, 2015. The End Date = April 6, 2016.	1,500.00	1,500.00
6	Flow/Hour Meters	Flow Meters in Service	50.00	300.00
2	Chemicals	Number of Chemicals Used in System	25.00	50.00
9	Chemical Systems	Number of Chemical Feed Systems in System	50.00	450.00
2	Level Sites	Number of Level Sites in System	25.00	50.00
20	Distribution Sites	Number of Distribution Sites in System	5.00	100.00
<p>PLEASE NOTE - BY PAYING THIS INVOICE AND USING THE H2O CLOUD REPORTER SUBSCRIPTION SERVICE, YOU ARE ACKNOWLEDGING THAT YOU HAVE READ AND ACCEPT THE TERMS AND CONDITIONS OF OUR SERVICE AGREEMENT. THE FULL TEXT OF OUR SERVICE AGREEMENT MAY BE FOUND ON OUR WEBSITE at <a href="http://www.h2osoftware.com/legal/serviceagreement.php">www.h2osoftware.com/legal/serviceagreement.php</a></p>				
<i>5300 - Professional Services</i>				

<b>Total</b>	<b>\$2,450.00</b>
--------------	-------------------

3.41



Proposal From  
**UTILITY SERVICE COMPANY, INC.**  
 1230 Peachtree St NE · Suite 1100 - Promenade · Atlanta, GA 30309  
 Toll-free: 855-526-4413 | Fax: 478-987-2991  
 utilityservice.com

Date: 02/23/15      Submitted by: **Scott B. Kelley**      Local Phone: **603-724-8226**  
 SFID: 38437      CN: 236789      SO: 43,222

Proposal Submitted To: <b>Townsend Water Department, MA</b>			Phone Number: <b>(978) 597-2212</b>	Fax Number:	
Street Address: <b>540 Main St</b>			Description of Work to be Performed: <b>Tank Chemical Cleaning Washout and Disinfection</b>		
City: <b>West Townsend</b>	State: <b>MA</b>	Zip Code: <b>01474</b>	Tank Name: <b>Fitchburg Rd Tank</b>		
Accounts Payable Contact Name: <b>Paul Rafuse</b>	Email: <b>prafuse@townsend.ma.us</b>		Job Site Address: <b>Fitchburg Rd Townsend MA</b>		
Job Contact (Inspection Reports): <b>Paul Rafuse</b>	Email: <b>prafuse@townsend.ma.us</b>		County / Parish: <b>Middlesex</b>	Tank Size: <b>500KG</b>	Tank Style: <b>GST</b>

Utility Service Co., Inc. agrees to provide all labor, equipment, and materials needed to complete the following:

1. A date shall be coordinated by both parties for the Owner to drain the tank.
2. Customer will be responsible for supplying the necessary water, water hookups, and all testing prior to returning the subject tank back to active service. USG will provide manway gasket replacement.
3. The interior floor, upper and lower walls of the tank will be cleaned using a pressure washer to remove all mud, silt, and foreign sediment.
4. The proposal includes the necessary rigging to pressure wash the upper walls, and roof.
5. USG will Apply NSF 60 approved patented chemical cleaning agent to the interior walls up to the high water line and to floor surfaces. The roof shall be power washed only (no chemical).
6. Fresh water rinse all interior surfaces to remove cleaning agent and dilute/neutralize residual concentrations. Pricing assumes that neutralized wash-water and sediment can be disposed of through on-site drainage.
7. After cleaning, the tank will be disinfected in accordance with AWWA C652.
8. The tank will be sealed and made ready for service.
9. This price does not include containment, testing, or off-site disposal of sediment or debris from the tank.
10. The above pricing is contingent upon accessibility of the site and the ability of USG to perform tasks required unobstructed, and to complete the task in one (1) full work day. (\$1,500.00 per day for each additional day)

Please sign and date this agreement and fax one copy to our office or e-mail Scott at skelley@utilityservice.com

Nine Thousand Nine Hundred Eighty Five and -----00/100 Dollars \$9,985.00

Payment to be made as follows: Lease payments and purchase payment as specified above

Remittance Address: Utility Service Co., Inc., P O Box 674233, Dallas, TX 75267-4233

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized  
USG Signature

Note: This proposal may be withdrawn by us if not accepted within Sixty (60) days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Fiscal Yr Beginning Month \_\_\_\_\_

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Printed Name \_\_\_\_\_

## PRICING

### 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
<del>1</del>	<del>Disinfectant Boost System</del>	<del>\$8,580</del>	<del>\$8,580</del>
<del>1</del>	<del>Chemical Injection Line Kit</del>	<del>\$300</del>	<del>\$300</del>
<del>60</del>	<del>3/8" Exterior SS Chemical Injection Hose (priced by foot)</del>	<del>\$5.60</del>	<del>\$336</del>
Equipment Subtotal			\$5,910

<p><del>Factory Delivery, Installation and Startup (If the power source for the mixer is available at the time of installation.</del></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

<b>Equipment, Delivery, and Placement Total</b>	<b>\$19,870</b>
---	-----------------



January 16, 2015

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

RE: GS-9 Mixer Installation

Mr. Rafuse,

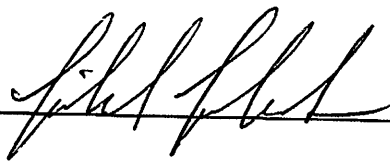
Thank you for allowing Waterline Industries Corp. the opportunity to work with you on this project. As discussed, we could make a crew available before the end of January if you wish to proceed.

The installation and startup of the GS-9 mixer and GS-9 control box, includes all mechanical and electrical from the existing hand-hole, and a second penetration for a "future" chlorine boost system.

Waterline will perform all work described above for the price of \$13,750 (thirteen thousand seven hundred fifty dollars).

Exclusions: Bonds, permit fees, supply of equipment, chlorine boost system and hose, tax, prevailing wages, residual removal or tank draining / disinfection and temporary power (we have made the assumption that 120v AC power is available at the hand-hole).

Please feel free to call me to discuss if you have any questions or concerns.

Customer Signature  *CHAIRMAN  
WATER COMMISSIONERS* Date: 4-15-15

Waterline Industries \_\_\_\_\_ Date: \_\_\_\_\_

WORKMANSHIP, INNOVATION, & COMMITMENT TO EXCELLENCE

# Proposal



## Terms & Conditions:

This Preventative Maintenance Agreement is entered into by Kinsley Power Systems, and the generator equipment owner as signed, for the purpose of maintaining their equipment in the best possible operating conditions in order to minimize the necessity of emergency service. This agreement does not relieve the owner of periodic checks and testing as outlined in the manufacturer's manuals. While preventative maintenance should result in maximum availability of generator equipment, Kinsley Power Systems, makes no warranties or guarantees as to equipment uptime and disclaims any responsibility for consequential damages. Services to be performed are specified herein, and constitute the extent of this agreement. The generator equipment owner will be furnished with an inspection report denoting conditions found and further service found to be required, if any.

**No services, parts or materials are covered under this agreement unless specifically referred to herein, nor does this agreement include expenses to repair any damage resulting from abuse, accident, theft, acts of a third party, forces of nature or altering the equipment. Services requested but not covered under this agreement will be billed at normal rates for labor, travel, or parts.**

CONTRACT: This agreement will be automatically renewed every year until canceled in writing with 30 days prior written notice by either party. Kinsley Power reserves the right to review the service contract pricing annually, using the Consumer Price Index as a guideline for any adjustments. It is mutually understood that this proposal sets forth our entire agreement.

**PLEASE RETURN A SIGNED COPY OF THIS QUOTE TO US BY FAXING IT TO 860.392.0222**

*For any questions, please contact our aftermarket sales specialist, at [ams@kinsleypower.com](mailto:ams@kinsleypower.com)*



# Proposal



**What's included:**

Preventative Maintenance Performed	Generator or ATS?	Level 1 (Minor)	Level 2 (Major)
Check Lubricating oil, add as required	Generator	X	NA
Change Lubricating oil and oil filter	Generator	NA	<u>X</u>
Check radiator/cooling system (radiator, radiator cap, water pump, coolant hoses/clamps). Add coolant as required	Generator	X	X
Perform on site coolant analysis-test freeze point, nitrate levels, corrosion inhibitor levels	Generator	NA	<u>X</u>
Check air filter(s), hoses and crankcase breather	Generator	X	NA
Change air filter as needed	Generator	NA	<u>X</u>
Check fuel lines/hoses for leaks/pliability, inspect fuel vents for obstructions, check/clean fuel sediment bowl	Generator	X	X
Check fuel / water separator (if applicable)	Generator	X	NA
Replace fuel / water separator (if applicable)	Generator	NA	<u>X</u>
Check (and notate for diagnosis) warning lights illuminated, gauges/instrumentation function/faults	Generator & ATS	X	X
Check fan belts for excessive wear, inspect/adjust tension	Generator	X	X
Check governor belts for excessive wear, adjust tension if needed (if applicable)	Generator	X	X
Check battery charger, adjust if necessary	Generator	X	X
Replace spark plugs, points, distributor cap and ignition rotor (if applicable)	Generator	NA	<u>X</u>
Check battery capacity, clean battery and apply anti-corrosion treatment to terminal	Generator	X	X
Perform Generator, Generator End, ATS & Component functional and safety check	Generator & ATS	X	X
Run Generator – under load when possible (customer authorization required)	Generator & ATS	X	X
Conduct Electrical Frequency Analysis and adjust if necessary	Generator	X	X

**OFFER ACCEPTANCE**

I hereby authorize Kinsley Power Systems, Inc. to use this form as a bona fide purchase order of the services quoted on Proposal Number Q-15-1769 which clearly establishes definite price and specifications of services ordered. The person signing is doing so according to the terms and conditions.

**Proposed By:**

**Accepted By:**

Company: Kinsley Power Systems, Inc.

Company: \_\_\_\_\_

Signature: Tom Morissette

Signature: \_\_\_\_\_

Printed Name: Tom Morissette

Printed Name: \_\_\_\_\_

Title: AMS Sales Manager

Title: \_\_\_\_\_

Date: Friday, April 10, 2015

Date: \_\_\_\_\_

The Energy Solutions Company



3.2

# Proposal



Quote Number	Project Name	Date
Q-15-1769	Generator Preventative Maintenance	4/10/2015

<b>From:</b> Tom Morissette 14 Connecticut South Drive East Granby, CT 06026	<b>Billing Info:</b> Townsend Water Department 540 West Main Street Townsend, MA 01474
<b>Phone:</b> 860.844.6100	<b>Phone:</b> (978) 597-2212
<b>Fax:</b> 860-392-0222	<b>Contact:</b> Paul Rafuse
<b>Email:</b> TMorissette@KinsleyPower.com	<b>Email:</b> prafuse@townsend.ma.us
<b>Cell:</b> 617.448.7673	

## Summary

### KOHLER Generator: 50REZG, 2271968 / ATS: ,

**Physical Address** - Townsend Water Department , West Meadow Rd, Townsend, Ma,  
**Level 1 Service** - Qty Per Year: 1, Price Per Service: **\$320.00**, Level 1 Total Yearly Price:**\$320.00**  
**Level 2 Service** - Qty Per Year: 1, Price Per Service: **\$490.00**, Level 2 Total Yearly Price: **\$490.00**

### SUPERIOR Generator: 70R451, 3031517 / ATS: ,

**Physical Address** - Townsend Wtaer Department , Witches Brook Rd, Townsend, MA,  
**Level 1 Service** - Qty Per Year: 1, Price Per Service: **\$320.00**, Level 1 Total Yearly Price:**\$320.00**  
**Level 2 Service** - Qty Per Year: 1, Price Per Service: **\$503.00**, Level 2 Total Yearly Price: **\$503.00**

### Detroit/ Kohler Generator: 125GSG, 2144836 / ATS: ,

**Physical Address** - Townsend Water Department , Harbor Trace, Townsend, MA,  
**Level 1 Service** - Qty Per Year: 1, Price Per Service: **\$320.00**, Level 1 Total Yearly Price:**\$320.00**  
**Level 2 Service** - Qty Per Year: 1, Price Per Service: **\$545.00**, Level 2 Total Yearly Price: **\$545.00**

### Pump Motor Only

**Physical Address** - Townsend Water Department , Cross St, Townsend, MA,  
**Level 2 Service** - Qty Per Year: 1, Price Per Service: **\$300.00**, Level 2 Total Yearly Price: **\$300.00**

**TOTAL YEARLY CONTRACT PRICE: \$2,798.00**

*Price Quotation Expires in 30 Days*

# MEAS KPSI 27

## ORDERING INFORMATION

<b>MODEL</b>	<b>INDUSTRIAL PRESSURE TRANSDUCER</b>										
2	7	±0.25% FSO Static Accuracy									
↓	↓	<b>MATERIAL</b>									
		S Stainless Steel									
		T Titanium									
		<b>REFERENCE PRESSURE FORMAT</b>									
		1 Vented gage									
		3 Sealed gage									
		4 Absolute									
		<b>OUTPUT</b>									
		3 0-5 VDC									
		F 0-2.5 VDC									
		G 0-4 VDC									
		H 0-10 VDC									
		J 1.5-7.5 VDC									
		4 4-20 mA									
		6 4-20 mA, temp. measurement option, -20 to 60°C (not IS approved)									
		<b>PRESSURE CONNECTION</b>									
		1 1/4" - 18 NPT female fitting									
		2 1/4" - 18 NPT male fitting									
		7 1/2" - 14 NPT male fitting									
		<b>ELECTRICAL CONNECTION</b>									
		0 Molded Cable Seal - rated to a maximum of 300 psi									
		1 Strain-relieved cable with flying leads - standard									
		4 1/2" - 14 NPT male conduit fitting									
		<b>LIGHTNING PROTECTION</b>									
		A None									
		B Full Lightning Protection									
		<b>PRESSURE RANGE (at MAX output)<sup>1</sup></b>									
		#	#	#	#	#	#	#	#	#	
		↓	↓	↓	↓	↓	↓	↓	↓	↓	
		<b>PRESSURE RANGE (at MIN output)<sup>1</sup></b>									
		#	#	#	#	#	#	#	#	#	
		↓	↓	↓	↓	↓	↓	↓	↓	↓	
		<b>MOISTURE PROTECTION</b>									
		A None									
		B Vent Filter (with electrical connection option "0" only)									
		<b>CABLE TYPE</b>									
		1 Polyurethane (with electrical connection option "0")									
		3 PVC jacket									
		<b>CABLE LENGTH</b>									
		#	#	#	#	#	#	#	#	#	
		↓	↓	↓	↓	↓	↓	↓	↓	↓	
		<b>LABEL<sup>3</sup></b>									
		A psi									
		B kPa									
		C mbar									
		↓									

**Notes:**

- The part number requires two pressure range limits, corresponding to the maximum and minimum analog outputs of the transducer, to be specified in pounds per square inch (psi) to three decimal places. The lower pressure range is typically 000.000 unless otherwise required. For reverse output requirements, enter the lower pressure range for the maximum output signal and the upper range for the minimum output.  
Example: 50 psi (enter 050.000)
- For sealed gage reference add local standard atmosphere (14.700 typical). Contact MEAS for assistance.  
Example: 150 psi + 14.700 = 164.700 (enter 164.700)
- For pressure ranges >=1000 psi should be expressed in the format (xxxx.xx)  
Example: 1500 psi (enter 1500.00)
- Units of measure on standard MEAS label. Contact MEAS if private labeling is required.

### NORTH AMERICA

Measurement Specialties, Inc.  
1000 Lucas Way  
Hampton, VA 23666  
USA  
Tel: 1-757-766-1500  
Fax: 1-800-745-8008  
Sales: [WL\\_sales@meas-spec.com](mailto:WL_sales@meas-spec.com)

### EUROPE

Measurement Specialties  
(Europe), Ltd.  
26 Rue des Dames  
78340 Les Clayes-sous-Bois, France  
Tel: +33 (0) 130 79 33 00  
Fax: +33 (0) 134 81 03 59  
Sales: [pfq.cs.emea@meas-spec.com](mailto:pfq.cs.emea@meas-spec.com)

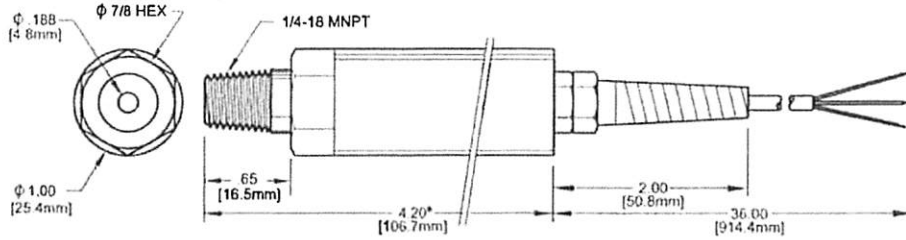
### ASIA

Measurement Specialties  
(China), Ltd.  
No. 26 Langshan Road  
Shenzhen High-Tech Park (North)  
Nanshan District, Shenzhen 518057  
China  
Tel: +86 755 3330 5088  
Fax: +86 755 3330 5099  
Sales: [pfq.cs.asia@meas-spec.com](mailto:pfq.cs.asia@meas-spec.com)

The information in this sheet has been carefully reviewed and is believed to be accurate; however, no responsibility is assumed for inaccuracies. Furthermore, this information does not convey to the purchaser of such devices any license under the patent rights to the manufacturer. Measurement Specialties, Inc. reserves the right to make changes without further notice to any product herein. Measurement Specialties, Inc. makes no warranty, representation or guarantee regarding the suitability of its product for any particular purpose, nor does Measurement Specialties, Inc. assume any liability arising out of the application or use of any product or circuit and specifically disclaims any and all liability, including without limitation consequential or incidental damages. Typical parameters can and do vary in different applications. All operating parameters must be validated for each customer application by customer's technical experts. Measurement Specialties, Inc. does not convey any license under its patent rights nor the rights of others.

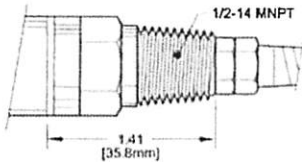
# MEAS KPSI 27

## DIMENSIONS

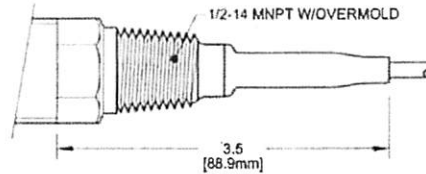


\*ADD 1.95" FOR LIGHTNING PROTECTION OPTION

PVC Cable



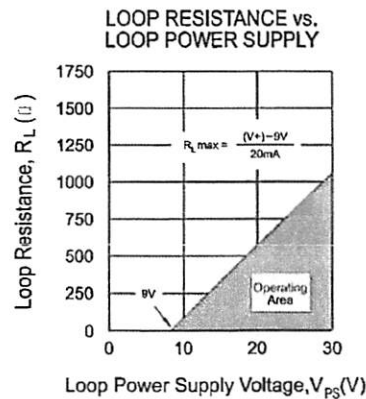
1/2" Conduit Fitting



1/2" Conduit Fitting with Molded Cable Seal

## ELECTRICAL TERMINATION / LOOP RESISTANCE / CERTIFICATIONS

ELECTRICAL TERMINATION		
22AWG CONDUCTORS IN A SHIELDED CABLE WITH VENT TUBE		
4-20 mA	RED	+ EXCITATION
	BLACK	- EXCITATION
0-5 VDC	RED	+ EXCITATION
	BLACK	- EXCITATION
	WHITE	+ SIGNAL
ALL	DRAIN WIRE	SHIELD



# MEAS KPSI 27

## SPECIFICATIONS

### STATIC PERFORMANCE

Static Accuracy (combined effects of non-linearity, hysteresis and repeatability, best fit straight line method)	±0.25% FSO	BFSL method
Resolution	+0.0001% FS	

### ENVIRONMENTAL

Wetted Materials	316 SS or Titanium; Viton®	Viton® is a registered trademark of DuPont.
Compensated Temp Range	0 to 50°C	
Thermal Error (maximum allowable deviation from the Best Fit Straight Line due to a change in temperature)	±0.05% FSO/°C ±0.1% FSO/°C	worst case over compensated temperature range for ranges < 5 psi (34 kPa)
Operating Temp Range	-20 to 60 °C	
Protection Rating	IP 67	when the overmold option (0) is ordered

### ELECTRICAL

Excitation	9-28V – VDC output	0-5V, 0-2.5V, 0-4V
	9-28V – mA output	4-20
	15-28V – VDC output	0-10V
	10-28V – VDC output	1.5-7.5V
Input Current	20 mA max	for mA output
	3.5 mA max	for VDC output
Output	4-20mA, 0-5 VDC, 0-2.5VDC, 0-4VDC, 0-10VDC, 1.5-7.5VDC	for ranges > 100 psi (690 kPa) only 4-20mA output is available
Zero Offset	±0.12 mA for mA output < 0.25 VDC for VDC output	
Output Impedance	See loop diagram for mA output 20 ohm for VDC output	
Insulation Resistance	100 mega ohm at 50 VDC	
Circuit Protection	Polarity, surge/shorted output	

### CERTIFICATIONS

CE compliant	EN 61326-1:2001 and 61326-2-3:2006
UL, CUL and FM	Class I, II, III, Div 1, Groups A,B,C,D,E,F&G
WEEE/RoHS	Waste from Electrical and Electronic Equipment (WEEE) and Restrictions on the use of Hazardous Substances (RoHS)

### PHYSICAL

Approximate Weight	0.44 lbs (198 g) transducer 0.05 lbs/ft (79 g/m) cable
--------------------	---

### TEMPERATURE OUTPUT OPTION (not intrinsically safety approved)

Temperature Range	-20 to 60°C	available for 4-20mA output versions only
Output Signal	4-20mA	
Temperature Measurement Accuracy	±4°C	

### LIGHTNING PROTECTION (power supply needs to be limited to 150mA to avoid lock up of the gas tube after a suppression event)

Life Expectancy	>1,000 Operations
Peak Clamping Voltage	36 Volts
Response Time	<10 nsecs
Shunts	20,000 Amperes

## MEAS KPSI 27



- Non-Submersible Pressure Transducer
- $\pm 0.25\%$  FSO Static Accuracy
- Multiple NPT Fitting Sizes
- Two Year Warranty



### DESCRIPTION

The MEAS KPSI 27 is a non-submersible pressure transducer specifically designed for demanding industrial applications where the primary criteria are reliability and economy. These units provide repeatable, precision measurements under the most hostile conditions. Capable of measuring vacuum to pressure as high as 2000 psi (13,790 kPa), these transducers can meet most any industrial pressure measurement requirement and are available with an overmolded cable exit option for splash down applications (IP 67).

All MEAS KPSI Transducers utilize a highly accurate pressure sensor assembly specifically designed for hostile fluids and gases. The assembly is integrated with supporting electronics in a durable housing constructed of 316SS or Titanium. A wide variety of electrical and pressure connections are available to accommodate most any system interface.

### FEATURES

- Custom Cable Lengths
- Welded 316SS or Titanium
- Custom Pressure Ranges up to 2000 psi
- Analog Outputs of 4-20 mA or VDC
- Optional Lifetime Lightning Protection

### APPLICATIONS

- Tank Level
- Pump Control
- Bubbler Systems
- Compressors

### SPECIFICATIONS

Parameter		Comment
<b>PRESSURE RANGES</b>		
Full Scale Pressure Ranges (intermediate pressure ranges are available)	1 thru 300 psi (7 thru 2070 kPa)	Vented Gage Reference
	5 thru 2000 psi (34 thru 13790 kPa)	Sealed Gage Reference
	15 thru 2000 psi (103 thru 13790 kPa)	Absolute Gage Reference
Proof Pressure	1.5 x FS	
Burst Pressure	2.0 x FS	

**ATTACMENT A**  
**KPSI TRANSMITTER DATA SHEETS**



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

MAR 17 2015



March 9, 2015

**Townsend, MA**  
**Project No. M2140254**

Louis A Soracco, P.E.  
Project Manager  
Stantec Consulting Services  
5 LAN Drive, Suite 300  
Westford, MA 01886

**Water System SCADA System Upgrade**  
**Project Change Order No. 3**

Dear Mr. Soracco:

As requested, **Weston & Sampson CMR, Inc. (W&S CMR)** is pleased to submit this change order to install pressure level transmitters at the booster station as described herein

- > **Materials**
  - o KPSI Pressure Transmitters – Actual Cost \$450 x 2 transmitters x 1.15 (M.U. and profit) = **\$1,035.00**
- > **Labor**
  - o 8 man hours x \$59.65 x 1.55 (Direct Payroll Expense) x 1.20 (OH&P.) = **\$ 887.59**
- > **Total Change Order No. 3 = **\$1,922.59****

Attachment A contains the transmitter data sheets.

Please review this submittal and call me at (978) 532-1900 ext 2440 or e-mail me at [richards@wseinc.com](mailto:richards@wseinc.com). with any questions.

Sincerely,

**Weston & Sampson CMR, Inc.**

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

T:\CMR\Townsend Water Dept\SCADA System M2140254\Change Orders\Change Order No. 3 - Booster Station Pressure Transmitters.docx

Public Entity: ..... Townsend Water Department

Project Number: ..... 195111966 Contract Number: N/A Change Order Number: 3

Contract Title: ..... Water System SCADA System Upgrade

Owner's Name: ..... Townsend Water Department

Owner's Address: ..... 540 Main Street, West Townsend, MA 01474

Contractor's Name: ... Weston & Sampson CMR, Inc.

Contractor's Address: Five Centennial Drive, Peabody, MA 01960-7985

**Description of Change**

This Change Order includes the costs for the following changes:

1. Addition of pressure transducers in the suction and discharge lines at the West Meadow booster station.
  - a. Change in Contract = \$1,922.59

This increases the contract amount by **\$1,922.59**

**Reason for Change**

These changes are being requested for the following reasons:

1. Pressure transducers will allow the Town to monitor suction and discharge pressures at the booster station. The existing transducers are not capable of multiple connections due to a low voltage.

END OF SECTION

Water System SCADA System Upgrade  
Townsend Water Department  
Engineer: Stantec

Change Order  
Section 00820a - Page 1

SECTION 00820a  
CHANGE ORDER

Project Number 195111966  
Contract Number N/A  
Change Order Number 3

Contract Amount (As Bid)..... \$156,249.00  
Net Change in Contract Price (this Change Order)..... \$1,922.59  
Net Change in Contract Price (all other Change Orders)..... \$34,880.46  
Total Adjusted Contract Price..... \$193,052.05

This Change Order extends the time to complete the Work by: ..... 20 calendar days  
The extended completion date is: ..... See Agreement

This Change Order is recommended by: Stantec

[Signature] 47126 4/8/15  
Louis A. Soracco P.E. # Date

The undersigned agree to the terms of the Change Order and certifies that such Change Order is in conformance with M. G. L. C.30, Section 39I.

Contractor: Weston & Sampson CMR, Inc. [Signature] 4-9-2015  
Date

Owner: Townsend Water Commissioners  
[Signature] 4-15-15  
[Signature] 4/15/2015  
Date

Owner: Board of Selectmen  
[Signature] \_\_\_\_\_  
\_\_\_\_\_ Date

Certification of Appropriation under M. G. L. C.44, Section 31C: Adequate funding in an amount sufficient to cover the total cost of this Change Order is available.

By: \_\_\_\_\_  
Theresa Walsh, Town Accountant Date



Weston & Sampson CMR, Inc.  
 Five Centennial Drive  
 Peabody, Massachusetts 01960-7985  
 www.westonandsampson.com  
 Tel: (978) 532-1900 Fax: (978) 977-0100  
*Innovative Solutions since 1899*

## LETTER OF TRANSMITTAL

**TO:**

Townsend Water District  
 540 Main Street  
 West Townsend, MA 01474

DATE 04/10/15	JOB NO. M2140254
ATTENTION: Paul Rafuse	
RE: Townsend Water Department	
Water System SCADA System Upgrade	

**WE ARE SENDING YOU:**

- Shop Drawings       Attached       Plans       Samples
- Change Order       Prints       Copy of Letter       Specifications
- Other:       Under separate cover via:

COPIES	DATE	NO.	DESCRIPTION
4			Change Order No. 3

**THESE ARE TRANSMITTED AS CHECKED BELOW:**

- For approval       Approved as submitted       Resubmit copies for approval
- For your use       Approved as noted       Submit copies for distribution
- For review and comment       As requested       Return corrected prints
- FOR BIDS DUE       Prints returned after loan to us       Returned for corrections
- Other

**REMARKS:**

--

COPY TO:	SIGNED: <i>Sally Smith</i> Sally Smith, Construction Coordinator
----------	---

*If enclosures are not as noted, kindly notify us at once.*

1,4.1



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

Name: Honeyland Farms Account # 61144

Address: 1 Brookline ST

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Billing date \_\_\_\_\_

AMOUNT: 150 ABATEMENT  ADJUSTMENT  (check one)

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

Reasons: (please attached supporting documentation if applicable)

2012 - owner made into (1) unit request

u/c Abatement.

150.00 FOR (FY 15) 4 quarters

APPROVED  DENIED  (check one)

DATE: \_\_\_\_\_

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature] 4-15-15

[Signature] 4/15/2015

WATER DEPARTMENT MEETING

DATE: April 15, 2015

NAME

ADDRESS

PH/EMAIL

Karen Chapman

Town Hall



6.5 Review March 2015 Appropriation Balance report.

6.6 Review and sign NEW April 2015 Schedule of Bills Receivable report (SF)

\*\* (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**

April 15, 2015 - 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 March 9, 2015 and May 12, 2014(SF)
- 1.6 Review correspondence.

**II. APPOINTMENTS:**

- 2.1 5:45 PM Karen Chapman to discuss purchasing a hybrid vehicle. RE: Green Communities Grant

**III. MEETING BUSINESS:**

- 3.1 Review/Discuss/Vote on Change Order # 3 From Weston & Sampson to install pressure transmitters at West Meadow Rd. Booster Station related to SCADA project.
- 3.2 Review/Discuss/Vote on proposal from Kinsley Power Systems for Preventative Maintenance on all generators.
- 3.3 Review/Discuss/Vote on proposal from Waterline Industries Corp. to install a Gridbee mixer in the Fitchburg storage tank and associated electrical work.
- 3.4 Review/Discuss/Vote on proposal from Utility Service Company, Inc. to clean and disinfect the Fitchburg Rd. storage tank prior to installation of mixer.
- 3.5 Review/Discuss/Vote Yearly service/maintenance fee for H2O Report Generator Software.
- 3.6 Approve 1" service #61713, Dorleen & Wendy LLC, 21 Shirley Road. (SF)
- 3.7 Approve 1" service #61714, Dorleen & Wendy LLC, 19 Shirley Road. (SF)
- 3.8 Abate/Refund acct# 61088A, David Roy, \$119.62 RE Overpaid and moved to Acton. Refund requested by BB. (SF)
- 3.9 Abate acct# 0720, Jafar Mizamohamdi, \$1.95 RE See Application. (SF)

**IV. COMMISSIONERS UPDATES AND REPORTS.**

- 4.1 Niles requested clarification on the Comcast modem upgrade.

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

- 5.1 Superintendent will represent Water Department on Earth Day on Saturday April 25, 2015 from 10:00 am - 3:00 pm on the Common

**VI. OFFICE UPDATES AND REPORTS.**

- 6.1 Review and Sign Bills Payable Warrants.
- 6.2 Review payroll.
- 6.3 Review and sign March 2015 Schedule of Bills Receivable report (SF)
- 6.4 Review March 2015 Accounts Receivable report.



keeping in mind to look for an alternative program with in the SCADA program to use as an alternate. MM seconded. Unanimous vote.

- 3.6 Approve 1" service #61713, Darleen & Wendy LLC, 21 Shirley Road.
- 3.7 Approve 1" service #61714, Darleen & Wendy LLC, 19 Shirley Road. NB made a motion to approve 1" line to 19 and 21 Shirley Road. Acct # 61713 and 61714. MM seconded. Unanimous vote.
- 3.8 Abate/Refund acct# 61088A, David Roy, \$119.62 RE Overpaid and moved to Acton. Refund requested by BB. NB made a motion to refund to David Roy, acct# 61088A in the amount of \$119.62.
- 3.9 Abate acct# 0720, Jafar Mizamohamdi, \$1.95 RE See Application. NB made a motion to abate Honeyland Farm, 1 Brookline Street, \$150.00 for the past year of unit charges. MM seconded. Unanimous Vote.

#### **IV. COMMISSIONERS UPDATES AND REPORTS.**

4.1 Niles requested clarification on the Comcast modem upgrade. Paul explained that it was on the office computers only.

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

5.1 Superintendent will represent Water Department on Earth Day on Saturday April 25, 2015 from 10:00 am - 3:00 pm on the Common. Paul reported that he was asked to represent the Water Department during Earth Day.

#### **VI. OFFICE UPDATES AND REPORTS.**

- 6.1 The Board reviewed and Sign Bills Payable Warrants.
- 6.2 The Board reviewed payroll.
- 6.3 The Board reviewed and signed March 2015 Schedule of Bills Receivable report.
- 6.4 The Board reviewed March 2015 Accounts Receivable report.
- 6.5 The Board reviewed March 2015 Appropriation Balance report.
- 6.6 The Board reviewed and signed NEW April 2015 Schedule of Bills Receivable report.

#### **VII. ADJOURNMENT:**

MM made a motion to adjourn the meeting at 7:10 PM. NB seconded. Unanimous vote.

Respectfully Submitted,

Brenda Boudreau



**TOWNSEND WATER DEPARTMENT**  
540 Main Street West Townsend, Massachusetts 01474

*115*  
*5/11/2015*  
*MM 5-11-15*

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**

April 15, 2015 - 5:30P.M.

Water Department 540 Main Street, Meeting Room

**I. PRELIMINARIES:**

- 1.1 MM called the meeting to order at 5:37 p.m. at 540 Main Street.
- 1.2 Roll call showed Members Present: Michael MacEachern- Chairman, Niles Busler-Vice Chairman and Nathan Mattilla-Clerk was absent. Guests Present: Karen Chapman, Paul Rafuse and Brenda Boudreau.
- 1.3 MM Announced that the meeting is being tape recorded
- 1.4 Chairman's additions or deletions. MM added to the addition a last minute abate to be voted on for Honey Land.
- 1.5 Review/ Approve meeting minutes of March 9, 2015 and May 12, 2014. **NB made a motion to approve the minutes of March 9, 2015 and May 12, 2014. MM seconded. Unanimous vote.**
- 1.6 The Board reviewed the correspondence.

**II. APPOINTMENTS:**

- 2.1 5:45 PM Karen Chapman to discuss purchasing a hybrid vehicle. RE: Green Communities Grant. **NB made a motion to move forward on purchasing the Ford Hybrid Fusion SE contingent upon getting a minimum of \$5,000.00 on a trade in and to accept the grant from the Green Communities Grant to offset the cost between a regular SE vehicle and the hybrid SE model. MM seconded. Unanimous vote.**

**III. MEETING BUSINESS:**

- 3.1 Review/Discuss/Vote on Change Order # 3 From Weston & Sampson to install pressure transmitters at West Meadow Rd. Booster Station related to SCADA project. **NB made a motion to approve the increase in price from Weston & Sampson for the change order # 00820A project # 195111966 in the amount of \$ 1,922.59. MM seconded. Unanimous vote.**
- 3.2 Review/Discuss/Vote on proposal from Kinsley Power Systems for Preventative Maintenance on all generators. After much discussion the Board tabled the matter to get additional quotes.
- 3.3 Review/Discuss/Vote on proposal from Waterline Industries Corp. to install a Gridbee mixer in the Fitchburg storage tank and associated electrical work. **NB made a motion to sign the contract with Water Line Industries to install a Gridbee mixing system to the Fitchburg Road storage Tank. NB also amended the vote to add \$360.00 for purpose of putting up an auxiliary tube this shall not be part of the contract. MM seconded. Unanimous vote.**
- 3.4 Review/Discuss/Vote on proposal from Utility Service Company, Inc. to clean and disinfect the Fitchburg Rd. storage tank prior to installation of mixer. **NB made a motion to look into having the Fitchburg Road Tank cleaned robotically not to exceed \$4,000.00. MM seconded. Unanimous vote.**
- 3.5 Review/Discuss/Vote Yearly service/maintenance fee for H2O Report Generator Software. **NB made a motion to approve the yearly contract from H2O Software in the amount of \$ 2,450.00**