



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

Name: Gary & Danielle Hanson Account # 4610

Address: 9 Virgo Lane

Phone # _____ Email Address _____

Billing date 4-21-15

AMOUNT: 9.48 ABATEMENT [] ADJUSTMENT [] (check one)

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

Reasons: (please attached supporting documentation if applicable)
9.48 discharge (date of billing balance) 1-13-2015

APPROVED [] DENIED [] (check one)

DATE: 5-11-15

*Send letter w/
new Balance*

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]

[Signature]

87560.18.



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

Name: Yveth Newcomb Account # 60069

Address: 9 Kaneohe Court.

Phone # _____ Email Address _____

Billing date 4-21-2015

AMOUNT: 245.97. ABATEMENT [] ADJUSTMENT [] (check one)

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

Reasons: (please attached supporting documentation if applicable)

245.97 Balance (discharged)
at time of filing 12/10/14

APPROVED [] DENIED [] (check one)

DATE: 5-11-15

Send letter
w/ New Balance

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]

[Signature]

87308.20 ✓
~~87314.21~~



3.5

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

December 1, 2014

Terri Walsh
Town Accountant
Town of Townsend

Dear Terri,

At the Board of Water Commissioner's meeting held on November 10, 2014. The Board voted unanimously to transfer the balance of the certified free cash totaling \$ 312,086.00 to acct# 061.400.5012 System Enhancement.

If you have any questions please contact me.

Sincerely,

Brenda Boudreau,
Office Administrator

6.11

FISCAL YEAR 15 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
 April 30, 2015

UNCOLLECTED FROM JUNE 30, 2014

83,934.69

CHARGED 07/01/14- 04/30/15

	4/30/2015	Previous Balance	Total
USER CHARGES	204,074.00	785,700.95	989,774.95
SERVICE CHARGES	5,015.00	23,976.45	28,991.45
CONNECTION CHARGES	4,000.00	30,600.00	34,600.00
LATE CHARGES	25.00	13,433.58	13,458.58
BACKFLOW		3,500.00	3,500.00
SUBTOTAL	213,114.00		
TOTAL CHARGES			1,070,324.98
			1,154,259.67

RECEIVED 07/01/14- 04/30/15

	4/30/2015		
USER CHARGES	150,460.83	765,387.54	915,848.37
SERVICE CHARGES	4,528.08	23,992.62	28,520.70
CONNECTION CHARGES	4,000.00	30,600.00	34,600.00
LATE CHARGES	1,001.01	11,206.38	12,207.39
BACKFLOW	50.00	3,650.00	3,700.00
SUBTOTAL	160,039.92		
TOTAL RECEIPTS			994,876.46

SENT TO LIEN	38,039.21
LIENS COLLECTED	0.00
ABATEMENTS	583.48
ADJUSTMENTS	809.62
UNCOLLECTED	119,950.90
	1,154,259.67

OUTSTANDING:

USER CHARGES	114,055.71
SERVICE CHARGES	2,152.26
CONNECTION CHARGES	0.00
LATE CHARGES	3,642.93
BACKFLOW	100.00
TOTAL OUTSTANDING	\$ 119,950.90

3.4

Townsend Water Department

5/8/2015

PO Box 321 Medford MA 02155-0004 PH: 978-597-2212

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CUSTOMER HISTORY 12/31/2006 to 04/22/2015

Acct: 60791 TOWNSEND FIRE-EMS DEPT Home:(978) 597-8150
P.O. BOX 530 TOWNSEND MA 01469 Current Balance: \$0.00 INACTIVE
Loc ID: 60791 @ 13 ELM STREET TOWNSEND
Rte: 99 Seq.# 970 Dep:\$0.00

Table with columns: Date, Code, Description, Previous, Present, Used, Charge, Payment, Balance. Rows include unit charges, checks for \$118.50, \$73.50, \$94.50, \$67.50, and \$73.50, and work orders for hydrant installation and meter removal.

Townsend Water Department

5/8/2015

PO Box 321 Medford MA 02155-0004 PH: 978-597-2212

CUSTOMER HISTORY 12/31/2006 to 04/22/2015

Acct: 60791 TOWNSEND FIRE-EMS DEPT Home:(978) 597-8150
 P.O. BOX 530 TOWNSEND MA 01469 Current Balance: \$0.00 INACTIVE
 Loc ID: 60791 @ 13 ELM STREET TOWNSEND
 Rte: 99 Seq.# 970 Dep:\$0.00

Date	Code	Description	Previous	Present	Used	Charge	Payment	Balance
1/1/2014	WR	Unit Charge				37.50		118.50
1/16/2014	WR	Check 91708 for \$118.50					37.50	81.00
1/16/2014	W02	Check 91708 for \$118.50					81.00	0.00
4/1/2014	W02	Estimated on 03/19/2014 (X100) RemMR	668	680	12	36.00		36.00
4/1/2014	WR	Unit Charge				37.50		73.50
4/17/2014	W02	Check For \$73.50					36.00	37.50
4/17/2014	WR	Check For \$73.50					37.50	0.00
7/27/2014	W02	Read on 06/27/2014 (X100) RemMR	680	699	19	57.00		57.00
7/27/2014	WR	Unit Charge				37.50		94.50
9/5/2014	W02	Check 93668 for \$94.50					57.00	37.50
9/5/2014	WR	Check 93668 for \$94.50					37.50	0.00
10/11/2014	W02	Read on 09/12/2014 (X100) RemMR	699	719	20	60.00		60.00
10/11/2014	WR	Unit Charge				37.50		97.50
10/31/2014	W02	Check 94235 for \$97.50					60.00	37.50
10/31/2014	WR	Check 94235 for \$97.50					37.50	0.00
1/15/2015	W02	Read on 12/05/2014 (X100) RemMR	719	729	10	30.00		30.00
1/15/2015	WR	Unit Charge				37.50		67.50
2/6/2015	WR	Check 095054 for \$67.50					37.50	30.00
2/6/2015	W02	Check 095054 for \$67.50					30.00	0.00
4/1/2015	W02	Read on 03/06/2015 (X100) RemMR	729	741	12	36.00		36.00
4/1/2015	WR	Unit Charge				37.50		73.50
4/10/2015	WorkOrd	20140760 Install Hydrant meter for demo of Fire Station on Elm Street						73.50
4/10/2015	WorkOrd	20140758 Remove meter-Service off...						73.50
4/10/2015	Update	Changed Active Status from True to False						73.50
4/22/2015	WR	Check 95680 for \$73.50					37.50	36.00
4/22/2015	W02	Check 95680 for \$73.50					36.00	0.00

3.4

WORKORDER

Townsend Water Department

Work Order #: 20140760

Issued On: 04/10/2015

By: Brenda

To: Water Tech

Projected Completion Date:

Customer: 60791 TOWNSEND FIRE-EMS DEPT

Location: 13 ELM STREET Rte:99 Seq:970

Meter S/N: S/N: 0 RADIO ID: 35358873---02 LAST READING: 741

Description:

Comment: Install Hydrant meter for demo of Fire Station on Elm Street

MON 4-13-15
9:30AM

Requested by:

Inspected by:

Approved by:

JOBCODE	DESCRIPTION	CHARGE
		0.00
		0.00
	Work Order Total:	0.00

Meter Reading: _____

Meter Make: _____

Meter Serial No.: _____

Meter Size: _____

Hydrant meter

STOP

02318(00)

START

02305(90)

1,210 cubic ft

~~02318(00)~~
~~2305(90)~~
~~1,210~~
 1

208
 205
 130
 1



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

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

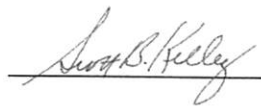
1. A date shall be coordinated by both parties for the Owner to drain the tank.
2. Customer will be responsible for supplying the necessary water, water hookups, and all testing prior to returning the subject tank back to active service. USG will provide manway gasket replacement.
3. The interior floor, 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 _____

1.4



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

Name: Various Accts Account # _____

Address: _____

Phone # _____ Email Address _____

Billing date _____

AMOUNT: _____ ABATEMENT [] ADJUSTMENT [] (check one)

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

Reasons: (please attached supporting documentation if applicable)

ACCT # 1440	Kevin Litt	-	11.73	} user fees
11 5230	Joseph Murphy	-	2.25	
11 5500	Daniel Twomey	-	2.03	

APPROVED [] DENIED [] (check one)

DATE: 5-11-15

TOWNSEND BOARD OF WATER COMMISSIONERS

[Handwritten signatures]

Checks returned in error by CLB. Late charge should not have been applied.

5134.68
5128.64

WATER DEPARTMENT MEETING

DATE: May 11, 2015

NAME	ADDRESS	PH/EMAIL
<i>Susan A. Yarnold</i>	<i>50 Fitzhugh Rd</i>	<i>(978) 597-2466</i>
<i>Andrea R. Hood</i>	[REDACTED]	[REDACTED]
<i>Jordan M Clark</i>	<i>4 LIBRA Lane</i>	<i>597-6496</i>
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

- 3.7 Abate/Refund acct# 60069, Keith Newcomb, 9 Kaneohe Court, \$245.97 RE: Bankruptcy discharge.
3.8 Abate/Refund acct# 4610, Gary & Danielle Hanson, 9 Virgo Lane, \$9.48 RE: Bankruptcy discharge.
NM made a motion to abate acct# 60069, 9 Kaneohe Court, \$245.97 and acct# 4610, 9 Virgo Lane, \$9.48
RE: Bankruptcy Charges. MM seconded. Unanimous vote.

IV. COMMISSIONERS UPDATES AND REPORTS.

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

4.1 Update on Fitchburg Storage Tank cleaning and installation of mixing system. Paul reported that the cleaning is scheduled for the 18th. Paul also reported that the mixing system should be installed right after it has been cleaned.

4.2 Update on SCADA system project. Paul reported that the project is almost completed and after a small punch list they will begin training.

NM made a motion to conduct all office updates and reports out of session. MM seconded. Unanimous vote.

VI. OFFICE UPDATES AND REPORTS.

6.1 Review and Sign Bills Payable Warrants.

6.2 Review payroll.

6.3 Review and sign April 2015 Schedule of Bills Receivable report

6.4 Review April 2015 Accounts Receivable report.

6.5 Review April 2015 Appropriation Balance report.

VII. ADJOURNMENT:

MM adjourned the meeting at 6:02 p.m.

Respectfully submitted,



Brenda Boudreau-Clerk



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, Chairman

Niles Busler, Vice-Chairman

Nathan Mattila, Clerk

Paul L. Rafuse,
Water Superintendent

(978) 597-2212
Fax (978) 597-5561

WATER COMMISSIONERS MEETING MINUTES

May 11, 2015 - 5:30P.M.

Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 MM called the meeting to order at 5:30pm at 540 Main Street.
- 1.2 Roll call showed Members Present: Michael MacEachern and Nathan Mattilla. Niles Busler was absent. Guest Present: Andrea Wood, Sue Funiole, Gordan Clark, Superintendent 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 a last minute abatement to various accounts due to an error by Century Bank. NM made a motion to abate the following account # 1440, \$1.73-#5230, \$2.25 and #5500, \$2.03. MM seconded. Unanimous vote.
- 1.5 Review/Approve meeting minutes of April 15, 2015. The Board noted and approved the minutes of April 15, 2015.
- 1.6 The Board reviewed the correspondence.

II. APPOINTMENTS:

- 2.1

III. MEETING BUSINESS:

- 3.1 Reorganize the Board of Water Commissioners. It was tabled until a full board was present.
- 3.2 Review/Discuss/Vote on proposals for Preventative Maintenance on all generators. Tabled.
- 3.3 Review/Discuss/Vote on proposal from Utility Service Company, Inc. to clean and disinfect the Fitchburg Rd. storage tank prior to installation of mixer. NM made a motion to accept the proposal from Utility Service Company to clean and disinfect the Fitchburg Road Tank prior to the installation of the mixer. MM seconded. Unanimous vote. NM amended his vote to add the amount of \$4,000.00. MM seconded. Unanimous vote.
- 3.4 Waive the Hydrant Fee for the Demo of the Townsend Fire Department .NM made a motion to waive all hydrant fees with the demolishing of the center fire station at 13 Elm Street. MM seconded. Unanimous vote.
- 3.5 Review/Discuss/Vote to rescind previous letter to the Town Accountant from the Board to transfer all funds in Retained Earnings to System Enhancement and leave \$30,000.00 for meter replacement in Retained Earnings and transfer the Balance of Retained Earnings to System Enhancement. NM made a motion to rescind the previous letter to the town account and vote to transfer \$282,086.00 from retained earnings to #061.400.5012, System Enhancements and \$30.000.00 to remain in retained earnings. MM seconded. Unanimous vote.
- 3.6 Review/Discuss results of a review and investigation by Town Counsel and the Board of Selectmen into complaints made by Carolyn Smart involving Water Department employees. Paul reviewed the finding with the board that all employees were exonerated of all wrong doing in the investigation and both Boards.