

6.4

FISCAL YEAR 16 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
December 31, 2015

UNCOLLECTED FROM JUNE 30, 2015

75,812.05

CHARGED 07/01/14- 12/31/15

	12/31/2015	Previous Balance	Total
USER CHARGES	1,246.00	559,990.00	561,236.00
SERVICE CHARGES	356.16	18,603.85	18,960.01
CONNECTION CHARGES	2,000.00	14,000.00	16,000.00
LATE CHARGES	1,831.62	8,811.80	10,643.42
BACKFLOW	0.00	5,525.00	5,525.00
SUBTOTAL	5,433.78		
TOTAL CHARGES			612,364.43

612,364.43

688,176.48

RECEIVED 07/01/14- 12/31/15

	12/31/2015		
USER CHARGES	20,422.87	509,282.67	529,705.54
SERVICE CHARGES	2,548.55	17,425.38	19,973.93
CONNECTION CHARGES	2,000.00	14,000.00	16,000.00
LATE CHARGES	1,297.21	5,746.07	7,043.28
BACKFLOW	800.00	4,420.00	5,220.00
SUBTOTAL	27,068.63		

577,942.75

SENT TO LIEN
LIENS COLLECTED
ABATEMENTS
ADJUSTMENTS
UNCOLLECTED

0.00

14,512.18

35.00

98.36

95,588.19

688,176.48

OUTSTANDING:

USER CHARGES	85,410.21
SERVICE CHARGES	1,106.59
CONNECTION CHARGES	0.00
LATE CHARGES	8,666.39
BACKFLOW	405.00
TOTAL OUTSTANDING	\$ 95,588.19



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. 16-6

12/31/2015

SCHEDULE OF BILLS RECEIVABLE

To the Accountant:
Treasurer:

The following bills, amounting in the aggregate to

FIVE THOUSAND FOUR HUNDRED THIRTY-THREE AND 78/100***** 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>	<u>LATE CHARGES</u>
12/31/15	1,246.00	356.16	2,000.00	0.00	1831.62

BOARD OF WATER COMMISSIONERS

Michael MacEachern, Chairman

Niles Busler, Vice-Chairman

Nathan Mattila, Clerk

Budget Worksheet

Department Name		Department Number	Fiscal Year
Water		061	2017

Budget Summary	FY2016 Approp.	Proposed FY 17	% Change	Comments/Notes
Personal Services	295,650	317,501	7.39%	3 Water Tech's & Office Admin. part of Coll. Barg. Agmt.
Purchase of Services	142,201	152,200	7.03%	
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	654,431	686,281	4.87%	

Acct. #	Expenditure Object Descrip	FY2016 Approp.	Proposed FY 17	% Change	Comments/Notes
061-04-000-5100-0000-000	Salaries & Wages - Department Head	73,900	80,730	9.24%	Per Ethics Comm. Reg On Call/Holiday incl. in salary
061-04-000-5110-0000-000	Salaries & Wages - Operational Staff	148,713	152,484	2.54%	
061-04-000-5112-0000-000	Salaries & Wages - Office Staff	39,259	53,358	35.91%	Temp./Part Time person to cover medical leave of OA
061-04-000-5120-0000-000	Salaries & Wages - Temp. Help	1	1	0.00%	
061-04-000-5130-0000-000	Additional Gross-Overtime	10,500	10,500	0.00%	Inc. due to OA will have 15 yrs. Cont. service.
061-04-000-5190-0000-000	Additional Gross - Longevity	3,600	3,900	8.33%	
061-04-000-5134-0000-000	Additional Gross - Reg. & Spec. On - Call	13,874	10,725	-22.70%	Less amt. due to Supt. Is incl. in base salary.
061-04-000-5191-0000-000	Commissioners Stipends	3	3	0.00%	
061-04-000-5193-0000-000	Other - Retirement Benefits	2,000	2,000	0.00%	
061-04-000-5195-0000-000	Other - Clothing Allowance	3,800	3,800	0.00%	
	TOTAL PERSONAL SERVICES	295,650	317,501	7.39%	

Submitted by: _____
 Chairman, Board of Water Commissioners

Date: _____

Labor Worksheet

Department Name	Department Number	Fiscal Year
Water	061	2017

Board of Water Commission Staff		FY2016 Approp.	Proposed FY 17	% 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	1	0.00%	
	Other - Certification				
	Other - Uniform Allow.				
	Employee Total	1	1	0.00%	

Board of Water Commission Staff		FY2016 Approp.	Proposed FY 17	% 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	1	0.00%	
	Other - Certification				
	Other - Uniform Allow.				
	Employee Total	1	1	0.00%	

Board of Water Commission Staff		FY2016 Approp.	Proposed FY 17	% 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	1	0.00%	
	Other - Certification				
	Other - Uniform Allow.				
	Employee Total	1	1	0.00%	

Labor Worksheet

Department Name Water	Department Number 061	Fiscal Year 2017
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		FY2016 Approp.	Proposed FY 17	% Change	Comments/Notes
Office Staff					
Name: Brenda Boudreau	Salary & Wages - Base	39,259	40,244	2.51%	
Position: Office Administrator	Add'l Gross - Overtime	1,500	1,500	0.00%	
Hrs/Wk: 40 Rate: Hourly	Add'l Gross - Shift Diff'l				
Current: 18.54	Add'l Gross - Longevity				
Proposed: 18.72	Other - Stipend	800	1,100	37.50%	Will be at 15 yrs. Continued service
	Other - Certification				
Per Collective Bargaining Agrmt.	Other - Clothing Allow.	1,000	1,000		
	Employee Total	42,559	43,844	3.02%	

		FY2016 Approp.	Proposed FY 17	% Change	Comments/Notes
Office Staff					
Name:	Salary & Wages - Base	0	13,114		
Position: Temporary Billing Clerk	Add'l Gross - Overtime			0.00%	Temp. Employee at 3 hrs./day for projected 270 days.
Hrs/Wk: 20 Rate: Hourly	Add'l Gross - Shift Diff'l			0.00%	This position is to cover anticipated absence of Office Administrator for medical reasons.
Current:	Add'l Gross - Longevity			0.00%	
Grade T-2/Level 2	Other - Stipend			0.00%	
Proposed: 16.19	Other - Certification			0.00%	
Grade T-3/Level 1	Other - Clothing Allow.			0.00%	
	Employee Total	0	13,114	0.00%	

		FY2016 Approp.	Proposed FY 17	% Change	Comments/Notes
Operational/Office Staff					
Name:	Salary & Wages - Base	1	1	0.00%	
Position: Extra Help	Add'l Gross - Overtime				
Hrs/Wk: Rate/Hr: 6.50	Add'l Gross - Shift Diff'l				
Proposed:	Add'l Gross - Longevity				
	Other - Stipend				
	Other - Certification				
	Other - Uniform Allow.				
	Employee Total	1	1	0.00%	

Labor Worksheet

Department Name	Department Number	Fiscal Year
Water	061	2017

Department Head		FY2016 Approp.	Proposed FY 17	% Change	Comments/Notes
Name: Paul Rafuse	Salary & Wages - Base	73,900	80,730	9.24%	Reg. & Holiday On Call Inc. Per State Ethics Comm.
Position: Superintendent	Add'l Gross - Overtime				
Hrs/Wk: 40 Rate: (Salary)	Add'l Gross - Reg. & Hol. On Call	4,400		-100.00%	
Current: 35.30	Add'l Gross - Longevity	900	900	0.00%	
Grade T-9/Level 9	Other - Stipend				
Proposed: 38.51	Other - Certification				
Grade T-9/Level 10	Other - Clothing Allow.	800	800	0.00%	
	Employee Total	80,000	82,430	3.04%	

Operational Staff		FY2016 Approp.	Proposed FY 17	% Change	Comments/Notes
Name: Michael MacEachern	Salary & Wages - Base	49,571	50,828	2.54%	On Call + 3 Holidays
Position: Water Technician	Add'l Gross - Overtime	3,000	3,000	0.00%	
Hrs/Wk: 40 Rate: Hourly	Add'l Gross - Reg. & Hol. On call	4,749	4,725	-0.51%	
Current: 23.65	Add'l Gross - Longevity	1,100	1,100	0.00%	
Proposed: 24.25	Other - Stipend				
	Other - Certification	500	500		
Per Collective Bargaining Agrmt.	Other - Clothing Allow.	1,000	1,000	0.00%	
	Employee Total	59,920	61,153	2.06%	

Operational Staff		FY2016 Approp.	Proposed FY 17	% Change	Comments/Notes
Name: James Blanchard	Salary & Wages - Base	49,571	50,828	2.54%	On Call + 6 Holidays
Position: Water Technician	Add'l Gross - Overtime	3,000	3,000	0.00%	
Hrs/Wk: 40 Rate: Hourly	Add'l Gross - Reg. & Hol. On call	4,725	6,000	26.98%	
Current: 23.41	Add'l Gross - Longevity	800	800	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	59,596	62,128	4.25%	

Operational Staff		FY2016 Approp.	Proposed FY 17	% Change	Comments/Notes
Name:	Salary & Wages - Base	49,571	50,828	2.54%	#DIV/0!
Position: Water Technician Trainee	Add'l Gross - Overtime	3,000	3,000	0.00%	
Hrs/Wk: 40 Rate: Hourly	Add'l Gross - Reg. & Hol. On call	0	0		
Current:	Add'l Gross - Longevity	0	0		
Proposed: 23.65	Other - Stipend				
	Other - Certification	0	0		
Per Collective Bargaining Agrmt.	Other - Clothing Allow.	1,000	1,000	0.00%	
	Employee Total	53,571	54,828	2.35%	

3,1

Expense Worksheet

Acct.#	Description	Department Name	Department Number	Fiscal Year	Comments/Notes
		Water	061	2017	
		FY2016 Approp.	FY 2017 Proposed	% Change	
Purchase of Services 2					
5201	Prior Year Unpaid Bills				
061-04-000-5210-0000-000	Energy	70,000	70,000	0.00%	
061-04-000-5240-0000-000	Repairs and Maintenance - Bldg	5,000	5,000	0.00%	
061-04-000-5245-0000-000	Repairs and Maintenance - Equip, Veh	20,000	20,000	0.00%	
061-04-000-5245-0006-000	Repair and Maintain SCADA System	1	10,000	999900.00%	Implementation of SCADA
061-04-000-5270-0000-000	Rentals	1,000	1,000	0.00%	
	Total Purchase of Services	96,001	106,000	10.42%	
Purchased Services 3					
061-04-000-5300-0000-000	Professional & Technical Services	20,000	20,000	0.00%	
061-04-000-5300-0001-000	Backflow Prevention Survey and Testing	6,000	6,000	0.00%	Required Per Twn. Acct. Not an expense by TWD.
061-04-000-5340-0000-000	Communication (Tel,Internet,Post, etc)	17,600	17,600	0.00%	
061-04-000-5380-0000-000	Other Purchased Services	2,600	2,600	0.00%	
	Total Purchase of Services	46,200	46,200	0.00%	
Purchased Supplies 4					
061-04-000-5420-0000-000	Office Supplies	5,000	5,000	0.00%	
061-04-000-5430-0000-000	Building Supplies	1,500	1,500	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	500	500	0.00%	
061-04-000-5480-0000-000	Vehicular Supplies	8,000	8,000	0.00%	
	Total Purchase of Services	16,500	16,500	0.00%	
Purchased Supplies 5					
061-04-000-5530-0000-000	Public Works Supplies	35,000	35,000	0.00%	
061-04-000-5530-0001-000	Chemicals (Treatment)	23,000	23,000	0.00%	
061-04-000-5580-0000-000	Other Supplies	1,000	1,000	0.00%	
	Total Purchased Supplies	59,000	59,000	0.00%	
Title Not On File 6					
5600	Prior Year Encumbrance				
	Total Title Not On File				
Other Charges and Expences 7					
061-04-000-5710-0000-000	Travel, Mileage - In State	1,100	1,100	0.00%	
061-04-000-5720-0000-000	Travel, Mileage - Out of State	100	100	0.00%	
061-04-000-5730-0000-000	Dues and Memberships	2,000	2,000	0.00%	
061-04-000-5780-0000-000	Other Charges	500	500	0.00%	
061-04-000-5785-0000-000	Other Charges - State Water Assess.(DEP)	2,000	2,000	0.00%	
	Total Other Charges and Expences	5,700	5,700	0.00%	
Articles 8					
061-04-000-5850-0000-000	New Equipment	10,000	10,000	0.00%	
061-04-000-5870-0000-000	Replacement Equipment	0	0	#DIV/0!	
	Total Articles	10,000	10,000	0.00%	
Debt Service 9					
061-04-000-5910-0000-000	LT Debt Service-MWPAT-Eastside Phase I	33,002	33,002	0.00%	
061-04-000-5901-0001-000	LT Debt Service-MWPAT- Eastside Phase II	48,030	48,030	0.00%	
061-04-000-5920-0000-000	LT Interest-MWPAT-Eastside Phase I	9,378	9,378	0.00%	
061-04-000-5920-0001-000	LT Interest-MWPAT-Eastside Phase II	14,970	14,970	0.00%	
061-04-000-5975-0000-000	Intermunicipal Agreement	0	0	#DIV/0!	
Special Articles					
061-04-500-5000-0000-000	Emergency Reserve Fund	20,000	20,000	0.00%	
	Total Debt Service	125,380	125,380	0.00%	
Total Supplies, Services, Charges and Expences		358,781	368,780	2.79%	

of this by-law. For the purposes of this section only, Police Officers of the Town and/or Agents of the Board of Water Commissioners may enter upon any property to enforce this section.

Subsection 13.2: Soil Moisture-Sensor Devices

- A. All in-ground irrigation systems installed in the Town after the effective date of this bylaw shall be equipped with a soil moisture-sensor device, approved by the Board of Water Commissioners, to prevent the system from starting automatically when not needed. Proof of this installation shall be provided to the Board of Water Commissioners at the time of registration.
- B. Any service or repair to an existing in-ground irrigation system shall include the installation of an approved moisture-sensor device, if the same is not already installed and in good working condition. Proof of this installation shall be provided to the Board of Water Commissioners at the time of installation.
- C. The Board of Water Commissioners shall maintain a list, available to the public, of approved soil moisture-sensor devices.

Subsection 13.3: Backflow Prevention

- A. All in-ground irrigation systems connected to the municipal water system in the Town shall be protected from backflow events by the installation of a backflow prevention device approved by the Board of Water Commissioners. Each backflow prevention device shall be registered with the Board of Water Commissioners. ~~[A fee may be charged for this registration.]~~ Registration fees shall be set by the Board of Water Commissioners.
- B. The Board of Water Commissioners shall maintain a list, available to the Public, of approved backflow prevention devices. Refer to Table 22-1 in 310 CMR 22.22 for the recommended backflow protection for irrigation systems.
- C. Each backflow prevention device shall be installed in accordance with 310 CMR 22.22 and the manufacturer's instructions. Each device shall be tested upon its installation and annually thereafter. A Massachusetts Certified Backflow Device Tester shall perform all testing. Copies of all testing results shall be filed with the Board of Water Commissioners or Water Department.

has been terminated by the DEP, the public will be notified of the termination in the same manner as is required in Section 8B for notice of its imposition.

Section 11: Penalties

The Town through its Water Commissioners or their designee including the water superintendent, building inspector and/or local police may enforce this by-law. Any person violating this by-law shall be liable to the Town in the amounts listed below:

- A. First violation: Warning *Verbal*
- B. Second violation: \$ *Written*
- C. Third violation: \$ *100*
- D. Fourth and subsequent violations: \$ *200* (You need to fill these in... typically \$25, \$50, \$100 or \$100, \$200, \$300 – your choice)

Each day of violation shall constitute a separate offense. Fines shall be recovered by complaint before the District Court, or by non-criminal disposition in accordance with section 21D of chapter 40 of the general laws. For purposes of non-criminal disposition, the enforcing person shall be ~~any police officer of the town~~ or the water superintendent or the superintendent's designee. If a State of Water Supply Emergency has been declared the Water Commissioners may, in accordance with G.L. c. 40, s. 41A, shut off the water at the meter or the curb stop. *Superintendent Water Techs - Build Inspector*
(Would need to add the Super to the non-criminal disposition section of the bylaws)

Section 12: Severability

The invalidity of any portion or provision of this by-law shall not invalidate any other portion or provision thereof.

Section 13: Controls on In-Ground Irrigation Systems (This section is intended to govern automatic irrigation systems and may be passed as part of a water use restriction bylaw or separately. It is included here for convenience.)

Subsection 13.1: Registration and Installation

- A. All new and existing in-ground irrigation systems shall be registered with the Town's Board of Water Commissioners in such form and manner as they shall determine. A fee may be charged for this registration. Registration fees shall be set by the Board of Water Commissioners. (Be sure that fees charged avoid characterization as a tax under the principles of Emerson College vs. City of Boston, 391 Mass. 415, 424-426 (1984) by ensuring services provided (inspection, etc.) support the fee and that fees paid are used to pay for those services.) **The Board may require inspection of the irrigation system.**
- B. All in-ground irrigation systems shall be equipped with a timing device that can be set to make the system conform to the Town's nonessential outdoor water use restrictions. During a State of Water Supply Emergency or State of Water Supply Conservation the timing device must be set to conform to the daily and hourly nonessential outdoor water use restrictions.
- C. ~~All in-ground irrigation systems shall be plumbed so that a shutoff valve is located outside the building and situated so that it may be shut off if found to be in violation~~

- E. Automatic sprinkler system ban: The use of automatic sprinkler systems is prohibited.

Section 8: Public Notification of a State of Water Supply Conservation or State of Water Supply Emergency; Notification of DEP

- A. Public Notification of a State of Water Supply Conservation – Notice to the public of all provisions, including all restrictions, requirements and conditions imposed by the Town of Townsend as part of a State of Water Supply Conservation shall be made as soon as possible, but no later than 48 hours following the declaration of a State Water Supply Conservation by publication in a newspaper of general circulation within the Town and by signage on major roadways or intersections. The Town of Townsend may also notify the public using other means determined to be appropriate (cable TV, reverse 911, email, etc.). Notification may also include email, Web sites, public service announcements on local media or other such means reasonably calculated to reach and inform all Water Users.
- B. Public Notification of a State of Water Supply Emergency – Notice to the public of all provisions, including all restrictions, requirements and conditions imposed by a State of Water Supply Emergency declared by the Department shall be made by publication in a newspaper of general circulation with the Town and by signage on major roadways or intersections. The Town of Townsend may also notify the public using other means determined to be appropriate (cable TV, reverse 911, email, etc.). This notice shall be provided as soon as possible, but no later than 48 hours after the public water system receives notice of the Department's declaration of a State of Water Supply Emergency. Notification may also include email, Web sites, public service announcements on local media or other such means reasonably calculated to reach and inform all Water Users of the State of Water Supply Emergency.
- C. Any restriction imposed under Section 5 or Section 6 or in the Department's State of Water Supply Emergency or Order shall not be effective until notification to the public is provided. Submittal of MassDEP's form "Notification of Water Use Restriction" shall be provided to the Massachusetts DEP within 14 days of the effective date of the restrictions, per MassDEP regulations (310 CMR 22.15(8)).

Section 9: Termination of a State of Water Supply Conservation; Notice

A State of Water Supply Conservation may be terminated by a majority vote of the Board of Water Commissioners or by decision of their designee upon a determination by either or both of them that the conditions requiring the State of Water Supply Conservation no longer exist. Public notification of the termination of a State of Water Supply Conservation shall be given in the same manner as is required in Section 8a) for notice of its imposition.

Section 10: Termination of a State of Water Supply Emergency; Notice

Upon notification to the Town of Townsend or Water Commissioners or their designee or to the Water Department that the declaration of a State of Water Supply Emergency

Section 5: Declaration of a State of Water Supply Conservation

The Town of Townsend, through its Board of Water Commissioners or their designee authorized to act as such, may declare a State of Water Supply Conservation upon a determination that conservation measures are appropriate to ensure an adequate supply of water for drinking and fire protection, to protect the quality and quantity of water in local aquatic habitats such as ponds, rivers and wetlands and to ensure compliance with the Water Management Act. Upon notification to the public that a declaration of a State of Water Supply Conservation has been declared, no person shall violate any provision, restriction, requirement or condition of the declaration. The Water Commissioners may designate the Water Department Superintendent or Town Administrator to declare a State of Water Supply Conservation at any time that conditions warrant. Public notice of a State of Water Conservation shall be given under Section 8 of this by-law before it may be enforced.

Section 6: Declaration of a State of Water Supply Emergency

Upon notification to the public that a declaration of a State of Water Supply Emergency has been issued by the Department of Environmental Protection, no person shall violate any provision, restriction, requirement, condition of any order approved or issued by the Department for the purpose of bringing about an end to the State of Water Supply Emergency.

Section 7: Restricted Water Uses

A declaration of a State of Water Supply Conservation and/or a State of Water Supply Emergency shall include one or more of the following restrictions, conditions, or requirements limiting nonessential outdoor water use by water customers as necessary to control the volume of water pumped each day, except as provided as acceptable in Section 4. The applicable restrictions, conditions or requirements shall be included in the public notice required under Section 8.

- A. Nonessential outdoor water use days: Nonessential outdoor water use is permitted only on the days per week specified in the State of Water Supply Emergency or State of Water Supply Conservation and public notice thereof. During a State of Water Supply Emergency or State of Water Supply Conservation, nonessential outdoor water use is restricted to two days or fewer per week.
- B. Nonessential outdoor water use hours: nonessential outdoor water use is permitted only during the hourly periods specified in the declaration of a State of Water Supply Emergency or State of Water Supply Conservation and public notice thereof. At a minimum, nonessential outdoor water use is prohibited during the hours from 9AM to 5PM.
- C. Nonessential outdoor water use method restriction: nonessential outdoor water use is restricted to a bucket or hand-held hose controlled by a nozzle.
- D. Nonessential outdoor water use ban: Nonessential outdoor water use is prohibited at all times.

plant nurseries or agricultural operations as necessary to maintain stock or establish new plantings, wash equipment to prevent damage and/or maintain performance, pest management and plant cooling).

Nonessential outdoor water uses that are subject to mandatory restrictions include:

1. irrigation of lawns via sprinklers or automatic irrigation systems;
2. washing of vehicles, except in a commercial car wash or as necessary for operator safety or to prevent damage and/or maintain performance of agricultural or construction vehicles or equipment; and
3. washing of exterior building surfaces, parking lots, driveways or sidewalks, except as necessary to apply paint, preservatives, stucco, pavement or cement.

Exceptions to nonessential outdoor water uses are:

1. irrigation of public parks and recreation fields outside the hours of 9 AM to 5 PM and;
2. irrigation of lawns, gardens, flowers and ornamental plants by means of a hand-held hose outside the hours of 9 AM to 5 PM and;
3. Irrigation outside the hours of 9 AM to 5 PM with harvested and stored stormwater runoff.

The following outdoor water uses are subject to review and approval by the Town of Townsend, through its Board of Water Commissioners or their designee:

1. irrigation to establish replanted or resodded lawn or plantings during the months of May through September;
2. irrigation of newly planted lawns (seeded or sodded) in the current calendar year for homes or businesses newly constructed in the previous twelve months;
3. Filling of privately owned outdoor pools.

Person shall mean any individual, corporation, trust, partnership, association, agency or authority, or other entity and any officer, employee, group or agent of such persons.

State of Water Supply Emergency shall mean a State of Water Supply Emergency declared by the Department of Environmental Protection under M.G.L. c.21G, §15-17.

State of Water Supply Conservation shall mean a State of Water Supply Conservation declared by the Town of Townsend pursuant to Section 5 of this by-law.

Water Customers shall mean all persons using the public water supply irrespective of that person's responsibility for billing purposes for use of the water.

Water Users shall mean all persons using water within the Town. *water distribution System.*

Section 1: Authority

This Bylaw is adopted by the Town of Townsend under its police powers pursuant to the Home Rule Amendment of the Massachusetts Constitution, Article LXXXIX, to protect public health and welfare and pursuant to its powers under M.G.L. c.40, §§21 et seq. and implements the Town's authority to regulate water use pursuant to M.G.L. c.41, §69B. This bylaw also implements the Town's authority under M.G.L. c. 40, §41A, conditioned upon a declaration of water supply emergency issued by the Department of Environmental Protection (DEP) under G.L. c. 21G, §15-17. This bylaw is also intended to implement other water conservation requirements of M.G.L. c. 21G, the "Massachusetts Water Management Act" and its regulations promulgated at 310 CMR 36.00.

Section 2: Purpose

The purpose of this bylaw is to protect, preserve and maintain the public health, safety, welfare and the environment whenever there is in force a "State of Water Supply Conservation" or a "State of Water Supply Emergency" by ensuring an adequate supply of water for drinking and fire protection and to protect the quality and quantity of water in local aquatic habitats such as ponds, rivers and wetlands. This purpose will be accomplished by providing for the imposition and enforcement of any duly implemented restrictions, requirements, provisions or conditions on water use imposed by the Town of Townsend in accordance with this bylaw and/or by the DEP under its state law authorities.

Section 3: Applicability

All Town residents that are customers of the public water supply system and private well users shall be subject to this bylaw. This bylaw shall be in effect year round.

The inclusion of water users is intended to provide the option to capture the use of private wells for nonessential outdoor water use. If you do not intend to include private well users, strike the "water users" definition and replace the term "water users" with "water customers" wherever applicable.

Do you want it to be year round or May - October?

omit

Section 4: Definitions

Agriculture shall mean farming in all its branches as defined at M.G.L. c. 128, § 1A.

This statutory definition includes cultivation of the soil, dairying and the production, cultivation, growing and harvesting of agricultural, aquacultural, floricultural or horticultural commodities as well as forest harvesting, raising livestock inclusive of bees and fur-bearing animals and forestry, lumbering, preparation for market, delivery to storage or market or to carriers to market incidental to an agricultural operation.

omit

Automatic sprinkler system shall mean any system for watering vegetation other than a hand-held hose or a bucket.

Nonessential outdoor water use shall mean those uses that are not required:

1. for health or safety reasons;
2. by regulation;
3. for the production of food and fiber;
4. for the maintenance of livestock; or
5. to meet the core functions of a business (for example, irrigation by golf courses as necessary to maintain tees and greens, and limited fairway watering, or irrigation by



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2016 Standard Mileage Rates for Business, Medical and Moving Announced

IR-2015-137, Dec. 17, 2015

WASHINGTON — The Internal Revenue Service today issued the 2016 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2016, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 54 cents per mile for business miles driven, down from 57.5 cents for 2015
- 19 cents per mile driven for medical or moving purposes, down from 23 cents for 2015
- 14 cents per mile driven in service of charitable organizations

The business mileage rate decreased 3.5 cents per mile and the medical, and moving expense rates decrease 4 cents per mile from the 2015 rates. The charitable rate is based on statute.

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously.

These and other requirements for a taxpayer to use a standard mileage rate to calculate the amount of a deductible business, moving, medical or charitable expense are in [Rev. Proc. 2010-51](#). [Notice 2016-01](#) contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

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Page Last Reviewed or Updated: 17-Dec-2015



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

Name: Bret Sackos Account # 5080

Address: 7 Arles

Phone # _____ Email Address _____

Billing date 12/18/15 Returned 12/24/15

AMOUNT: 100.00 ABATEMENT [] ADJUSTMENT [] (check one)

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

Reasons: (please attached supporting documentation if applicable) Unbank RW.

<u>9263 User</u>	<u>061-000-4210-000</u>
<u>737.4c</u>	<u>061-000-4231-000</u>
<u>100 -</u>	

APPROVED [] DENIED [] (check one)

DATE: 1-4-16

TOWNSEND BOARD OF WATER COMMISSIONERS

COPY

1 Paul Rafter Supt



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

1.6

Name: Country Estates Bldg 3 Account # 60478

Address: _____

Phone # _____ Email Address _____

Billing date 1/1/2016

AMOUNT: 12.50 ABATEMENT [] ADJUSTMENT [] (check one)

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

Reasons: (please attached supporting documentation if applicable)

1 vacancie for building 3 in Norember
12.50 u/c Adjustment includena
with 1/1/2016 Billing

APPROVED [] DENIED [] (check one)

DATE: 12/17/15

TOWNSEND BOARD OF WATER COMMISSIONERS

WATER SUPERINTENDENT

Paul Raper

COPY

Posted with
1/1/2016 Billing

WATER DEPARTMENT MEETING

DATE: January 11, 2016

NAME	ADDRESS	PH/EMAIL
Karen Chapman	Town Hall	597-1723



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 11, 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 November, 2015 and December 14, 2015. (SF)
- 1.6 Review correspondence.

II. APPOINTMENTS:

- 2.1 5:45 pm Karen Chapman, Co-Land Use Coordinator, Water Restriction By-Law

III. MEETING BUSINESS:

- 3.1 Discuss Draft FY 17 Budget
- 3.2 Discuss Final Reading Charge

IV. COMMISSIONERS UPDATES AND REPORTS.

- 4.1

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

- 5.1 Meadow Rd. Water Main Break

VI. OFFICE UPDATES AND REPORTS.

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

**** (SF) signature folder**

VII. ADJOURNMENT:

Brenda Boudreau

From: Niles Busler <nilesbusler@gmail.com>
Sent: Wednesday, February 24, 2016 8:15 AM
To: Brenda Boudreau
Subject: Re: Minutes of January 11 2016

Greetings,

Sorry about that!. There was a motion made and seconded, so I think we're still on solid ground, should anyone ask.

N

On Feb 24, 2016, at 7:45 AM, Brenda Boudreau <bboudreau@townsend.ma.us> wrote:

Good Morning,

Just an FYI you left without noting the January minutes, Mike was the only commissioner to do so. I will submit the meeting minutes without your initials.

BB

Brenda Boudreau
Town of Townsend
Water Department
540 Main Street
West Townsend, MA 01474

Phone: (978) 597-2212
Fax:(978) 597-5611

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 reviewed and signed December Schedule of Bills Receivable report

6.4 The Board reviewed December Accounts Receivable report.

_NB made a motion to adjourn the meeting NM seconded Unanimous vote. MM adjourned the meeting at 7:03 p.m.

Submitted by Brenda Boudreau

Date 2/22/2010



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

January 11, 2016 - 5:30P.M.

Water Department 540 Main Street, Meeting Room

ka

I. PRELIMINARIES:

- 1.1 MM called the meeting to order at 5:34 pm at 540 Main Street.
- 1.2 Roll call showed Members Present Chaiman, Michael MacEachern (MM) Vice Chair, Niles Busler (NB) and Clerk, Nathan Mattila (NM). Guest Present: Karen Chapman, Paul Rafuse and Brenda Boudreau.
- 1.3 MM announce that the meeting is being tape recorded
- 1.4 Chairman's additions or deletions. NONE
- 1.5 Review/ Approve meeting minutes of November 16, 2015 and December 14, 2015. **NM made a motion to approve the meeting minutes of November 16, 2015 and December 14, 2015. NB seconded. Unanimous vote.**
- 1.6 The Board reviewed the correspondence.

II. APPOINTMENTS:

- 2.1 5:45 pm Karen Chapman, Co-Land Use Coordinator, Water Restriction By-Law. The Board reviewed the By-Law that Karen had drafted. After a lengthy discussion the board agreed to set the dollar amount in fines and to omit some language that they didn't feel was necessary. Karen will revise the draft and look to see how other towns have worded their document. Karen will meet with the Board again at our February 8th meeting.

III. MEETING BUSINESS:

- 3.1 Discuss Draft FY 17 Budget. Paul submitted a draft of his proposed FY17 Budget as directed with the guidelines given to him.
- 3.2 Discuss Final Reading Charge. **NB made a motion to eliminate the \$25.00 final reading charge. Nm seconded the motion but voted no as did MM the vote to eliminate the \$25.00 final reading charge was not past by a vote 2-1.**

IV. COMMISSIONERS UPDATES AND REPORTS.

- 4.1 MM asked Paul for and update on the list of upgrades and repairs to the towns pumping stations and water tanks. Paul stated that he had spoken with Stantec and they have begun the process of writing an RFP to repair all items that the board had previously discussed.

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

- 5.1 Meadow Rd. Water Main Break. Paul stated the board may want to consider replacing part of the Main on Meadow road. The Main is deteriorating in the soil that is near or in the swamp. Paul suggest replacing it with ductile which is much more durable or perhaps incasing the main itself.