



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 11, 2016 - 5:30P.M.
Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 MM called the meeting to order at 5:32 PM, 540 Main Street.
- 1.2 Roll call showed members present: MM Michael Maceachern, NB Niles Busler, NM Nathan Mattila.
Guests Present: Lance Lewand, Paul Rafuse, James Blanchard and Brenda Boudreau.
- 1.3 MM announced that the meeting is being tape recorded
- 1.4 Chairman's additions or deletions. -None
- 1.5 Review/ Approve meeting minutes of January 25, 2016 (DPW) and February 22, 2016 and March 14, 2016. **NB Made a motion to accept minutes of previous meetings referenced above. MM seconded. Unanimous vote.**
- 1.6 Review correspondence. The Board reviewed all correspondence.

II. APPOINTMENTS:

- 2.1

III. MEETING BUSINESS:

- 3.1 Review Capital Improvement Plan and four emergency projects declared an emergency to be approved by Board of Selectmen. Paul stated that he had added Highland Street tank to the FY17 Capital Plan which includes vent hatches, Gridbee mixing systems etc. Paul requested that the Chairman sign the summary sheet for the upcoming meeting with the Capital Planning Committee.
- 3.2 Discuss/Vote to amend our Rules and Regs to implement an additional charge to customers for failure to respond and allow access to their meter. And to charge for frozen service meter replacement to vacant properties that failed to winterize properly. **NB made a motion to add section of 3.7 to the rules and regulations as written. NM seconded. Unanimous Vote.**
- 3.3 Discuss Mandatory Referral from Planning Board to enlarge ground mounted Solar Energy Overlay District. **The Board recommends mechanical weeding control due to the proximity of the well.**
- 3.4 Discuss Mandatory Referral from Zoning Board of Appeals to install a ground mounted solar system at Pine Ridge Condo's on Fitchburg Rd. Discuss Mandatory Referral from Zoning Board of Appeals for 40 Highland St. to reconstruct front porch one (1) foot closer to the road. **The Board recommends mechanical weeding control.**
- 3.5 Discuss/ Approve Request for abatement acct#60420, 292 Main Street RE: 2 separate leaks. **NM moved to deny the request for abatement for acct#60420, 292 Main St. NB seconded. Unanimous vote.**
- 3.6 Request/approve refund acct # 60081A, Heather Hilton. 3 Scott road, \$37.50 RE: Overpayment on final bill. **NM made a motion to refund acct# 60081A, Heather Hilton \$37.50 RE: Overpayment on a final bill. NB seconded. Unanimous vote.**

IV. COMMISSIONERS UPDATES AND REPORTS.

4.1 None

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

5.1 Update on Proposed projects:

- Witch's Brook Well # 1-Board voted for preliminary work to be completed. Paul has a scheduled site visit scheduled for 4-12-16 after which a proposal will be drawn up.
- Highland St. storage tank- Paul reported that this project will have to go out to bid amount will be over \$25,000.00. He is waiting for final cost.
- Fitchburg Rd. tank-Paul reported that Lou Soracco of Tighe & Bond is finishing up the proposal which should be well below \$25,000.00. That will mean best management practice to award that work. Paul did notify all that the tank needs to be up and running May thru September so the timeline is limited.
- Cross St. Well- Paul reported Maher Services has not yet drilled for wells but is expected to do so in the next few days.

5.2 Acquiring our own legal counsel. Paul drafted a letter for the Chairman to sign requesting to hire legal counsel or mediator between conflicting boards. **NM made a motion to approve the letter with changes discussed. MM seconded. NB abstained.**

5.3 Water Restriction By-Law Change. The public hearing is scheduled for 4-26-16 in the Selectmen chambers.

5.4 DPW Screening Committee Request a follow up meeting with the Water Commissioners May 9, 2016 @ 6:00 PM.

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 March Schedule of Bills Receivable report.


6.4 The Board reviewed March Accounts Receivable report.

6.5 Review March Appropriation balance report-None.

VII. ADJOURNMENT:

MM voted to adjourn the meeting @ 6:35 PM and sign the warrants out of session. Unanimous vote.

Respectfully submitted,



Brenda Boudreau

WATER DEPARTMENT MEETING

DATE: April 11, 2016

NAME

ADDRESS

PH/EMAIL

Lance Levens

3 Wyman Rd

llevens@cioblec.com

3.1

**TOWN OF TOWNSEND
SUMMARY SHEET FOR THE CAPITAL IMPROVEMENT PLAN OF FISCAL YEAR 2017- 2021
DEPARTMENT NAME:**

FY Req'd	Dept. Priority	Project/Equipment Title	FY 17	FY 18	FY 19	FY 20	FY 21	Total
17	2	Repairs and Upgrades to Witch's Brook Well # 1	40,000					\$ 40,000
17	1	Construct and develop replacement well at our Cross Street well to address water quality issues.	300,000					\$ 300,000
17	1	Rehabilitation and maintenance of Fitchburg Rd. storage tank	400,000					\$ 400,000
18	1	Highland St. Tank Maintenance and Repair	45,000					\$ 45,000
19	3	Main St. Pump Station Replacement Well Development, Wellfield decommissioned, and Pump Station Modifications			1,000,000			\$ 1,000,000
18	2	Emery Rd. to South Harbor Rd. Water Main Loop		1,500,000				\$ 1,500,000
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
		Total All Projects & Equipment	\$ 785,000	\$ 1,500,000	\$ 1,000,000	\$ -	\$ -	\$ 3,285,000

Department Head Signature _____

Date Submitted _____

Facilities Capital Inventory

Capital Facilities Inventory Form				Department Water		
Capital Planning Committee				Date 3/5/2016		Target date replacement
	Facility Name/Address	Year Acquired	Year Built	Latest Improvements	Condition	Extent of Use or Expansion
1	Water Dept. Office, 540 Main St., West Townsend	1988		Roof replaced w/rubber roof 1994, Siding replaced w/vinyl siding 2005	3	daily unknown
2	Main St. Pumping Station & 2 bay Garage 512 Main St.	1934		Maintenance as needed	4	daily unknown
3	Cross St. Pumping Station, Off Cross St.	1980		Maintenance as needed	4	daily unknown
4	Harbor Trace Pumping Station, 25 Harbor Trace Rd.	2006		Maintenance as needed	4	daily unknown
5	Witch's Brook Pumping Station # 1, 14 Ash St.	1980		Chain Link Fence Installed around Pump station 2008	4	daily unknown
6	Witch's Brook Pumping Station # 2, 14 Ash St.	1972		Chain Link Fence Installed around Pump station 2008	4	daily unknown
7	Garage, 14 Ash St.	1987		None planning to tear down	3	storage None
8	Storage Tank, Highland Street	1979		Installed mixing system 2012, Cleaned and inspected in accordance with state and federal regulations	4	daily unknown
9	Storage Tank, Fitchburg Rd.	1934		Installed mixing system 2015, Cleaned and inspected in accordance with state and federal regulations.	4	daily unknown
10	Booster Pumping Station, 88 West Meadow Rd.	1995		Maintenance as needed	4	daily unknown
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23	Condition Rating Scale 5 - Very Good 4 - Good 3 - Fair 2 - Poor 1 - Not Usable					

Equipment/Vehicle Capital Inventory

Capital Equipment Vehicle Inventory Form				Department Water			Target date replacement or Expansion
Capital Planning Committee				Date 3/5/2016			
	Equipment or Vehicle	Year Acquired	Year Built	Latest Improvements	Condition	Hours of Use	
1	2016 Ford Fusion	Dec-15			5	4 hrs./day	FY 21
2	2015 4WD Cheverolet 2500 Silverado Utility Truck	Jan-14			5	6 hrs./day	FY 23
3	2002 4WD Ford F-450 1 Ton Dump Truck	Dec-01		Replaced Dump Body 2013 Body Work on Cab 2014	4	As needed	FY 19
4	2005 John Deere 4WD 310SG Backhoe	Mar-05		Regular Maintenance	4	As needed	FY 22
5	Sullivan Air Compressor Tow Behind	1996		Regular Maintenance	4	As needed	Unknown
6							
7							
8							
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17							
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21							
22							
23							

Condition Rating Scale
 5 - Very Good 4 - Good 3 - Fair
 2 - Poor 1 - Not Usable



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

April 7, 2016

Board of Selectmen
James Kriedler, Town Administrator
272 Main St.
Townsend, MA 01469

Re: Capital Improvement Projects to be declared emergencies by the Board of Selectmen

To The Board of Selectmen,

I respectfully request the Boards consideration in approving the following Capital Improvement Projects emergencies. Funds are available to begin these projects as soon as possible.

- Repairs and Upgrades to our Witch's Brook Pump Station # 1. Estimated cost \$40,000.00
- Construct and Develop replacement well at our Cross St. Well to address high Iron and Manganese. Estimated Cost \$300,000.00.
- Rehabilitation and Maintenance of our Fitchburg Rd. storage tank. Timing is critical for this project due to the tank needs to be out of service for several weeks to perform the work and must be on line during peak demand months of May -September. Estimated cost \$400,000.00
- Repair and Maintenance of our Highland St. storage tank. The proposed work would strongly aid in preventing contaminants from entering the tank and threatening water quality. Estimated cost \$45,000.00.

We appreciate your understanding, consideration and, anticipated approval of these projects to maintain and supply safe, healthy water to the Town.

If you have any questions please don't hesitate to call or email me.

Sincerely,

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

2016 Capital Emergency Projects

1. **Repair and maintenance of the Fitchburg Road Storage tank**

This tank is the original tank in the distribution system constructed and put on line in 1934. It is a 500,000 gallon riveted steel tank. We've routinely cleaned and inspected the tank as required by the DEP every 2-3 years. All inspections have found the tank in structurally good shape. The most recent inspection performed identified a couple of areas of concern from a sanitary perspective that we are addressing immediately involving some repair work (2 open holes on the roof from missing bolts) and modifications to the roof hatch estimated to cost under \$10,000.00.

The reason for our request of the Board of Selectmen to consider this project an emergency is due to the life span of the existing interior and exterior coatings. It has been approximately 20 years since the tank has been painted. That being said, recent adhesion tests have determined that the coatings are currently maintaining adequate protection to the surfaces. However, beyond 20 years runs the risk of losing adhesion of the coatings to the surface. Once the adhesion fails the project becomes a total rehabilitation and increases the cost significantly. The Board of Water Commissioners would like to be proactive and address this issue as a recoating project and put this out to bid immediately so the project can be completed before we reach peak demand season. The projected cost could be \$200,000-\$300,000.

2. **Cross Street Well Water Quality Issue**

This well was constructed in 1980. It has been our lowest producing source but, has always provided very good quality of water. The well has been offline several months. After having the well cleaned and inspected about a year and a half ago we began receiving complaints of taste, odor and, slight discoloration of the water in a couple of homes in close proximity to the well. Routine testing showed no sign of any type of bacteria however, we did discover immediately after the well was cleaned and inspected that the Iron and Manganese levels increased dramatically. We had the well inspected and treated with a chemical called Pantonite that has been very successful in treating and reducing levels of Iron and Manganese. After treatment and pumping the well to waste for some time, levels of Iron and Manganese had significantly reduced. We put the well back on line for only a short time when we received several complaints of discolored water. We immediately took the well offline and the discolored (rusty) water complaints stopped and, the well has been offline since. We had taken specialty samples and sent them to a lab in Kansas that specializes in identifying many types of Iron bacteria and Manganese. The report found that the issue seemed confined to the immediate area of or within the well instead of out in the formation (aquifer). They recommended a low dose treatment of Chlorine however, we are leaning toward the recommendation of our engineers to hopefully develop a new well close by (within 250 ft.). We feel this may be our more cost effective option. Again, as one of our long time sources we consider this a priority. The project is estimated to cost \$200,000-\$300,000.

3. **Repairs and improvements to our Witch's Brook (Timberlee Park Well)**

This well is one of two wells that are 300 ft. apart within the Timberlee Park development. This well has also been offline since the fall of 2014 due to significant damage caused from a

lightning strike. We took the opportunity to not only begin making the repairs but make some improvements as well. Our own personnel have replaced the entire discharge pipe inside the building coming from the well and also replaced a check valve and master meter. Also, Water department personnel installed underground conduit for SCADA, back up power generation and, 3 phase power. Because of prior improvements and upgrades done on the adjacent well that increased output our focus was on other projects. In the interim we unexpectedly lost our Cross St. well so, getting these two sources back on line is now a priority. The projected cost for this project is \$200,000-\$300,000.

4. Highland St. Tank Maintenance and Repair

A recent assessment was performed at this tank and as a result some recommended upgrades were provided to protect water quality within the tank in order to provided sufficient “turn over” of water but, also to provide additional protection from contaminants entering the tank. These recommended upgrades consist of replacing the current three (3) hatch doors on the roof with new gasketed doors, replacing the current vent on top of the tank with a newer design that maintains sufficient venting but, provides protection from contaminants from entering the tank. Lastly, upgrade the mixing system to one that provides continuous mixing. This will also, maintain and improve water quality by providing a constant mixing preventing stagnation, thermal stratification and, biofilm build up.

**TOWN OF TOWNSEND CAPITAL PLANNING COMMITTEE
FORM A - CAPITAL PROJECT REQUEST**

1. Department Water	2. Date: 3/5/2016
3. Contact Person & Title: Paul Rafuse, Superintendent	4. Phone: Extension: 978-597-2212
5. Project Title: Repairs and Upgrades to Witch's Brook Well 1	6. Contact Email Address: prafuse@townsend.ma.us
7. Purpose of Project Request Form (check): () Add a New Project to the CIP () Modify a Project Already in the CIP (<input checked="" type="checkbox"/>) Resubmit Previous Project Request If Prior Unfunded Request, What FY 1st Submitted? _____	8. Fiscal Year Requested in CIP: 17
	9. Department Priority: 2
	10. Estimated Useful Life in Years: indefinite
11. Description/Justification (attach any relevant background information): The proposed repairs and upgrades are to unfortunately address damages to electrical equipment caused from a lightning strike. Improvements consist of eliminating one electrical service and have this pump station and the adjacent pump station supplied with a single upgraded 3 phase electric service.	
12. Need for Consultant Advisory Services? (check): (<input checked="" type="checkbox"/>) Yes () No	
13. Month & Year Project Will Begin If Funded? unknown Month & Year Project Will End If Funded unknown	

14. Estimated Capital Costs:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL
Planning & Design						
Land Acquisition						
Site Development						
Construction	40,000					40,000
Other (specify):						
TOTAL	\$ 40,000			\$ -	\$ -	\$ 40,000

15. Estimated Net Effects on Operation Costs (+/-):		16. Estimated Net Effects On Municipal Revenue (+/-):	
	One-Time \$	Annual \$	
Personnel			17. Recommended Financing Source (if known):
Utilities			
Supplies			
Other (specify):			18. Signature:
TOTAL	\$ -	\$ -	

Notes (reserved):

For Capital Committee Use Only: Recommended Number of Years (if any): Statutory Reference:	Estimated Annual Debt Service (Initial Fiscal Year): Maximum Number of Years Allowed: Date Estimated Provided:
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**TOWN OF TOWNSEND CAPITAL PLANNING COMMITTEE
FORM A - CAPITAL PROJECT REQUEST**

1. Department Water	2. Date: 3/5/2016
3. Contact Person & Title: Paul Rafuse, Superintendent	4. Phone: Extension: 978-597-2212
5. Project Title: Construct and Develop replacement well at our Cross Street well to address Water Quality Issues.	6. Contact Email Address: prafuse@townsend.ma.us
7. Purpose of Project Request Form (check): (<input checked="" type="checkbox"/>) Add a New Project to the CIP (<input type="checkbox"/>) Modify a Project Already in the CIP (<input type="checkbox"/>) Resubmit Previous Project Request If Prior Unfunded Request, What FY 1st Submitted? _____	8. Fiscal Year Requested in CIP: 17
	9. Department Priority: 1
	10. Estimated Useful Life in Years: indefinite
11. Description/Justification (attach any relevant background information): Unfortunately we have had to take this well offline for water quality reasons. Historically since constructed in 1980 water supplied from this well has been very good. Recently high levels of Iron and Manganese have been detected. These are naturally occurring minerals in water and are not a health risk. However, it does create an aesthetic problem resulting in discolored (rusty) appearance to the water as well as a "musty" odor. Although despite our efforts to reduce or eliminate the levels of iron and manganese through additional testing, cleaning and inspecting the well and, conventional treatment levels did come down but, aesthetically the water did not improve. Additional specialized testing was performed and determined that fortunately the main source of the problem was confined to the well and not from the ground formation around the well. In consultation with our engineers the most advantageous, cost effective solution is to locate and develop a replacement well within a 250 ft. area of the existing well.	
12. Need for Consultant Advisory Services? (check): (<input checked="" type="checkbox"/>) Yes (<input type="checkbox"/>) No	
13. Month & Year Project Will Begin If Funded? unknown Month & Year Project Will End If Funded unknown	

14. Estimated Capital Costs:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL
Planning & Design						
Land Acquisition						
Site Development						
Construction	300,000					300,000
Other (specify):						
TOTAL	\$ 300,000			\$ -	\$ -	\$ 300,000

15. Estimated Net Effects on Operation Costs (+/-): One-Time \$ Annual \$		16. Estimated Net Effects On Municipal Revenue (+/-):	
Personnel			17. Recommended Financing Source (if known):
Utilities			
Supplies			
Other (specify):			18. Signature:
TOTAL	\$ -	\$ -	

Notes (reserved):

For Capital Committee Use Only: Recommended Number of Years (if any): Statutory Reference:	Estimated Annual Debt Service (Initial Fiscal Year): Maximum Number of Years Allowed: Date Estimated Provided:
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**TOWN OF TOWNSEND CAPITAL PLANNING COMMITTEE
FORM A - CAPITAL PROJECT REQUEST**

1. Department Water	2. Date: 3/5/2016
3. Contact Person & Title: Paul Rafuse, Superintendent	4. Phone: Extension: 978-597-2212
5. Project Title: Rehabilitation and Maintenance of the Fitchburg Rd. Storage Tank.	6. Contact Email Address: prafuse@townsend.ma.us
7. Purpose of Project Request Form (check): (<input checked="" type="checkbox"/>) Add a New Project to the CIP (<input type="checkbox"/>) Modify a Project Already in the CIP (<input type="checkbox"/>) Resubmit Previous Project Request If Prior Unfunded Request, What FY 1st Submitted? _____	8. Fiscal Year Requested in CIP: 17
	9. Department Priority: 1
	10. Estimated Useful Life in Years: indefinite
11. Description/Justification (attach any relevant background information): The rehabilitation and maintenance would consist of a recoating of the interior and exterior surfaces of the tank. This is very important to maintain good water quality and protect the structural integrity of the tank. Preliminary tests for adhesion have been done on the existing surface coating and have determined there is still good adhesion. Routine inspections have found the tank to continue to be in structurally very good condition. The current coating is 20 years old. Delaying this project would jeopardize the adhesion of the existing coating. The loss of adhesion would significantly increase the cost by requiring the entire tank be sand blasted down to the metal surface.	
12. Need for Consultant Advisory Services? (check): (<input checked="" type="checkbox"/>) Yes (<input type="checkbox"/>) No	
13. Month & Year Project Will Begin If Funded? unknown Month & Year Project Will End If Funded unknown	

14. Estimated Capital Costs:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL
Planning & Design						
Land Acquisition						
Site Development						
Construction	400,000					400,000
Other (specify):						
TOTAL	\$ 400,000			\$ -	\$ -	\$ 400,000

15. Estimated Net Effects on Operation Costs (+/-):	16. Estimated Net Effects On Municipal Revenue (+/-):
One-Time \$ Annual \$	
Personnel	17. Recommended Financing Source (if known):
Utilities	
Supplies	
Other (specify):	
TOTAL	18. Signature:
\$ - \$ -	

Notes (reserved):

For Capital Committee Use Only: Recommended Number of Years (if any): Statutory Reference:	Estimated Annual Debt Service (Initial Fiscal Year): Maximum Number of Years Allowed: Date Estimated Provided:
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**TOWN OF TOWNSEND CAPITAL PLANNING COMMITTEE
FORM A - CAPITAL PROJECT REQUEST**

1. Department Water	2. Date: 3/5/2016
3. Contact Person & Title: Paul Rafuse, Superintendent	4. Phone: 978-597-2212 Extension:
5. Project Title: Highland St Tank Maintenance and Repair	6. Contact Email Address: prafuse@townsend.ma.us
7. Purpose of Project Request Form (check): (<input checked="" type="checkbox"/>) Add a New Project to the CIP (<input type="checkbox"/>) Modify a Project Already in the CIP (<input type="checkbox"/>) Resubmit Previous Project Request If Prior Unfunded Request, What FY 1st Submitted? _____	8. Fiscal Year Requested in CIP: 17
	9. Department Priority: 1
	10. Estimated Useful Life in Years: indefinite
11. Description/Justification (attach any relevant background information): The rehabilitation and maintenance would consist of replacing the existing top entrance hatch with new updated hatches. This is very important to maintain and protect the quality of water within the tank. The existing vent on the top of the tank needs to be replaced and upgraded with a new style that would allow adequate venting but, prevent contaminants from entering the tank. Upgrade the existing mixing system to provide continuous mixing within the tank.	
12. Need for Consultant Advisory Services? (check): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
13. Month & Year Project Will Begin If Funded? unknown Month & Year Project Will End If Funded unknown	

14. Estimated Capital Costs:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL
Planning & Design						
Land Acquisition						
Site Development						
Construction	45,000					45,000
Other (specify):						
TOTAL	\$ 45,000			\$ -	\$ -	\$ 45,000

15. Estimated Net Effects on Operation Costs (+/-): One-Time \$ Annual \$	16. Estimated Net Effects On Municipal Revenue (+/-):
Personnel	17. Recommended Financing Source (if known):
Utilities	
Supplies	
Other (specify):	
TOTAL	18. Signature:
\$ - \$ -	

Notes (reserved):

For Capital Committee Use Only: Recommended Number of Years (if any): Statutory Reference:	Estimated Annual Debt Service (Initial Fiscal Year): Maximum Number of Years Allowed: Date Estimated Provided:
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**TOWN OF TOWNSEND CAPITAL PLANNING COMMITTEE
FORM A - CAPITAL PROJECT REQUEST**

1. Department Water	2. Date: 3/5/2016
3. Contact Person & Title: Paul Rafuse, Superintendent	4. Phone: Extension: 978-597-2212
5. Project Title: Main St. Pump Station replacement well development, Wellfield decommissioned, and pump station modifications.	6. Contact Email Address: prafuse@townsend.ma.us
7. Purpose of Project Request Form (check): () Add a New Project to the CIP () Modify a Project Already in the CIP (<input checked="" type="checkbox"/>) Resubmit Previous Project Request If Prior Unfunded Request, What FY 1st Submitted? _____	8. Fiscal Year Requested in CIP: 19
	9. Department Priority: 3
	10. Estimated Useful Life in Years: indefinite
11. Description/Justification (attach any relevant background information): A replacement well has already been located tested and permitted by the state MassDEP to replace the existing wellfield. Although a consistently good source the wellfield that consists of 52, 2½" wells has become costly to maintain and is very close to a brook. Each well would need to be filled with cement. The replacement well would need to be developed and connected to the existing pump station with a new supply main. Modifications to the existing pump station would consist of removal of existing pumps, priming system components, and control panel. Other modifications may include updating instrumentation and controls. This project would be beneficial to the system by providing us with a more updated, reliable source and eliminate the possibility to impact or be impacted by surface water (brook that surrounds the property).	
12. Need for Consultant Advisory Services? (check): <input checked="" type="checkbox"/> Yes () No	
13. Month & Year Project Will Begin If Funded? unknown Month & Year Project Will End If Funded unknown	

14. Estimated Capital Costs:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL
Planning & Design						
Land Acquisition						
Site Development						
Construction			1,000,000			1,000,000
Other (specify):						
TOTAL	\$ -		\$ 1,000,000	\$ -	\$ -	\$ 1,000,000

15. Estimated Net Effects on Operation Costs (+/-): One-Time \$ Annual \$	16. Estimated Net Effects On Municipal Revenue (+/-):
Personnel	17. Recommended Financing Source (if known):
Utilities	
Supplies	
Other (specify):	
TOTAL \$ - \$ -	18. Signature:

Notes (reserved):

For Capital Committee Use Only: Recommended Number of Years (if any): Statutory Reference:	Estimated Annual Debt Service (Initial Fiscal Year): Maximum Number of Years Allowed: Date Estimated Provided:
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**TOWN OF TOWNSEND CAPITAL PLANNING COMMITTEE
FORM A - CAPITAL PROJECT REQUEST**

1. Department Water	2. Date: 3/5/2016
3. Contact Person & Title: Paul Rafuse, Superintendent	4. Phone: Extension: 978-597-2212
5. Project Title: Emery Road to South Harbor Road Water Main Loop	6. Contact Email Address: prafuse@townsend.ma.us
7. Purpose of Project Request Form (check): () Add a New Project to the CIP () Modify a Project Already in the CIP (<input checked="" type="checkbox"/>) Resubmit Previous Project Request If Prior Unfunded Request, What FY 1st Submitted? _____	8. Fiscal Year Requested in CIP: 18
	9. Department Priority: 2
	10. Estimated Useful Life in Years: indefinite
11. Description/Justification (attach any relevant background information): This project is beneficial to the distribution system because it would improve water quality by creating a loop and eliminating two dead ends in the system. Also, it would provide another main supply line parallel with Main St. on the South side in the event a section of Main had to be shut down on Main St. between the center and Harbor lights. Although the Harbor area is supplied from a loop on Wallace Hill Rd. this would provide an addition source of supply for the Harbor area and customers on the South side of the Squannacook River.	
12. Need for Consultant Advisory Services? (check): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
13. Month & Year Project Will Begin If Funded? unknown Month & Year Project Will End If Funded unknown	

14. Estimated Capital Costs:	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL
Planning & Design						
Land Acquisition						
Site Development						
Construction		1,500,000				1,500,000
Other (specify):						
TOTAL	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000

15. Estimated Net Effects on Operation Costs (+/-):	16. Estimated Net Effects On Municipal Revenue (+/-):																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">One-Time \$</th> <th style="width: 25%;">Annual \$</th> </tr> <tr> <td>Personnel</td> <td></td> <td></td> </tr> <tr> <td>Utilities</td> <td></td> <td></td> </tr> <tr> <td>Supplies</td> <td></td> <td></td> </tr> <tr> <td>Other (specify):</td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td>\$ -</td> <td>\$ -</td> </tr> </table>		One-Time \$	Annual \$	Personnel			Utilities			Supplies			Other (specify):			TOTAL	\$ -	\$ -	17. Recommended Financing Source (if known):
	One-Time \$	Annual \$																	
Personnel																			
Utilities																			
Supplies																			
Other (specify):																			
TOTAL	\$ -	\$ -																	
	18. Signature:																		

Notes (reserved):

For Capital Committee Use Only:	Estimated Annual Debt Service (Initial Fiscal Year):
Recommended Number of Years (if any):	Maximum Number of Years Allowed:
Statutory Reference:	Date Estimated Provided:

**TOWN OF TOWNSEND CAPITAL PLANNING COMMITTEE
FORM B - EQUIPMENT PURCHASE/LEASE REQUEST**

1. Department Water		2. Date: 3/5/2016	
3. Contact Person & Title: Paul Rafuse		4. Phone: Extension: 978-597-2212	
5. Project Title: Purchase 4WD 1 Ton Dump Truck		6. Contact Email Address: prafuse@townsend.ma.us	
7. Purpose of Equipment Request Form (check): <input type="checkbox"/> Add a New Equipment to the CIP <input type="checkbox"/> Modify a Equipment Already in the CIP <input checked="" type="checkbox"/> Resubmit Previous Equipment Request If Prior Unfunded Request, What FY 1st Submitted? _____		8. Fiscal Year Requested in CIP: 19	
		9. Department Priority: 2	
		10. Form of Acquisition (check): <input checked="" type="checkbox"/> Purchase <input type="checkbox"/> Lease <input type="checkbox"/> Lease/Purchase	
11. Purpose of Expenditure (check all applicable):			
<input type="checkbox"/> Increased Safety/Emergency		<input type="checkbox"/> Reduce Personnel Time <input type="checkbox"/> Expanded Service	
<input type="checkbox"/> Mandated by Federal, State, or Local Law		<input checked="" type="checkbox"/> Scheduled Replacement <input type="checkbox"/> New Operation	
<input type="checkbox"/> Improve Procedures, Records, etc.		<input type="checkbox"/> Replace Worn-Out Equipment <input type="checkbox"/> Present Equipment Obsolete	
12. Number of Units Requested: 1		13. Number of Similar Items in Inventory: 0	
14. Cost of Purchase or Annual Lease: Per Unit: \$ 50,000.00 Total:\$ 50,000.00		15. Estimated Useful Life in Years: 10	
16. Description/Justification (attach any relevant background information): This is to replace our existing 2002 Ford F-450 1 Ton Dump Truck used for constructio and hauling material.			

17. Replaced Equipment (if any):				Prior Fiscal Year's		
Item	Make	Age	Mileage	Maintenance Costs	# of Breakdowns	Rental Costs
A.						
B.						

18. Recommended Disposal of Replaced Equipment (check):
 Trade-In Sale Possible Use by Other Agencies Other _____

19. Estimated Net Effects on Future Operating Costs (+/-):			20. Recommended Financing Source (if known):
	One-Time \$	Annual \$	
Personnel			
Utilities			
Supplies			
Other (specify):			
TOTAL	\$ 50,000	\$ -	
			21. Signature:

Notes (reserved):

For Capital Planning Committee's Use Only:	Estimated Annual Debt Service (Initial Fiscal Year):
Recommended Number of Years (if any):	Maximum Number of Years Allowed:
Statutory Reference:	Date Estimated Provided:

PROPOSED AMENDMENT TO WATER DEPARTMENT RULES & REG'S

RE: FAILURE TO ARRANGE AND PROVIDE ACCESS TO THE WATER METER

3.7 Customers shall allow access to the water meter at all reasonable times. Adequate space around the meter shall be maintained at all times to provide Water Department personnel the ability to use all tools necessary to install, repair, replace or, upgrade the water meter without obstruction. Failure by customers to arrange and provide access to the water meter after repeated attempts by the Water Department to schedule an appointment by phone, email or, mail to perform the work previously described shall constitute a violation of this section. A violation of this section may result in an additional \$50.00 to the customers bill.

- 2.7 All services replaced, repaired or changed in any way shall be brought up to current standards.
- 2.8 No new services shall be approved if any outstanding fees, charges or taxes are owed to the Water Department or the Town.
- 2.9 No service installations allowed unless the property abuts an existing main.
- 2.10 No taps allowed off of existing services.

SECTION 3 METERS

- 3.1 All services shall be metered. Meters will be furnished, set and renewed by the Water Department; provided, however, that any meter injured through the negligence of the water taker shall be repaired at the water taker's expense. The water taker is responsible for protecting the meter from frost damage.
- 3.2 Evidence of meter tampering is unlawful and will result in a \$250.00 fine per offensive. In addition, water usage will be estimated for that billing period and homeowner will be charged for labor and materials.
- 3.3 Special meters over and above the minimum requirement to measure the use of water will be furnished as needed and the additional cost of the meter will be charged to the water taker.
- 3.4 All meters installed become the property of the Water Department, and all repairs thereto will be made by the Water Department. If a meter installed on the customer's property is stolen, damaged by freezing fire or otherwise, cost of repairs or replacement will be charge to the customer.
- 3.5 All compound meters to be removed, tested and rebuilt every 8-10 years at the expense of the water taker.
- 3.6 Removal, tampering or malicious damage to the Water Department property will be prosecuted by law.

SECTION 4 ACCESS TO PREMISES

- 4.1 All apparatus, buildings and dwellings supplied with water must be made accessible at all reasonable times to the inspection of the Superintendent or other agents of the Water Department.

SECTION 5 SHUTTING OFF WATER

- 5.1 The Water Commissioners reserve the right to shut off water for:
 - 1.) The purpose of making repairs or alterations.
 - 2.) Disregard of rules and regulations.
 - 3.) Non-payment of bills.
- 5.2 No connection will be made from an existing supply to another dwelling except by special permit from the Board of Water Commissioners and if found out doing so without a permit the service will be shut off.

\$.50). If the bill remains unpaid for fifteen (15) days following rendering of the overdue notice the Water Commissioners may, at their discretion, order the Superintendent to shut off the water service, after shut off procedures have been followed under Sec I IA, Chapter 165 of the Massachusetts General Laws, until such time as the bill is paid in full and a Turn on Fee of Thirty-Five Dollars (\$35.00) is paid.

9.2 All outstanding balances accumulated water charges plus demands and interest, with no payment received for more than three (3) billing periods constitute a lien on the property and may be turned over to the tax collector for collection.

9.3 All bills for the supply of water services shall be rendered to the recorded owner of the premises Failure of the owner to receive a water bill does not relieve him from the obligation of his payment, nor from the consequences of non-payment.

Omit 9.4 If for any reason other than mechanical or electronically the meter reader cannot obtain a reading, the customer may be furnished with a postcard on which they are to record the meter reading and return it by mail to the Water Department. Failure to do so within one week may result in the issuance of an estimated bill for that billing period.

9.5 Any buildings with ten (10) or more dwelling units, on a single meter, may submit a report for vacant units each billing period and that the unit charge for that unit/billing period may be suspended from the total billing charge. (approved 2/13/2012)

SECTION 10 DISCONTINUANCE OF WATER

10.1 Customers desiring to discontinue water service shall notify the Superintendent of the Water Department in writing at least three (3) days before the water is to be turned off A service charge of Thirty-Five Dollars (\$35.00) shall be charged each time the water is turned on.

SECTION 11 TRANSFER OF OWNERSHIP

11.1 In the event of a transfer of ownership of the premises being supplied with water, the seller shall notify the Water Department in writing of such transfer. All bills issued to the seller and not paid at the time of transfer will become the responsibility of the new owner. There will be a minimum closing charge of Twenty-Five Dollars (\$25.00) for a final meter reading.

SECTION 12 USE OF WATER DURING THE DRY SEASON

12.1 The use of water for lawns and gardens, subject to the discretion of the Superintendent of the Water Department, may be restricted during drought periods as follows: Water may be used in all parts of Town between the hours of 7:00 a.m. to 8:00 a.m. In addition, on the even numbered days of the month all residents on the East side of Route 13 may also use water from 5:00 p.m. to 8:00 p.m. On the odd numbered days of the month all residents on the West Side of Route 13 may also use water from 5:00 p.m. to 8:00 p.m. All sprinkling must cease immediately upon the sounding of a fire alarm and may not be resumed until the fire is out (all within the limits described previously).

TOWNSEND WATER DEPARTMENT
RULES, REGULATIONS AND RATES

SECTION 1
APPLICATIONS

- 1.1 Applications for water service shall be made to the Water Commissioners by the owner of the property for which the same is desired at the scheduled Water Commissioners meeting. Applications will not be accepted between November 1st and April 1st or at the discretion of the Water Commissioners.

SECTION 2
SERVICE CONNECTIONS

- 2.1 A two thousand dollar (\$2,000.00) service connection charge will be made for each new service tapped into the main. This charge will cover the cost of digging, tapping main, laying the standard 1" household service to the customer's property line and the cost and installation of a 5/8 x 3/4 inch meter when the distance to the property line is not over fifty (50) feet. Where larger services and meters are desired or needed, charges will be the cost of the meter plus cost of labor and materials to the property line. There will be an additional charge for any unforeseen cost such as cutting and resurfacing the road, police officer charges, etc.
- 2.2 A check valve at the meter is required on all new services.
- 2.3 The customer will be responsible for the cost of maintaining said service at all times.
- 2.4 No drain or sewer lines shall be laid nearer than ten (10) feet to the water service pipes.
- 2.5 Installation and repairs between the curbstop and the inlet side of the water meter will be made by the Water Department. The customer will be charged for work done by the Water Department for materials used at cost, plus 10% and labor and equipment charges, plus 20%.
- 2.6 Services over Four Hundred and Seventy Five (475) feet from the property line require a meter pit.
- 2.7 Connection Charges made at the time of application are as follows:

<u>Size of Service</u>	<u>Cost</u>
1"	\$2,000.00
1 1/2"	\$3,000.00
2"	\$3,600.00
3" or over	\$5,000.00

Main or Sprinkler Connection Charges (per connection) \$5,000.00

- 2.8 All services replaced, repaired or changed in any way shall be brought up to current standards.
- 2.9 No new services allowed if anything outstanding is owed to the Water Department, such as, payments due on water usage, previous installations, asbuilts, etc.
- 2.10 No service installations allowed unless the property abuts an existing main.
- 2.11 No taps allowed off of existing services.

SECTION 3
METERS

- 3.1 All services shall be metered. Meters will be furnished, set and renewed by the Water Department; provided, however, that any meter injured through the negligence of the water taker shall be repaired at the water taker's expense. The water taker is responsible for protecting the meter from frost damage.
- 3.2 Evidence of meter tampering is unlawful and will result in a \$250.00 fine per offensive. In addition, water usage will be estimated for that billing period and homeowner will be charged for labor and materials.

TOWNSEND WATER DEPARTMENT
RULES, REGULATIONS AND RATES
PAGE 2

- 3.3 Special meters over and above the minimum requirement to measure the use of water will be furnished as needed and the additional cost of the meter will be charged to the water taker.
- 3.4 All meters installed become the property of the Water Department, and all repairs thereto will be made by the Water Department. If a meter installed on the customer's property is stolen, damaged by freezing fire or otherwise, cost of repairs or replacement will be charge to the customer.
- 3.5 All compound meters to be removed, tested and rebuilt every 8-10 years at the expense of the water taker.
- 3.6 Removal, tampering or malicious damage to the Water Department property will be prosecuted by law.

SECTION 4
ACCESS TO PREMISES

- 4.1 All apparatus, buildings and dwellings supplied with water must be made accessible at all reasonable times to the inspection of the Superintendent or other agents of the Water Department.

SECTION 5
SHUTTING OFF WATER

- 5.1 The Water Commissioners reserve the right to shut off water for:
 - 1.) The purpose of making repairs or alterations.
 - 2.) Disregard of rules and regulations.
 - 3.) Non-payment of bills.
- 5.2 No connection will be made from an existing supply to another dwelling except by special permit from the Board of Water Commissioners and if found out doing so without a permit the service will be shut off.
- 5.3 The Town of Townsend acknowledges no liability for the explosion, collapse or injury to hot water boilers or other connections resulting from the loss of water pressure or the shutting off of water from the street mains.

SECTION 6
FROZEN WATER SERVICE

- 6.1 A charge, to be determined by the Superintendent, will be made for thawing frozen water pipes.

SECTION 7
TRAILERS

- 7.1 A meter pit is required for any type of trailer, which is to be used for dwelling purposes, same as a standard house service.

SECTION 8
WATER RATES

- 8.1 Charges will be made on a semiannual basis as follows:
- Townsend Water Department**
Minimum charge of \$37.50 per unit
\$3.00 per hundred cubic feet.
- Timberlee Park**
Minimum charge of \$37.50 per unit.
\$4.00 per Thousand Gallons.
- 1 Family Dwelling - 1 Unit
2 Family Dwelling —2 Units, etc.
Apartment House — Each apartment is 1 Unit
Trailer Park - Each trailer is 1 Unit
Business Establishment — Each business is 1 Unit
Sprinkler Connections charged according to size, at a rate of \$35.00 per inch for a six-month period.
- 8.2 If a meter fails to register correctly the customer will be charged an estimated bill determined by using three previous seasonal (winter/summer) readings and taking the average amount of usage.

SECTION 9
WATER BILLS

- 9.1 Water bills are mailed quarterly in January, April, July and October of each year. An overdue notice of payment due will be sent out to water takers whose bill remains unpaid by the end of the month in which the first bill is rendered. There shall be added to the amount due a One Dollar (\$1.00) Demand Charge per unit, plus a one and one half percent (1 1/2 % Minimum of \$.50). If the bill remains unpaid for fifteen (15) days following rendering of the overdue notice the Water Commissioners may, at their discretion, order the Superintendent to shut off the water service, after shut off procedures have been followed under Sec I IA, Chapter 165 of the Massachusetts General Laws, until such time as the bill is paid in full and a Turn on Fee of Thirty-Five Dollars (\$35.00) is paid.
- 9.2 All outstanding balances accumulated water charges plus demands and interest, with no payment received for more than three (3) billing periods constitute a lien on the property and may be turned over to the tax collector for collection.
- 9.3 All bills for the supply of water services shall be rendered to the recorded owner of the premises Failure of the owner to receive a water bill does not relieve him from the obligation of his payment, nor from the consequences of non-payment.
- 9.4 If for any reason other than mechanical or electronically the meter reader cannot obtain a reading, the customer may be furnished with a postcard on which they are to record the meter reading and return it by mail to the Water Department. Failure to do so within one week may result in the issuance of an estimated bill for that billing period.

SECTION 10
DISCONTINUANCE OF WATER

- 10.1 Customers desiring to discontinue water service shall notify the Superintendent of the Water Department in writing at least three (3) days before the water is to be turned off. A service charge of Thirty-Five Dollars (\$35.00) shall be charged each time the water is turned on.

SECTION 11
TRANSFER OF OWNERSHIP

- 11.1 In the event of a transfer of ownership of the premises being supplied with water, the seller shall notify the Water Department in writing of such transfer. All bills issued to the seller and not paid at the time of transfer will become the responsibility of the new owner. There will be a minimum closing charge of Twenty-Five Dollars (\$25.00) for a final meter reading.

SECTION 12
USE OF WATER DURING THE DRY SEASON

- 12.1 The use of water for lawns and gardens, subject to the discretion of the Superintendent of the Water Department, may be restricted during drought periods as follows: Water may be used in all parts of Town between the hours of 7:00 a.m. to 8:00 a.m. In addition, on the even numbered days of the month all residents on the East side of Route 13 may also use water from 5:00 p.m. to 8:00 p.m. On the odd numbered days of the month all residents on the West Side of Route 13 may also use water from 5:00 p.m. to 8:00 p.m. All sprinkling must cease immediately upon the sounding of a fire alarm and may not be resumed until the fire is out (all within the limits described previously).
- 12.2 Customers will be notified by mail and through the local press when such restrictions are in force. Failure to comply with these regulations will result in assessment for extra water used. Takers will be notified in writing at the time of violation. Assessments will be added to the next water bill as follows First Notice, Written warning (no charge), Second Notice, Fifty Dollars (\$50.00), Third Notice, One Hundred Dollars (\$100.00), Each additional notice, One Hundred Dollars (\$100.00); Each twenty four hour day from 8:00 am. to 8:00 p.m. shall constitute a notice period.

SECTION 13
VIOLATIONS

- 13.1 Any and all charges and fines levied by the Water Department in connection with these rules and regulations may be sued for and collected by the Board of Water Commissioners acting as agents for the Water Department.

SECTION 14
CONTROL OF HYDRANTS

- 14.1 The Fire Department shall have control of the hydrants in case of fire. In no case will any other person(s) be permitted to operate or handle hydrants or other Water Department appurtenances without prior authorization by the Superintendent of the Water Department. All authorized use of fire hydrants other than to extinguish a fire by the Fire Department shall be metered. A hydrant meter shall be installed on the hydrant prior to use, by the Water Department personnel. Only The Fire Department shall obtain authorization from the Water Department at least two (2) days prior of any proposed use of hydrants for training or purposes other than to extinguish fires.
- 14.2 Fee of \$200.00 per fire flow test.
- 14.3 All Hydrant use after November 1st shall be for emergencies or firefighting only. Any exceptions will be at the discretion of the Board of Water Commissioners.

SECTION 15
DEVIATION FROM RULES AND REGULATIONS

- 15.1 The Board of Water Commissioners reserves the right to amend, suspend or deviate from any or all of the above rules and regulations acting in the best interest of the Town by; 1.) a majority vote to do so at a regular monthly meeting provided that the proposed intent to deviate, suspend or amend a rule or regulation has been discussed at the previous monthly meeting, or 2) by the unanimous consent of all Board members at any regular or special meeting of the Board.

SECTION 16
WATER INSTALLATIONS IN DEVELOPMENTS SUBJECT TO PLANNING BOARD
RULES AND REGULATIONS

- 16.1 A copy of the plotted plan approved by the Planning Board and recorded with the Middlesex County Registry of Deeds showing the proposed water mains, hydrants and other appurtenances shall be submitted for the approval of the Board of Water Commissioners before work is to commence.
- 16.2 The Connection Charges shall be payable to the Townsend Water Department upon approval of water service applications to each lot at a regularly scheduled Board of Water Commissioners meeting.
- 16.3 All projects to be installed must be done by a qualified contractor approved by the Water Department All materials to be used must be of the same make, or equal, now used by the Water Department Hydrants, valves, fittings, etc must be installed as specified by the Water Department.
- 16.4 A fee of \$200.00 per estimated 100,000 gallons of water for flushing new water mains to be paid for by the developer Superintendent to establish the estimated usage.
- 16.5 All work and materials, including water services, will be furnished and paid for by the developer.
- 16.6 The Water Department must be notified at least Thirty (30) days before construction is to begin.
- 16.7 The developer will complete the installed water mains and services along with the required testing before he applies in writing to the Townsend Water Department for the acceptance of the water mains. Upon acceptance of the entire water installation, the system will become the property of the Town of Townsend Water Department after one (1) year, who will thereafter be responsible for its maintenance.
- 16.8 All work will be done under the supervision of the Water Department Superintendent or any person he may designate as inspector, the cost to be borne by the developer.
- 16.9 Any and all expenses incurred by the Water Department in connection with the project may be billed to the developer.

SECTION 17
WATER INSTALLATIONS IN PRIVATE STREETS NOT
UNDER PLANNING BOARD RULES AND REGULATIONS

- 17.1 A plan of the street showing side line locations and abutter boundaries must be made and recorded with the Middlesex County Registry of Deeds. And a copy showing the proposed water mains, hydrants and other appurtenances shall be submitted for the approval of the Board of Water Commissioners before work is to commence.
- 17.2 The Connection Charges shall be payable to the Townsend Water Department upon the approval of water service applications to each lot at a regularly scheduled Board of Water Commissioners meeting.

- 17.3 All projects to be installed must be done by a qualified contractor approved by the Water Department. All materials to be used must be of the same make, or equal, now used by the Water Department Hydrants, valves, fittings, etc must be installed as specified by the Water Department.
- 17.4 A fee of \$200.00 per estimated 100,000 gallons of water for flushing new water mains to be paid for by the developer. Superintendent to establish the estimated usage.
- 17.5 The Water Department will be furnished with a recorded easement covering the private street signed by all the abutters.
- 17.6 All work and materials, including water services, will be furnished and paid for by the developer.
- 17.7 The Water Department must be notified at least Thirty (30) days before construction is to begin.
- 17.8 The developer will complete the installed water mains and services along with the required testing before he applies in writing to the Townsend Water Department for the acceptance of the water mains. Upon acceptance of the entire water installation, the system will become the property of the Town of Townsend Water Department after one (1) year, who will thereafter be responsible for its maintenance
- 17.9 All work will be done under the supervision of the Water Department Superintendent or any person he may designate as inspector, the cost to be borne by the developer
- 17.10 Any and all expenses incurred by the Water Department in connection with the project may be billed to the developer.

SECTION 18

BUILDING OVER WATER LINES

- 18.1 The erection of any structure(s) over water lines attached to the Townsend Water Department system is not allowed. Any such line will have to be removed and relocated at the owner's expense.

SECTION 19

CROSS CONNECTION CONTROL PROGRAM RULES & REGULATIONS

Purpose

- 19.1 To protect the public potable water supply of the Town of Townsend from the possibility of contamination or pollution by isolating such contaminants or pollutants this could backflow or backsiphon into the public water supply system.
- 19.2 To promote the elimination or control of cross connections, actual or potential, between customer's in-plant potable water system and non-potable water systems, plumbing Fixtures and industrial piping systems.
- 19.3 To provide for the maintenance of a continuing Program of Cross Connection Control which will systematically and effectively prevent the contamination or pollution of all potable water systems from cross connections

Authority

19.4 As provided in The Federal Safe Drinking Water Act of 1974,

(Public Law 93-523), and the Commonwealth of Massachusetts Drinking Water Regulations 310 CMR 22.22, the water purveyor has the primary responsibility for preventing water from unapproved sources or any other substances from entering the public water system.

19.5 The Townsend Board of Water Commissioners, Rules and Regulations, as most recently amended.

Responsibility

19.6 The Townsend Water Department shall be responsible for the protection of the public potable water distribution system from contamination or pollution due to the backflow or back-siphonage of contaminants or pollutants through a potable water service connection. If, as a result of a survey of the premises, the Water Department determines that an approved backflow device is required at the town's water service connection or as in-plant protection on any customer's premises, for the safety of a potable water system, the Water Department shall give notice in writing to said customer to install approved backflow prevention devices as required. The customer shall within the time frame determined by the Water Department, install such approved backflow prevention device or devices at his or her own expense. Failure, refusal or inability on the part of the customer to install said device or devices within the established time frame shall constitute grounds for discontinuing water service to the premises until such device or devices have been properly installed.

Policy

19.7 No water service connection to any premises shall be installed or maintained by the Water Department unless the water distribution system is protected as required by Massachusetts State Law 310 CMR 2222 and this Regulation. Service of water to any premises shall be discontinued by the Water Department if a backflow prevention device required by this Regulation is not installed and properly maintained, or if it is found that a backflow prevention device has been removed, by-passed, or if an unprotected cross connection exists on the premises. Service will not be restored until such conditions or defects are corrected.

19.8 In the case of a premises on which any industrial fluids or any other objectionable substance is handled, in the opinion of the Water Department, in such a fashion as to create an actual or potential hazard to the public water system, the public water system shall be protected against backflow from the premises by requiring the owner or occupant to install an approved backflow prevention device on the service line as to provide "Contaminant Protection".

TOWNSEND WATER DEPARTMENT
RULES, REGULATIONS AND RATES
PAGE 8

- 19.9 An approved Backflow Protection Device required by Sec. 4.2 of this Regulation, shall be installed on the service line to a customer's water system at or near the property line or immediately inside the building being served; but, in all cases before the first draw off or branch line leading off the service line.
- 19.10 Backflow prevention devices required by the Massachusetts Drinking Water Regulation, 310 CMR 22.22 shall be tested and maintained as required in Section (9) and must obtain an annual DEP permit as required in Section (10) (c)
- 19.11 Backflow prevention devices required, by the Water Department, to be installed under Sections 4.2 and 4.3 of this Regulation, shall be tested by the Water Department, or its delegated agent, as required by state and federal regulations and are not required to obtain DEP permits.
- 19.12 All decisions relating to the determination of backflow devices with regards to said Cross Connection Control Program, will be made by the Townsend Water Department. Failure to comply with any directive from this office will result in termination of water service.
- 19.13 All costs, resulting from the implementation and operation of said Cross Connection Control Program, shall be the responsibility of the customer.
- 19.14 All fees for tests performed on backflow devices by the Townsend Water Department or its delegated agent will be assessed to the owner of the device.

Definitions

- 19.15 Definition as used in this section, unless the context indicates otherwise, the following words shall have the following meanings;

Approved Backflow Prevention Device: method to prevent backflow approved by the Massachusetts Department of Environmental Protection and/or the Townsend Water Department.

Backflow: the flow of water or other liquids, mixtures or substances into the distribution pipes of a potable water supply from a source other than the intended source.

Back-Siphonage: a form of backflow due to reduced or sub-atmospheric pressure within a water system.

Contamination or contaminant shall mean any physical chemical, biological or radiological substance or matter in water.

Cross connection: any actual or potential connection between a distribution pipe of potable water from a public water system, and any waste pipe, soil pipe, sewer drain, or other unapproved source. Without limiting the generality of the foregoing, the term 'cross connection' shall also include any bypass arrangements, jumper connections, removal section, swival or changeover connection and other temporary or permanent connection through which backflow can occur.

Department: or Water Department, shall mean the Superintendent or governing body of the municipal water system who has been invested with the authority and responsibility.

TOWNSEND WATER DEPARTMENT
RULES, REGULATIONS AND RATES
PAGE 9

for the implementation of the Cross Connection Control Program and for the enforcement of the provisions of this Regulation.

Health Hazard: an actual or potential threat of contamination to the potable water system which, in the opinion of the Massachusetts Department of Environmental Protection or The Townsend Water Department could endanger health.

In-plant Protection: the location of an approved backflow prevention device in a manner that provides the protection of the potable water system within the premises.

Owner or Occupant: any person maintaining a cross connection installation or owning or occupying premises on which cross connections can or do exist.

Pollution: the presence of any foreign substance (organic, inorganic or biological) in water which tends to degrade its quality so as to constitute a hazard or impair the usefulness or quality of water to a degree which does not create an actual hazard to the public health, but which does adversely and unreasonably affect such waters for domestic use.

Potable Water: water from a source which has been approved by the Massachusetts Water Supply and Pollution Control Commission for human consumption.

Public Water Supply: a system for the provision to provide the public with water for human consumption.

Unapproved Source: the source or distribution system for any water or other liquid or substances which has not been approved by the Massachusetts Water Supply and Pollution Control Commission as being of safe and sanitary quality for human consumption.

BOARD OF WATER COMMISSIONERS

John Caten, Chairman

Niles Busler, Vice-Chairman

Francis McNamara, Clerk

❖ Signatures on file

Updated November, 2011

Search | History | Balances | Readings | Previous | Next | Print

Acct. Number 60420 Active Member Private Deposit \$0.00

FID _____ DLN _____ Gender U Ethn U Race U PW NOT SET

First, Middle, Last Name MICHAEL _____ CHURCHVILLE Online Bill

Company Name _____ Home Ph. _____

Bill Address _____ Fax/Cell Ph. (978) 618-8337

Bill Here P.O. BOX 352 Work/Cell Ph. _____

City, ST, Zip TOWNSEND MA 01469 E-mail NOT SET

Service Location Information Add Other Service Locations

ID 60420 Route 99 Seq # 3440 Access Lat. and Long. in grid below...

Service Address _____ Dates In* 1/1/1980 Out _____

Bill Here 292 MAIN STREET

City, ST, Zip TOWNSEND MA 01469 Minimum Bill Late Chg Exempt

MAP County _____ Beat/District _____ Cutoff Exempt

Comment Badger 9 read Currently In Use

Well _____

Service Transaction Codes for This Location							
Code	Start Date	Multiplier	Initial Reading	Serial/Unit No.	Machine	Constan	
▶ W01	12/04/2014	100	0	45765987	67715685-05	1	
WR	07/01/2010	1	0	0		1	
*							

Add | Update | Delete | Memo | Save | Exit

Customer had leak fixed in december - when I called in March they discovered a ~~small~~ and leak

Request Abatement

Pay 100.00 Per Month

3/24/2016

Townsend Water Department

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

CUSTOMER HISTORY 12/31/2006 to 04/01/2016

Acct: 60420 CHURCHVILLE MICHAEL Cell/FAX:(978) 618-8337
P.O. BOX 352 TOWNSEND MA 01469 Current Balance: \$779.17 ACTIVE
Loc ID: 60420 @ 292 MAIN STREET TOWNSEND
Rte: 99 Seq.# 3440 Mtr S/N: 45765987 Dep:\$0.00

Table with columns: Date, Code, Description, Previous, Present, Used, Charge, Payment, Balance. Rows include transactions from 11/5/2015 to 4/1/2016, detailing charges, payments, and account balances.

Bacc



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

Name: Heather Hilton Account # 60081A

Address: 8093 Horseshoe Cottage Circle - Lorton, VA 22079

Phone # _____ Email Address _____

Billing date _____

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

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

Reasons: (please attached supporting documentation if applicable)

Over paid final bill by 37.50 user. call-660-4210-0000

APPROVED [] DENIED [] (check one)

DATE: 4-11-16

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]

[Signature]

[Signature]



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) 597-5611

April 11, 2016

Board of Selectmen
 272 Main Street
 Townsend, MA 01469

Re: Acquiring our own Legal Counsel

To the Honorable Board of Selectmen,
 It is our understanding that your authorization is necessary for the Water Department to be able to hire our own legal counsel. It is not our intent at this time to hire our own counsel or mediator for all our legal matters and advise but, have your authorization to retain counsel to act on our behalf on conflicting matters between the two Boards.

We appreciate your anticipated cooperation in this matter

Sincerely,

Michael MacEachern
 Chairman, Board of Water Commissioners
 Townsend Water Department

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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. 16-9

3/31/2016

SCHEDULE OF BILLS RECEIVABLE

To the Accountant:
Treasurer:

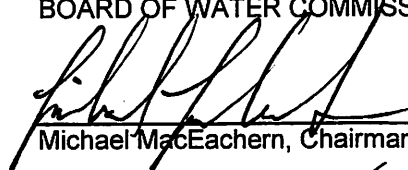
The following bills, amounting in the aggregate to

FIVE THOUSAND SEVEN HUNDRED TWENTY-ONE AND 95/100***** 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>
03/31/16	158.50	100.00	4,000.00	0.00	1463.45

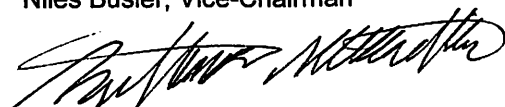
BOARD OF WATER COMMISSIONERS



Michael MacEachern, Chairman



Niles Busler, Vice-Chairman



Nathan Mattila, Clerk

6.4

FISCAL YEAR 16 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
March 31, 2016

UNCOLLECTED FROM JUNE 30, 2015 **75,812.05**

<u>CHARGED 07/01/14- 03/31/16</u>	<u>3/31/2016</u>	<u>Previous Balance</u>	<u>Total</u>	
USER CHARGES	158.50	805,713.50	805,872.00	
SERVICE CHARGES	100.00	23,808.62	23,908.62	
CONNECTION CHARGES	4,000.00	16,000.00	20,000.00	
LATE CHARGES	1,463.45	14,383.29	15,846.74	
BACKFLOW	0.00	5,675.00	5,675.00	
SUBTOTAL	5,721.95			
TOTAL CHARGES				871,302.36
				947,114.41

<u>RECEIVED 07/01/14- 03/31/16</u>	<u>3/31/2016</u>			
USER CHARGES	30,745.78	756,065.49	786,811.27	
SERVICE CHARGES	85.15	24,972.40	25,057.55	
CONNECTION CHARGES	4,000.00	16,000.00	20,000.00	
LATE CHARGES	2,229.21	10,556.49	12,785.70	
BACKFLOW	170.00	5,570.00	5,740.00	
SUBTOTAL	37,230.14			
TOTAL RECEIPTS				850,394.52

SENT TO LIEN				0.00
LIENS COLLECTED				14,512.18
ABATEMENTS				35.00
ADJUSTMENTS				-471.39
UNCOLLECTED				82,644.10
				947,114.41

OUTSTANDING:

USER CHARGES	\$	72,499.84
SERVICE CHARGES		971.58
CONNECTION CHARGES		0.00
LATE CHARGES		9,137.68
BACKFLOW		35.00
TOTAL OUTSTANDING	\$	82,644.10