



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, Chairman

Nathan Mattila, Vice-Chairman

Lance Lewand, Clerk

Paul L. Rafuse,
Water Superintendent

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

WATER COMMISSIONERS MEETING AGENDA

August 8, 2016 - 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 June 13, 2016 (SF)
- 1.6 Review correspondence.

II. APPOINTMENTS:

- 2.1 5:45 PM- Gary Amadon, Wheeler Road. RE: discuss supplying water to Wheeler Road.

III. MEETING BUSINESS:

- 3.1 Discuss/Review opinion per request of Town Acct to close inactive accounts.
- 3.2 Vote to carry forward balances on special accounts.
- 3.3 Approve 1" service to 359 Main Street, Acct# 60435, and Joseph LoPilato Real Estate Development LLC- Recvd \$2,000.00 check. (SF)
- 3.4 Refund Acct # 61157A, 13 Depot Street. \$48.60. RE: Paid final bill with July bill included in balance and then paid July bill again. (SF)
- 3.5 Review/approve Witches Brook contract 2

IV. COMMISSIONERS UPDATES AND REPORTS.

4.1

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

- 5.1 Update on hiring additional water tech.
- 5.2 Review resident request for Dog Park at Timberlee Park and opinion by DEP.

VI. OFFICE UPDATES AND REPORTS.

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

**** (SF) signature folder**

VII. ADJOURNMENT:

WATER DEPARTMENT MEETING

DATE: August 8, 2016

NAME	ADDRESS	PH/EMAIL
Gary Amador	5 Wheeler Rd., W. Townsend, MA.	978-597-8039 g.amador@comcast.net
RAYNOLD JACKSON	14 Blood Rd. Townsend, MA.	978-597-8813 RAYJTRAILS@GMAIL.COM



Michael MacEachern, *Chairman*
Paul L. Rafuse,
Water Superintendent

Nathan Mattila, *Vice-Chairman*

Lance Lewand, *Clerk*
(978) 597-2212
Fax (978) 597-5561

WATER COMMISSIONERS MEETING MINUTES
August 8, 2016 - 5:30P.M.
Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 MM called the meeting to order at 5:36 P.M., 540 Main Street.
- 1.1 Roll call **showed** members present: Michael MacEachern (MM), Nathan Mattila (NM) and Lance Lewand (LL). Guests Present: Gary Amadon, Ray Jackson, Paul Rafuse and Brenda Boudreau.
- 1.2 MM announced that the meeting is being tape recorded
- 1.3 Chairman's additions or deletions. MM asked if we had sent out notices to attorney/realtors to notify them about the 48 hour notice. Paul and Brenda reported that they have not gone out to date with the end of the year reports/projects, new quarterly billing, and vacations they have not had sufficient time to do so.
- 1.4 Review/ Approve meeting minutes of June 13, 2016. **LL made a motion to accept the minutes of June 13, 2016. NM seconded. Unanimous vote.**
- 1.5 Review correspondence. Paul will review all correspondence prior to the BOWC.

II. APPOINTMENTS:

- 2.1 5:45 PM- Gary Amadon, Wheeler Road. RE: discuss supplying water to 5 Wheeler Road. The BOWC discussed the plans for the possible water line installation to his property. Gary will attend the September meeting for board approval.
- 2.2 Ray Jackson stopped in to discuss a senior "Healthy Heart" walking trail from Atwood Acres to the Senior Center. A portion of the trail is on water department property. Paul will contact our insurance agent about the liability issue and if posting a "At your own risk" sign would be sufficient. He will need to discuss other issues with Karen Chapman. Tabled

III. MEETING BUSINESS:

- 3.1 Discuss/Review opinion per request of Town Acct to carry forward the balances of the following special accountants. **NM moved to carry forward the balances of the following accountants, LL seconded. Unanimous vote.**

5012-System Enhancements	814,054.17
500-5000-Emergency Reserve Fund	20,000.00
5245-Storage tank Maint. Fund	13,883.00
5804-Witches Brook Repairs	34,000.00
5805-Water Meter Replacement	10,087.50
5902-2014-CIP VFD & Elec. Serv. Pump Station	25,000.00
- 3.2 Discuss/Review/vote to carry close inactive accounts. **Nm moved to close the following accountants, LL seconded. Unanimous vote.**

5009-Main Street Upgrade	58,219.23
5013-Water Main extensions	127,911.75
5014-Wel Development & Exploration	6,276.29
5806-2016-New Vehicle	6,333.00
5850-2004-Equipment Replacement Fund	1,426.07

- 3.3 Approve 1" service to 359 Main Street, Acct# 60435, and Joseph LoPilato Real Estate Development LLC- Recvd \$2,000.00 check. LL made a motion to approve a 1" service to Acct# 60435, 359 Main Street. NM seconded. Unanimous vote.
- 3.4 Refund Acct # 61157A, 13 Depot Street. \$48.60. RE: Paid final bill with July bill included in balance and then paid July bill again. NM made a motion to approve a refund to acct#61157A, 13 Depot Street. Customer paid final bill twice. LL seconded. Unanimous vote.
- 3.5 Review/approve Witches Brook contract 2. LL made a motion to accept the document going out to bid for Witches Brook well #1, Electrical Rehabilitation dated July 2016. NM seconded. Unanimous vote.

IV. COMMISSIONERS UPDATES AND REPORTS.

4.1 MM asked if the contract for Highland Street Tank has gone out. Paul reported it had. The discussion then led to the Fitchburg Road Tank maintenance.

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

- 5.1 Update on hiring additional water tech. LL made a motion to hire an attorney to review our acts to see if we can speed up the hiring process for an additional water technician. NM seconded. Unanimous vote.
- 5.2 Review resident request for Dog Park at Timberlee Park and opinion by DEP. Paul reported that he heard back from DEP and they determined that part of the area in the wetland was in zone 1 however the field that was in question was not therefore it does not fall under the zone1 restrictions. It is in zone 2 so Paul contacted Karen Chapman and Carla Walters because it is so close to the wetlands and Karen response was that she will put it on their Agenda for next Wednesday. Carla was concerned with the storage of the animal waste however technically it could be done. Paul, Carla and Karen would like to put together a list of conditions if they move forward with the dog park. Lance wanted Paul to address the insurance liability end.

VI. OFFICE UPDATES AND REPORTS.

- 6.1 The Board reviewed and Signed Bills Payable Warrants.
- 6.3 The Board reviewed and signed July Schedule of Bills Receivable report.
- 6.4 The Board reviewed the Accounts Receivable report.

VII. ADJOURNMENT:

NM made a motion to adjourn the meeting to sign the bills payable and review reports out of session. LL seconded. Unanimous vote.

MM adjourned the meeting at 7:20 P.M.

Respectfully submitted,



Brenda Boudreau-Office Administrator

Townsend Trails - Raynold Jackson - Experience / Information

- Townsend resident - 47 years
- Senior Citizen (almost 76)

Experience

- 28 years - Trail Building and Maintenance and Education - Trailwrights of NH
- Worked on trails in ME, NH,MA and VT. Baxter State Park, ME. 4 years/ week long projects.
- Land steward / volunteer for the Society for the Protection of NH Forests (SPNHF) - 26 years
- Mount Monadnock State Park - Parks and SPNHF Trails weeks - 10 years
- Friends of The Wapack - BOD and trail volunteer.
- Squannacook Greenways,LLC - Rail Trail BOD - Trails
- Chatham Trails - Volunteer - 10 years
- Statewide Trails advisory Committee (STAC) for DRED, Concord, NH (Representing SPNHF)
- DCR- Mount Tom Reservation; Holyoke, MA. Construction and repair - NEC Trail and 58 FT bridge building in wetlands crossing for wheel chair access and viewing. Also wheel chair Bog bridge building for access to bridge. Replaced and help build another 20 FT bridge with volunteers in MT Tom State Park.
- Trustees of Reservations - Chapel Falls, Ashfield, MA.
- Townsend State Forest - Damon Pond to Pearl Hill State Park - layout / build with DCR Staff, Friends of Willard Brook and Trailwrights of NH, 4 miles of connecting trail and one loop trail at each park.

Any questions, please contact me,

Raynold Jackson

14 Blood Road, Townsend, MA.

The Townsend Senior Center - Trails Initiative

SO FAR:

- Request from Townsend Senior Center Director as to viability of establishing a walkway from the senior Community housing at Atwood Acres to the senior Center facility.
- Discussion established with DCR - Townsend State Forest Supervisor, SC Director, and Town Conservation Agent, on utilizing DCR Property for initial "Senior Loop Trail " from the Senior Center via DCR pathway and return.
- December 2015 - Completed cutting corridor on DCR property after flagged route was approved for approximately 1/2 mile loop trail.
- Flagged possible trail route further on DCR, private, and town owned land for optimum layout, across wetland to Atwood Acres parking area in rear.
- Notified Town Conservation, Senior Center, DCR personnel of progress. Discussed project with private landowner on Dudley road.

Next and ongoing:

- Work with Townsend Housing Authority on ideas for right-of-Way for "flagged path" in conjunction with future housing goals for seniors.
- Work with town conservation and private owners on wetland crossing area.
- Get estimate of bridge area walkway construction ideas/cost when applicable.
- work with Town Parks and Cemetery Committee and Nashua River Watershed Association on " Healthy Heart Trail " connectivity from Townsend center, through Howard Park and possibly to the Senior Center.
- work with Townsend Water Department and Scholl department members, as required, to establish sign posts for the " Loop Trail" and beyond as required.

Submitted by
Raynold Jackson
Townsend - Trails
August 01,2016

6:22 PM
 08/08/16
 Accrual Basis

Townsend Water Department
Budget vs. Actual
 July 2015 through June 2016

3.1
 3.2

	<u>Jul '15 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
Ordinary Income/Expense			
Expense			
061.000 · General Operations 000			
061.001 · Personal Services 1			
5100 · Salaries & Wages-Water Super	73,988.80	73,900.00	88.80
5110 · Salary & Wages-Oper Staff	99,152.50	148,713.00	-49,560.50
5112 · Salary & Wages-Support Staff	39,237.12	39,259.00	-21.88
5120 · Wages - Temp. Help	0.00	1.00	-1.00
5130 · Additional Gross	4,999.54	10,500.00	-5,500.46
5134 · Additional Gross-Reg&SpecOnc...	14,325.00	13,874.00	451.00
5190 · Other Stipened-Longevity	3,600.00	3,300.00	300.00
5191 · Other - Stipend BOWC	0.00	3.00	-3.00
5192 · Other-Certification/Stipend	1,000.00	1,000.00	0.00
5193 · Retirement Benefit	0.00	2,000.00	-2,000.00
5195 · Other-Clothing Allowance	1,069.04	3,800.00	-2,730.96
Total 061.001 · Personal Services 1	237,372.00	296,350.00	-58,978.00
061.002 · Purchased Services 2			
5210 · Energy	82,266.61	70,000.00	12,266.61
5240 · Repair & Maint Building	1,706.69	5,000.00	-3,293.31
5245 · Repair & Maint Equipment	19,209.44	20,000.00	-790.56
5245100 · Repair & Maintain Equip SC...	0.00	1.00	-1.00
5270 · Rentals	1,220.00	1,000.00	220.00
Total 061.002 · Purchased Services 2	104,402.74	96,001.00	8,401.74
061.003 · Purchased Services 3			
5300 · Professional Services	31,369.83	20,000.00	11,369.83
5300100 · Proff Service Backflow	7,450.00	6,000.00	1,450.00
5340 · Communication	13,680.71	17,600.00	-3,919.29
5380 · Other Services	0.00	2,600.00	-2,600.00
Total 061.003 · Purchased Services 3	52,500.54	46,200.00	6,300.54

6:22 PM
 08/08/16
 Accrual Basis

Townsend Water Department
Budget vs. Actual
 July 2015 through June 2016

3.1+3.2

	<u>Jul '15 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
061.004 · Purchased Supplies 4			
5420 · Office Supplies	1,946.49	5,000.00	-3,053.51
5430 · Building Supplies	0.00	1,500.00	-1,500.00
5435 · Equipment Maint Supplies	0.00	1,500.00	-1,500.00
5460 · Groundskeeping Supplies	18.14	500.00	-481.86
5480 · Vehicular Supplies	4,530.78	8,000.00	-3,469.22
Total 061.004 · Purchased Supplies 4	6,495.41	16,500.00	-10,004.59
061.005 · Purchased Supplies 5			
5530 · Public Works Supplies	47,389.49	35,000.00	12,389.49
5531 · Chemicals	12,846.62	23,000.00	-10,153.38
5580 · Other Supplies	8.25	1,000.00	-991.75
Total 061.005 · Purchased Supplies 5	60,244.36	59,000.00	1,244.36
061.007 · Other Charges & Exp 7			
5710 · Travel/mileage-in state	377.82	1,100.00	-722.18
5720 · Out of State Travel	0.00	100.00	-100.00
5730 · Dues and Memberships	2,632.00	2,000.00	632.00
5780 · Other Charges	0.00	500.00	-500.00
5782 · Other Charges-Bank	0.00	0.00	0.00
5785 · Water Assessment D.E.P.	1,696.10	2,000.00	-303.90
Total 061.007 · Other Charges & Exp 7	4,705.92	5,700.00	-994.08
061.008 · Articles 8			
5850 · New Equipment	0.00	10,000.00	-10,000.00
5870 · Replacement Equipment	0.00	1.00	-1.00
5890 · Hydrants	0.00	0.00	0.00
Total 061.008 · Articles 8	0.00	10,001.00	-10,001.00

3.1.+3.2

Water Construction Projects & Special Articles

Acct.#	Description	Department	Department No.	Fiscal Year	YTD Unexpended Balance
		Water	061	2017	
		Original Budget	Adjusted Budget Beginning FY 16	YTD Expended	
Water Construction Projects					
061-04-400-5009-0000-000	Main Street Station Upgrade	0.00	58,219.23	0.00	58,219.23
061-04-400-5012-0000-000	System Enhancements	0.00	891,897.51	15,521.59	876,375.92
061-04-400-5013-0000-000	Water Main Extension	0.00	127,911.75	0.00	127,911.75
061-04-400-5014-0000-000	Well Development & Exploration	0.00	6,276.29	0.00	6,276.29
Total-Water Construction Projects			1,084,304.78	15,521.59	1,068,783.19
Water Special Projects					
061-04-500-5000-0000-000	Water Operation Emergency Reserve Fund	20,000.00	56,250.00	0.00	56,250.00
061-04-500-5245-2006-000	Storage Tank Maintenance Fund-ATM 5/06	0.00	13,883.40	0.00	13,883.40
061-04-500-5640-0000-100	Water Oper Prior Year Encumb	0.00	1,108.19	94.00	1,014.19
061-04-500-5804-2016-251	Water-A28 ATM 5/15-Witch's Brook Repairs	34,000.00	34,000.00	0.00	34,000.00
061-04-500-5805-2015-000	Water Meter Replacements	0.00	30,000.00	5,070.92	24,929.08
061-04-500-5806-2016-251	Water-A28ATM-5/15 New Vehicle	20,000.00	20,000.00	13,667.00	6,333.00
061-04-500-5850-2004-000	Equipment Replacement Fund STM	0.00	1,426.07	0.00	1,426.07
061-04-500-5902-2014-251	Water-CIP-VFD & Elec Serv Pmp Sta	0.00	25,000.00	0.00	25,000.00
Total-Water Special Articles			181,667.66	18,831.92	162,835.74
Total Water Construction Projects/Water Special Articles			1,265,972.44	34,353.51	1,231,618.93

Recommended to Close-out at end of year and add to System Enhancement per meeting with Town Accountant. Total \$1,076,542.26
 Estimated Retained Earnings certified from FY15 Total \$200,000.00

Funds already appropriated for Witch's Brook well project. Total \$79,000.00
 Total \$1,355,542.26

Emergency Projects Total \$720,000.00

6:22 PM
 08/08/16
 Accrual Basis

Townsend Water Department
Budget vs. Actual
 July 2015 through June 2016

	<u>Jul '15 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
061.400 · Special Projects 400			
↪ 5009 · Main St Station Upgrade	0.00	58,219.23	-58,219.23
5012 · System Enhancement	81,843.34	895,897.51	-814,054.17
↪ 5013 · Water Main Extensions	0.00	127,911.75	-127,911.75
↪ 5014 · Well Development & Exploration	0.00	6,276.29	-6,276.29
Total 061.400 · Special Projects 400	81,843.34	1,088,304.78	-1,006,461.44
061.500 · Special Articles 500			
5000 · Water Oper Emergency Res Fund	0.00	20,000.00	-20,000.00
5020 · Storage Tank Maintenance	0.00	13,883.40	-13,883.40
5050 · Water-CIP-VFD&Elec SVS Pump	0.00	25,000.00	-25,000.00
5600 · Prior Year Encumbrance	403.03	1,108.19	-705.16
5804 · CIP-SCADA Project	0.00	34,000.00	-34,000.00
↪ 5805-20 · Water Meter Replacements	19,912.50	30,000.00	-10,087.50
↪ 5806-20 · New Vehicle-CP-ATM 5/2015	13,667.00	20,000.00	-6,333.00
5850-20 · Equipment Replacement Fun...	0.00	1,426.07	-1,426.07
5902-20 · Water-CIP-Tank Mixing System	0.00	36,250.00	-36,250.00
Total 061.500 · Special Articles 500	33,982.53	181,667.66	-147,685.13
Total 061.000 · General Operations 000	581,546.84	1,799,724.44	-1,218,177.60
061.009 · Debt Service 9			
5910 · Long Term Debt-East Side Phase1	34,349.00	34,349.00	0.00
5911 · Long Term Debt-East Side Ph 2	48,932.46	48,933.00	-0.54
5920 · Long term Interest-Phase1	8,024.79	8,562.00	-537.21
5921 · Long Term Int East Side Ph2	12,651.23	13,536.00	-884.77
Total 061.009 · Debt Service 9	145,850.00	105,380.00	40,470.00
Total Expense	727,396.84	1,905,104.44	-1,177,707.60
Net Ordinary Income	-721,539.31	-1,905,104.44	1,183,565.13

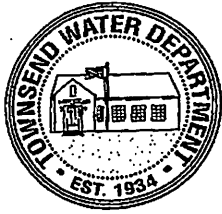
6:22 PM
08/08/16
Accrual Basis

Townsend Water Department
Budget vs. Actual
July 2015 through June 2016

	<u>Jul '15 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
Net Income	<u>-721,539.31</u>	<u>-1,905,104.44</u>	<u>1,183,565.13</u>

Mailza
8/8/16

3.3



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

Application No. 2016-6
Account No. 60435
Date 7/25/2016

APPLICATION FOR WATER SERVICE

Name of Property Owner: JOSEPH LOPILATO REAL ESTATE DEVELOPMENT LLC
Service Address: 359 MAIN STREET
TOWNSEND MA 01469
Tel No.: 978-549-0337 Cell No. _____
Billing Address: **83 ASH STREET jlopilato@comcast.net
(If different from service address): _____

Units (Check all that apply):

Single Family (If Professional Bldg.) No. of Businesses _____
 Multi Family (Apartment Building) No. Apartments _____
 Hotel/Motel No. Rooms: _____

Type of Use (Check One):

Residential _____ Industrial _____
 Commercial/Business _____ Municipal _____
 Agricultural _____

Is a sprinkler system required for fire protection? _____ Yes No
If yes a proposed design plan of the system must be submitted including required flows, required pipe size, and size and backflow prevention device.

Is a flow test/s required? _____ Yes No
If yes the owner will be billed separately at the current rate per flow test.

Is there an existing or proposed automatic lawn irrigation system? _____ Yes NO On separate well

Has a sketch or plot plan been provided showing the location of the septic system, automatic lawn irrigation system and any known or proposed additions to the existing building? _____ Yes _____ No *****Plot Plan Requested

I, the Owner understand this form is to be completed and all Fees, charges, and required documentation must be received before water service will be turned on. I also understand that I have from April 1st to November 1st of the same calendar year of the application date to complete the installation or this application shall be null and void and the Connection/System Development charge forfeited. In addition, I acknowledge receipt of the Townsend Water Department's current Rules and Regulations

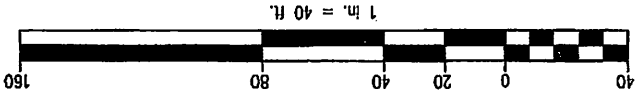
Joseph M Lopilato
Signature of Owner/Applicant Date 07-26-2016

BOARD OF WATER COMMISSIONERS

[Signature]
Chairman
[Signature]
Clerk

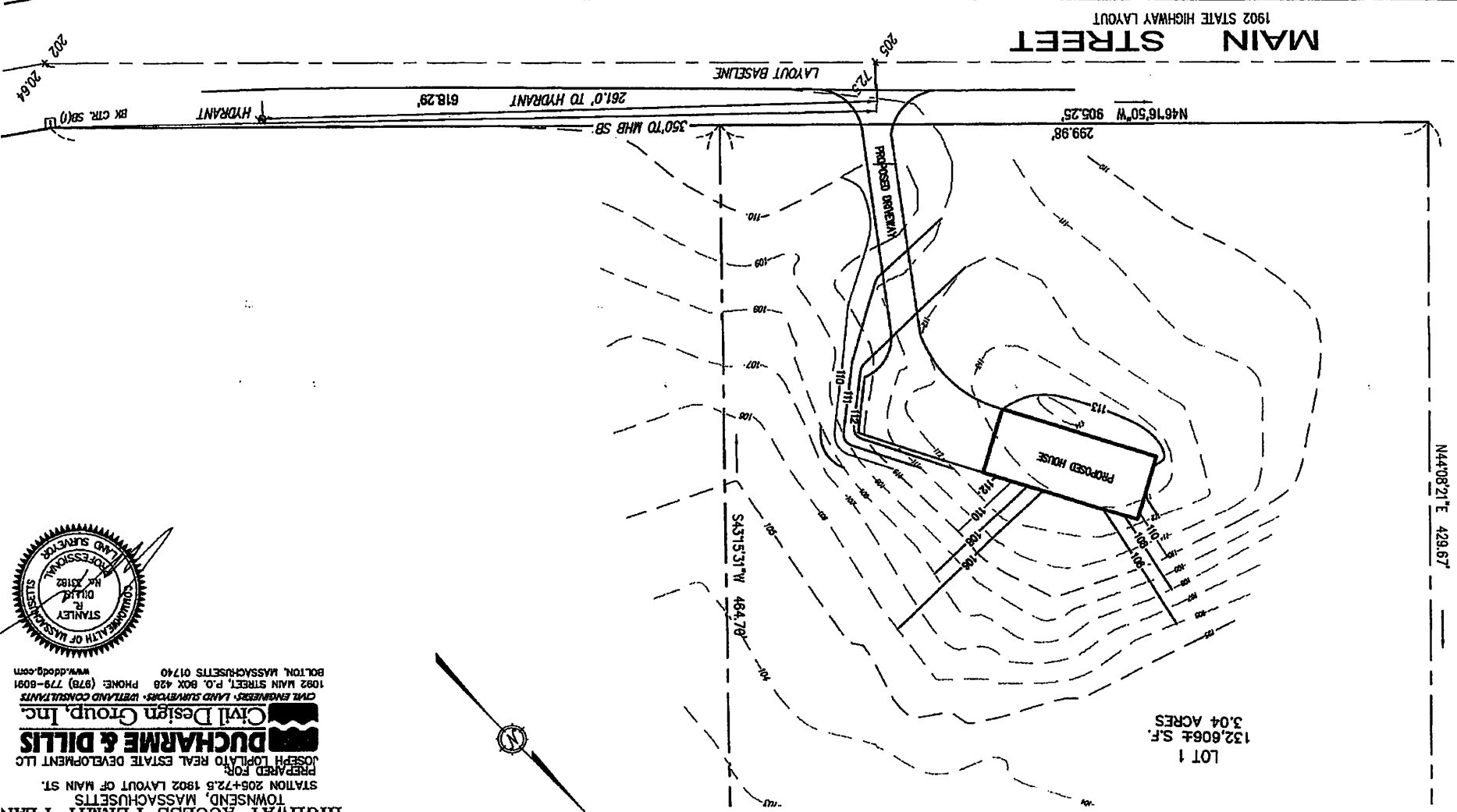
[Signature]
Vice Chairman
8/8/16
Date Signed by Board of Water Commissioners

1/4630
\$ 2,000



SCALE: 1" = 40'
 DATE: JULY 19, 2014
 REFERENCE: PL 229 OF 2014
 FILE NO. 4719

MAIN STREET
 1902 STATE HIGHWAY LAYOUT



LOT 1
 132,606± S.F.
 3.04 ACRES

N44°08'21"E 429.67'

S43°15'31"W 484.70'



DUCHARME & DILLIS
 CIVIL ENGINEERS, LAND SURVEYORS, WETLAND CONSULTANTS
 1082 MAIN STREET, P.O. BOX 428 PHOENIX (978) 779-6091
 BOSTON, MASSACHUSETTS 01740
 WWW.DDCORP.COM

Civil Design Group, Inc.

PREPARED FOR: JOSEPH LOPILATO REAL ESTATE DEVELOPMENT LLC
 TOWNSEND, MASSACHUSETTS
 STATION 205+72.6 1902 LAYOUT OF MAIN ST.
 HIGHWAY ACCESS PERMIT PLAN

Not Printed to Scale



Refund

3.4



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

Name: Henry Bowin Account # 61157 A.

Address: 13 Depot Street.

Phone # _____ Email Address _____

Billing date _____

AMOUNT: 48.60 ABATEMENT [] ADJUSTMENT [] (check one)

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

Reasons: (please attached supporting documentation if applicable) Refund.

Customer paid July bill which was included in June bill.

APPROVED [] DENIED [] (check one)

DATE: _____

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]

[Signature]

[Signature]

New Address
119 Pelley Street
Gardner Ma
01440.



5.1

TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, Chairman
Paul L. Rafuse,
Water Superintendent

Nathan Matilla, Vice-Chairman

Lance Lewand, Clerk
(978) 597-2212
Fax (978) 597-5611

MEMORANDUM

TO: Board of Water Commissioners
FROM: Paul Rafuse, Superintendent
RE: Attempt to Hiring of an additional Water Technician
DATE: August 8, 2016

Chronological Order of Correspondence To Selectmen To Hire An Additional Water Technician

- 10/17/2014: Supt. Emailed Town Administrator (TA) re: intent to include in FY 16 budget funds for an additional Water Technician (WT) and clarification that a job description would need to be approved by Human Resource Services (HRS) prior to approval by Board of Selectmen (BOS).
- 1/22/2015: Supt. Submitted FY16 budget to BOS and FinComm. Which included additional WT.
- 5/5/2015: Town Meeting approved FY16 budget that included an additional WT.
- 6/2/2015: Supt. Emailed TA to request authorization to advertise for WT position.
- 6/5/2015: TA will review and submit to HRS for review and proper position in the Comp. & Class Plan.
- 8/18/2015: The additional WT was included on the BOS agenda but was tabled until 9/8/2015 BOS meeting.
- 9/8/2015: BOS discussed the matter, but tabled it until their Dec. 2015 meeting when the third member of the BOS was elected and reports from the DOR and DPW Study Comm. was received and reviewed.

- 1/25/2016: BOWC received the DOR report Re: creating a DPW and did not include any recommendation regarding staffing and have not received a report as yet from the DPW Study Comm.
- 5/3/2016: Water Dept. budget was approved at Town Meeting that included once again funding for the additional WT.
- 5/25/2016: Supt. Sent memo to TA and BOS requesting to be put on the next BOS agenda to discuss the hiring of another WT.
- 5/26/2016: Supt. Received an email from BOS Chairman Smart that she is denying my request to be put on the agenda and that Supt. Would need to meet with the TA prior to meeting with the Selectmen.
- 6/7/2016: Supt. Sent email to TA to attend the next meeting of the BOWC on 7/11/2016. The TA responded the same day that due to a prior engagement that he could not make it.
- 6/7/2016: Supt. Responded to TA's email stating that the next meeting would be 7/11/2016, but requested the TA provide a couple dates that he would be available prior to the next scheduled meeting in order to expedite the matter and have not heard back from the TA as yet.
- 6/27/2016: Supt. Met with TA re: hiring of an additional WT because the BOS approved hiring 3 land use positions the previous night at the BOS meeting on 6/26/2016. The TA now states that the BOS won't address the matter until everything is negotiated. Supt. Again requested to meet with the BOS about the matter and the TA stated he will inform Chairman Smart of my request, but feels it will be the same response.

5.1



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, Chairman
Paul L. Rafuse,
Water Superintendent

Nathan Matilla, Vice-Chairman

Lance Lewand, Clerk
(978) 597-2212
Fax (978) 597-5611

MEMORANDUM

TO: James Kreidler, Town Administrator
Board of Selectmen
Jodi Deschenes, Executive Assistant To The Town Administrator

FROM: Paul Rafuse, Water Department Superintendent *PR*

RE: Authorization to hire additional Water Technician

DATE: May 25, 2016

Providing a community with an adequate supply of safe, healthy water for consumption and fire protection includes meeting the ever increasing demands of current and pending state and federal regulations regarding water quality and quantity. As public water suppliers we are also required to comply with state and federal regulations regarding proper staffing. Maintaining a staff to operate a public water supply includes planning for the future needs of the community, the water supply distribution system, it's customers and, attrition by providing knowledgeable, trained, dedicated licensed professionals.

Moving forward, to meet these demands and maintain a level of customer service deserving of our customers I respectfully request authorization from the Board of Selectmen (BOS) to advertise and hire an additional Water Technician as previously requested at the beginning of the fiscal year. As you know preparation and discussions began regarding this early in 2015 in which I submitted a draft job description for review by the Board and Human Resource Services, Inc. (HRS). Funding for the position was subsequently approved at the 2015 Annual Town Meeting. The Board received, reviewed and discussed the report from HRS regarding the update to the Comp. and Class Plan to include the Water Technician in grade 6 at its meeting on August 18, 2015 (see attached HRS Comp. & Class. update minutes). However, due to the matter of two other positions further discussion was tabled until the September 8, 2015 mtg.

At the September 8, 2015 BOS meeting (see attached) discussion continued regarding the report from HRS including the reclassification of the new Water Technician and revision of the job description. After further discussion the BOS decided to table the matter until December of 2015 when a third member to the board was elected so, the matter could be discussed by a full board. Also, the board would've received the DOR report regarding the formation of a DPW to see if the report recommended an additional Water Technician.

Since the September 8th meeting the Town made the board whole by electing another member and, we received the DOR report on January 25, 2016 just prior to the Board of Water Commissioners (BOWC) meeting with the DPW Exploratory Committee (DPWEC) on the same night. With respect to referring to the DOR report or recommendations from the DPWEC to assess whether the Water Department or any department needs another employee or not is not within the scope of their evaluation. I appreciate the time and effort the members of the DPWEC have put in however, like our joint meeting with the Committee I have attended other joint meetings between other Departments and the DPWEC and felt very little was accomplished. At our joint meeting, the BOWC asked several questions and the Chairman of the DPWEC stated repeatedly that the Committee was not there to discuss this or that and, other Committee members seemed confused as to what could or could not be discussed. The Committee presented no agenda that included topics of discussion, the Committee lacked direction, focus, leadership and, openly argued among themselves. It is clear that if it was within the Committee's scope to offer an opinion or, properly assess whether a department needs or doesn't need additional employees they are not prepared or able to do so. I have recently attempted to schedule another joint meeting with the DPWEC and the BOWC only to find out that the Chairman will not schedule any further meetings until the BOS appoints two additional members.

With that said and, having our budget approved now at two Annual Town meetings that include funding for an additional Water Tech I feel the Water Department has been more than patient in attempting to meet the BOS wishes. For these reasons the Water Department respectfully requests your authorization to hire an additional Water Technician.

Thank you for your time and consideration.

5:1

From: Paul Rafuse [mailto:prafuse@townsend.ma.us]
Sent: Tuesday, June 07, 2016 10:58 AM
To: James Kreidler; Jodi Deschenes
Cc: Brenda Boudreau
Subject: Request to attend Board of Water Commissioners meeting

Hi Jim,

As you know I had requested to be put on the 5/31/2016 Board of Selectmen's agenda to discuss and get the Board's approval to hire an additional Water Tech. Prior to the meeting I received an email from Chairperson Smart that she was denying my request to be put on the agenda suggesting that I meet with you first as you are in charge of personnel decisions/recommendations and staffing plans. With that said, I feel that this is a matter that should be discussed with the Board of Water Commissioners. Therefore, I will tentatively add you to the Board of Water Commissioners 6/13/2016 agenda at 5:50 PM. Please let me know if that works for you? Look forward to hearing from you.

Thank you

Paul Rafuse

Paul Rafuse
Superintendent
Townsend Water Department
540 Main St.
West Townsend, MA 01474
Tel: 978-597-2212
Fax: 978-597-5611
E-mail: prafuse@townsend.ma.us

This electronic message is confidential and intended for the named recipient only. Any dissemination, disclosure or distribution of the contents of this communication is unlawful and prohibited. If you have received this message in error, please contact by return email or telephone (978-597-2212), and delete the copy you received. Thank you.

5.1

Paul Rafuse

From: Paul Rafuse <prafuse@townsend.ma.us>
Sent: Tuesday, June 14, 2016 3:20 PM
To: James Kreidler
Cc: Jodi Deschenes
Subject: FW: Request to attend Board of Water Commissioners meeting

Hi Jim,

At last night's Board of Water Commissioners (BOWC) meeting the Commissioners discussed the hiring of another Water Tech and the requirement by the Chairman to meet with you before meeting with the Board of Selectmen. They requested that I contact you to schedule a special meeting before the next regularly scheduled BOWC meeting to expedite this for the reasons referenced in my memo to the Board of Selectmen and yourself dated May 25, 2016. As mentioned previously the Board is available to meet on the 27th and most days between now and then. Please respond with your availability.

Thank you

From: Paul Rafuse [mailto:prafuse@townsend.ma.us]
Sent: Tuesday, June 07, 2016 12:12 PM
To: 'James Kreidler' <jkreedler@townsend.ma.us>
Cc: 'Carolyn Smart' <csmart@townsend.ma.us>; 'gnclark613@gmail.com' <gnclark613@gmail.com>; 'jdeschenes@townsend.ma.us' <jdeschenes@townsend.ma.us>; 'selectmancindyking@gmail.com' <selectmancindyking@gmail.com>; Brenda Boudreau <bboudreau@townsend.ma.us>
Subject: RE: Request to attend Board of Water Commissioners meeting

Hi Jim,

The next regularly scheduled Board of Water Commissioners meeting is July 11, 2016. However, to try and expedite the process I will ask my Board if they would consider meeting with you on June 27th which is typically just a warrant signing meeting or, another date sooner. I don't foresee this being a lengthy discussion so, if you could provide me with a couple of other dates that you'd have a few minutes available to meet with the board that would be helpful.

Thanks

From: James Kreidler [mailto:jkreedler@townsend.ma.us]
Sent: Tuesday, June 07, 2016 11:24 AM
To: 'Paul Rafuse' <prafuse@townsend.ma.us>
Cc: Carolyn Smart <csmart@townsend.ma.us>; gnclark613@gmail.com; James M. Kreidler <jkreedler@townsend.ma.us>; jdeschenes@townsend.ma.us; selectmancindyking@gmail.com
Subject: RE: Request to attend Board of Water Commissioners meeting

Paul,

I have a prior engagement next Monday night that I cannot change on this short notice....

What is the next meeting date?

Jim

o d

Paul Rafuse

From: Carolyn Smart <csmart@townsend.ma.us>
Sent: Thursday, May 26, 2016 9:50 AM
To: 'Paul Rafuse'
Cc: 'Jim Kreidler'; 'Jodie Deschenes'
Subject: Water Tech

Hi Paul: Jodie made me aware via the agenda you're requesting permission to create a new position for Water Tech. I am not placing this on the agenda for Tuesday, as our TA is on vacation and will not be returning until then. I would suggest you meet with him first before coming before the BOS as he is charged with personnel decisions/recommendations and staffing plans.

Thank you,
Carolyn

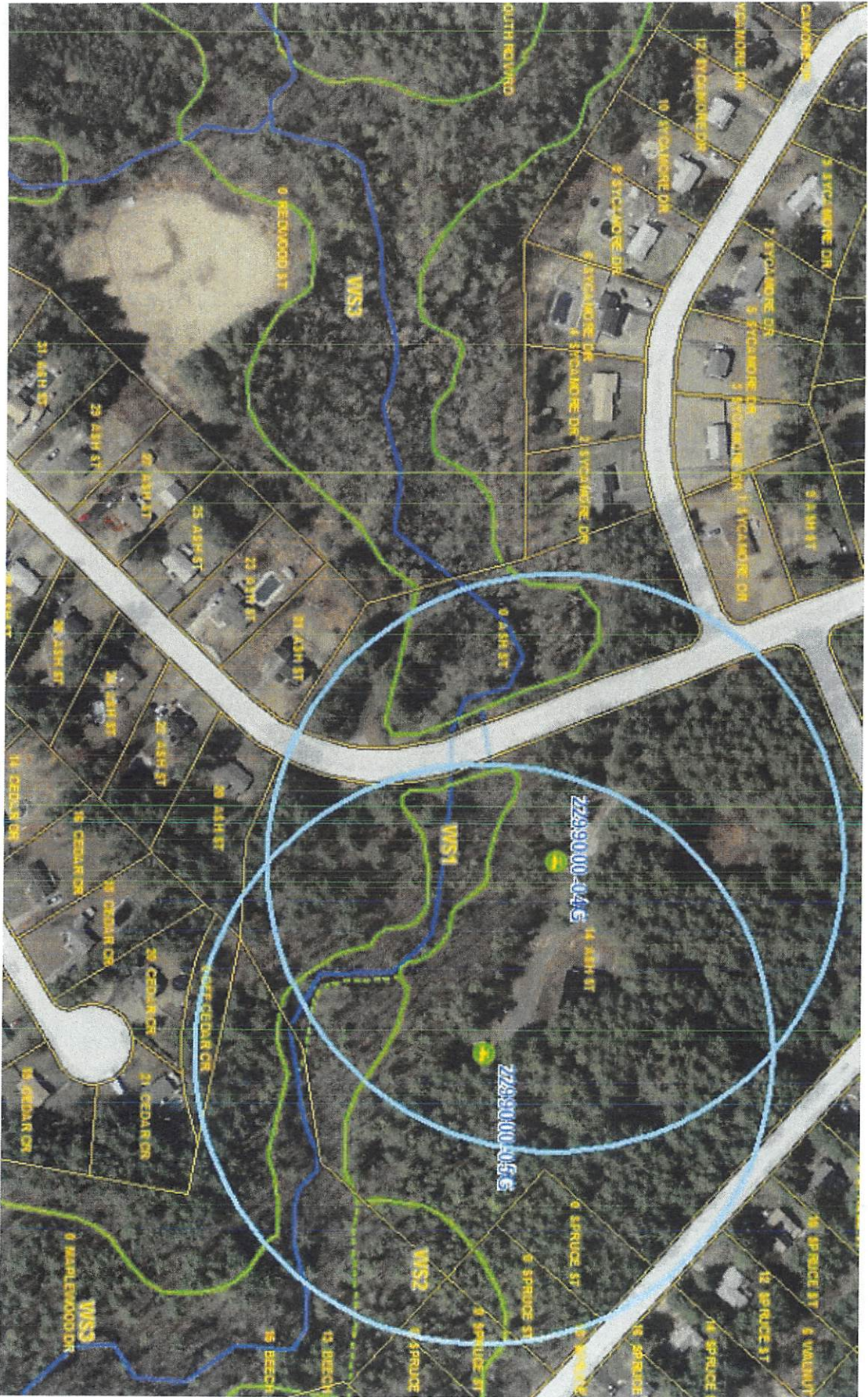
- f. residential development, subject to Section B, Prohibited Uses, and Section C, Uses and Activities Requiring a Special Permit.
- g. farming, gardening, nursery, conservation, forestry, harvesting, and grazing subject to Section B, Prohibited Uses, and Section C, Uses and Activities Requiring a Special Permit.
- h. construction, maintenance, repair, and enlargement of drinking water supply related facilities such as, but not limited to, wells, pipelines, aqueducts, and tunnels.

B. Prohibited Uses

The following uses are prohibited in all of the District.

1. landfills and open dumps as defined in 310 CMR 19.006;
2. automobile graveyards and junkyards, as defined in MGL c. 140B, §1;
3. individual sewage disposal systems that are designed in accordance 310 CMR 15.00 to receive more than 110 gallons of sewage per quarter acre under one ownership per day, or 440 gallons of sewage on any one acre under one ownership per day, whichever is greater, provided that:
 - a. the replacement or repair of a system, which will not result in an increase in design capacity over the original design, or the design capacity of 310 CMR 15.00, whichever is greater, shall be exempted;
 - b. in cluster subdivisions the total sewage flow allowed shall be calculated based on the number of percable lots in the entire parcel;
4. facilities that generate, treat, store, or dispose of materials as defined in this bylaw, Section 9.21.4(J), Toxic or Hazardous Material, except for the following:
 - a. very small quantity generators as defined under 310 CMR 30.00;
 - b. household hazardous waste centers and events under 310 CMR 30.390;
 - c. waste oil retention facilities required by MGL c. 21, §52A;
 - d. water remediation treatment works approved by DEP for the treatment of contaminated ground or surface waters;
5. storage of liquid petroleum products, except the following:
 - a. normal household use, normal outdoor maintenance, and heating of a structure;
 - b. waste oil retention facilities required by statute, rule, or regulation;
 - c. emergency generators required by statute, rule, or regulation;
 - d. treatment works approved under 314 CMR 5.00 for treatment of ground or surface waters; provided that such storage, listed in items a. through d. above, is in free-standing containers within buildings, or above ground with secondary containment adequate to contain a spill the size of the container's total storage capacity.
6. storage of sludge and septage;
7. storage of de-icing chemicals, or mixtures, unless such storage, including loading areas, is within a structure designed to prevent the generation and escape of contaminated runoff or leachate;
8. storage of animal manure unless covered or contained in accordance with the specifications of the Natural Resource Conservation Service; and the Townsend Board of Health Manure Management requirements;
9. earth removal, consisting of the removal of soil, loam, sand, gravel, or any other earth material (including mining activities) within 7 feet of historical high groundwater (as determined in accordance with Townsend Zoning Bylaw Section 9.13, "Earth Removal By-law,") except for excavations for building foundations, roads, or utility works;
10. treatment or disposal works subject to 314 CMR 5.00, for wastewater other than sanitary sewage, except for the following:
 - a. the replacement or repair of an existing treatment works that will not result in a design capacity greater than the design capacity of the existing treatment works;
 - b. treatment works approved by the Department of Environmental Protection designed for the treatment of contaminated ground water;
 - c. sewage treatment facilities in those areas with existing water quality problems when it has been demonstrated to both the Department of Environmental Protection's and the Board of Health's satisfaction that these problems are attributable to current septic problems and that there will be a net improvement in water quality.
11. stockpiling and disposal of snow, ice and sand containing de-icing chemicals if brought in from outside the Groundwater Protection District;
12. storage of commercial fertilizers, as defined in MGL Chapter 128, §64, unless such storage is within a structure designated to prevent the generation and escape of contaminated runoff or leachate;
13. the use of septic system cleaners which contain toxic or hazardous chemicals.

5.2



Paul Rafuse

From: Carla Walter <cwalter@townsend.ma.us>
Sent: Monday, August 08, 2016 1:03 PM
To: Paul Rafuse
Subject: Re: FW: Request For Opinion

Hi Paul,

Yes, the gentlemen came in our meeting a couple of weeks ago. Manure is classified only to horses. The Board did tell him that he needed to have the people keep the area clean. We discussed putting a 64gallon barrel at the curb for Shaw's to dispose of but I'm not sure how to do that and if they are going to agree. Afterall, they pick up cat litter in the trash if its in a bag I would hope they would. Thoughts?

Thanks!
Carla

At 12:33 PM 8/8/2016, you wrote:

Hi Carla,

Sorry, just realized I should have included the BOH on this. Also for you and Karen's convenience I've attached our Ground Water Protection District By-Law as well. Note, under 9.21.6 (B)(8) regarding storage of animal manure.

From: Paul Rafuse [mailto:prafuse@townsend.ma.us]
Sent: Monday, August 08, 2016 11:48 AM
To: Karen Chapman <kchapman@townsend.ma.us>
Cc: Brenda Boudreau <bboudreau@townsend.ma.us>
Subject: FW: Request For Opinion

Hi Karen,

A gentleman attended our July Board of Water Commissioners meeting with a request to create a "Dog Park" within the old baseball field in Timberlee Park off of Ash St. because it is owned by the Water Department (see attached). The board's initial comment was to prohibit this land use due to it's nature and close proximity to the zone I protective area of the wells. However, they did request that I get an opinion from the DEP (see below). As Susan from the DEP states, the area may be within 100 feet of a wetlands buffer zone and/or within 200 feet of a riverfront area. What is he required to do as far as conservation, planning, etc.? I know it's short notice, but could you let me know before the end of the day so, I can let my board know at our meeting tonight?

Thanks

From: Connors, Susan (DEP) [mailto:Susan.Connors@MassMail.State.MA.US]
Sent: Monday, August 08, 2016 10:28 AM
To: Paul Rafuse <prafuse@townsend.ma.us>; water@townsend.ma.us
Cc: Lemerise, Andrea (DEP) <andrea.lemerise@state.ma.us>; Bostwick, Robert (DEP) <robert.bostwick@state.ma.us>
Subject: RE: Request For Opinion

Hi Paul,

That area is almost 500 feet from the edge of the Zone I radius for Witches Brook Well 1, so it does not fall under the Zone I restrictions in the Drinking Water Regulations. The area is within the Zone II for Townsend's Witches Brook Wells, but that land use is not prohibited. It does appear however that the area may be within 100 feet of a wetlands buffer zone and/or within 200 feet of a riverfront area, so they probably need to file with the Conservation Commission.

Susan

Susan Connors
MassDEP, Central Regional Office
Drinking Water and Water Management Programs
8 New Bond, Worcester MA 01606
phone: 508.767.2701 fax: 508.849.4035
susan.connors@state.ma.us

From: Paul Rafuse [<mailto:prafuse@townsend.ma.us>]
Sent: Monday, August 08, 2016 9:47 AM
To: Connors, Susan (DEP); water@townsend.ma.us
Cc: Lemerise, Andrea (DEP)
Subject: RE: Request For Opinion

Hi Susan,

I apologize for the late response. I was out of the office last Wed., Thurs., and Friday and just returned today. The proposed location of the dog park is the area that was and looks like an old baseball field under "0 Redwood St." on the map. I knew the zone I of one of our Witch's Brook wells crossed Ash St., but I was looking at a Town Zoning map and apparently it doesn't include the baseball field although it is very close. If possible could you provide me with an opinion on this by the end of the day today before our Board of Water Commissioners meeting tonight.

If you have any other questions please call or email me.

Thank you

From: Connors, Susan (DEP) [<mailto:Susan.Connors@MassMail.State.MA.US>]
Sent: Wednesday, August 03, 2016 1:39 PM
To: prafuse@townsend.ma.us; water@townsend.ma.us
Cc: Lemerise, Andrea (DEP) <andrea.lemerise@state.ma.us>
Subject: FW: Request For Opinion

Hi Paul,

Andrea passed along your question to me. Can you look at the attached photo and describe the proposed location? I called your office and was told it might be near an old baseball field and I see what looks like an old baseball diamond in the lower left part of the photo under "0 Redwood St", but there are a lot of wetlands in that area.

Thanks,
Susan

Susan Connors
MassDEP, Central Regional Office
Drinking Water and Water Management Programs
8 New Bond, Worcester MA 01606
phone: 508.767.2701 fax: 508.849.4035
susan.connors@state.ma.us

From: Paul Rafuse [<mailto:prafuse@townsend.ma.us>]
Sent: Wednesday, August 03, 2016 8:27 AM
To: Caron, Paula (DEP); Lemerise, Andrea (DEP)
Cc: Brenda Boudreau
Subject: Request For Opinion

Paula/Andrea,

We had a gentleman come to our last Commissioners meeting requesting to build a “Dog Park” on a piece of property off of Ash Street in Timberlee Park here in Townsend. The issue we have is a portion of the property is within the zone I of our Witch’s Brook Wells in Timberlee. Our initial response was that this type of land use would not be permitted because of being in and, in close proximity to the zone I. However, we would like to request a determination or opinion from the DEP on this matter. Would it be possible for you to provide us with your opinion on this by the end of this week?

Your assistance in this matter is greatly appreciated.

Thank you

Paul Rafuse
Paul Rafuse
Superintendent
Townsend Water Department
540 Main St.
West Townsend, MA 01474
Tel: 978-597-2212
Fax: 978-597-5611
E-mail: prafuse@townsend.ma.us

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Paul Rafuse

From: Karen Chapman <kchapman@townsend.ma.us>
Sent: Monday, August 08, 2016 1:00 PM
To: 'Paul Rafuse'
Subject: RE: Request For Opinion

Hi Paul – that gentleman is actually on the Planning Board. I have been talking with him about it. I'm not sure he has to file with Conservation or not as I'm not sure he is building any structures. I will be putting this on the Conservation agenda for this Wednesday.

Karen

Karen Chapman

Land Use Coordinator
ZBA Administrative Assistant
Town of Townsend
(978)597-1723 Phone
(978)597-1722 FAX

From: Paul Rafuse [mailto:prafuse@townsend.ma.us]
Sent: Monday, August 08, 2016 11:48 AM
To: Karen Chapman <kchapman@townsend.ma.us>
Cc: Brenda Boudreau <bboudreau@townsend.ma.us>
Subject: FW: Request For Opinion

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Sent: Monday, August 08, 2016 10:28 AM
To: Paul Rafuse <prafuse@townsend.ma.us>; water@townsend.ma.us
Cc: Lemerise, Andrea (DEP) <andrea.lemerise@state.ma.us>; Bostwick, Robert (DEP) <robert.bostwick@state.ma.us>
Subject: RE: Request For Opinion

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Susan



6.3

TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Michael MacEachern, Chairman
Paul L. Rafuse,
Water Superintendent

Nathan Mattila, Vice Chairman

Lance Lewand, Clerk
(978) 597-2212
Fax (978) 597-5611

NO. 17-1

7/31/2016

SCHEDULE OF BILLS RECEIVABLE

To the Accountant:
Treasurer:


The following bills, amounting in the aggregate to

TWO HUNDRED FIFTY-THREE THOUSAND EIGHT HUNDRED NINETY-ONE AND 61/100*****' 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>	<u>TOTAL</u>
07/31/16	245,805.00	4,820.00	2,000.00	0.00	1,266.61	\$253,891.61

BOARD OF WATER COMMISSIONERS



Michael MacEachern, Chairman



Nathan Mattila, Vice-Chairman



Lance Lewand, Clerk

FISCAL YEAR 17 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
July 31, 2016

UNCOLLECTED FROM JUNE 30, 2016

97,852.71

CHARGED 07/01/16- 07/31/16

	7/31/2016	Previous Balance	Total
USER CHARGES	245,805.00	0.00	245,805.00
SERVICE CHARGES	4,820.00	0.00	4,820.00
CONNECTION CHARGES	0.00	0.00	0.00
LATE CHARGES	1,266.61	0.00	1,266.61
BACKFLOW	0.00	0.00	0.00
SUBTOTAL	251,891.61		
TOTAL CHARGES			251,891.61

251,891.61
349,744.32

RECEIVED 07/01/16 07/31/16

	7/31/2016		
USER CHARGES	155,177.62	0.00	155,177.62
SERVICE CHARGES	5,267.85	0.00	5,267.85
CONNECTION CHARGES	0.00	0.00	0.00
LATE CHARGES	1,083.61	0.00	1,083.61
BACKFLOW	237.00	0.00	237.00
SUBTOTAL	161,766.08		
TOTAL RECEIPTS			161,766.08

161,766.08

SENT TO LIEN

0.00

LIENS COLLECTED

0.00

ABATEMENTS

-186.25

ADJUSTMENTS

153.24

UNCOLLECTED

188,011.25

349,744.32

OUTSTANDING:

USER CHARGES \$ **175,876.44**

SERVICE CHARGES 2,122.50

CONNECTION CHARGES 0.00

LATE CHARGES 9,619.77

BACKFLOW 392.54

TOTAL OUTSTANDING \$ 188,011.25