



1,5

Public Records  
Request  
4/20/17

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 AGENDA  
April 10, 2017 - 4:30 P.M.  
Water Department 540 Main Street, Meeting Minutes

**I. PRELIMINARIES:**

- 1.1 MM called the meeting to order at 4:55 P.M., 540 Main Street.
- 1.2 Roll call showed members present: Michael MacEachern (MM), Chairman and Nathan Mattila (NM), Vice-Chair. Lance Lewand was absent. Guests Present: Paul Boundy, Russ Moore, Nancy Clough, Joan Dow, Paul Rafuse and Brenda Boudreau.
- 1.3 MM announced that the meeting is being tape recorded.
- 1.4 Chairman's additions or deletions. None
- 1.5 There were no meeting minutes available to approve.
- 1.6 Review correspondence. None

**II. APPOINTMENTS:** Several water takers arrived to discuss the water quality issues that have been affecting them in recent weeks and the Ice Pigging process that started today. Paul and the board explained the process to the residents and assured them that he was told this process should clear the issues that they currently have with their water.

**III. MEETING BUSINESS:**

- 3.1 Review Free Cash and vote to appropriate funds. NM made a motion to transfer the sum of \$646,482.00 to retained earnings. MM seconded. Unanimous.
- 3.2 Discuss/Approve to award contract for Fitchburg Rd. Tank Rehabilitation Project to Atlas Painting and Sheeting Corp. as recommended by our engineers. NM made a motion to award the contract for thr Fitchburg Road Tank Rehabilitation Project to Atlas Painting and Sheeting Corporation as recommended by Tighe and Bond. MM seconded. Unanimous.
- 3.3 Discuss/Vote on Attorney Doucette's recommendation regarding personnel and policies. NM made a motion to keep the Superintendent working on call, in the same rotation as previously voted by the previous Board. MM seconded. NM made a motion to amend the vote for the Superintendent to make the same on call pay as the other water technicians. MM Seconded. The Attorney also requested that the board reaffirm the vote of past policy to provide the Superintendent with a vehicle. NM made a motion to reaffirm the vote of past policy to provide the Superintendent with a vehicle. MM seconded. All votes were unanimous.
- 3.4 Discuss the public release of the scrap metal Investigation report. Paul presented the Board with a detailed and lengthy summary outlining incorrect information in the report and the prevention in not being able to rectify the error in the draft report as previously assured. Mike and Nathan feels as though the report had a minimal impact to the department.
- 3.5 Discuss filling the approved positions in the Townsend Water Department. RE: Union contract was ratified. Tabled
- 3.6 Refund Acct#1760, 24 Ash Street, \$385.86. Customer Paid bill twice and requests a refund. NM moved to approve the refund to account#1760, 24 Ash Street in the amount of \$385.86. MM seconded. Unanimous.

3.7 Approve 1" service, Kevin Pena, 8 Shirley Road, Acct #61170 RE: Recv'd \$2,000.00. NM moved to approve a 1" service to Kevin Pena, 8 Shirley Road, Acct# 61170. MM seconded. Unanimous.

3.8 Approve 1" service, Sean Tocci, 108 Old Turnpike Road, Acct #61720 RE: Recv'd \$2000.00. NM move to approve a 1" service to Sean Tocci, 108 Old Turnpike Road, Acct# 61720. MM Seconded.

**IV. COMMISSIONERS UPDATES AND REPORTS.**

4.1 MM requested a new generator and panel at the Booster Station.

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

5.1 Discuss status/progress of ice pigging project.

**VI. OFFICE UPDATES AND REPORTS.**

6.1 Review and Sign Bills Payable Warrants.

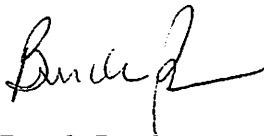
6.3 Review and sign Schedule of Bills Receivable report

**VII. ADJOURNMENT:**

NM made a motion to sign bill payable warrants and reports out of session. MM seconded.

MM adjourned the meeting at 5:55 P.M.

Respectfully submitted,



Brenda Boudreau,

Office Administrator

WATER DEPARTMENT MEETING

DATE April 10, 2017

NAME	ADDRESS	PH/EMAIL
Paul F Bounchy	537 Main St	978 597 5663
ROSS MOORE	407 MAIN ST	978 808 7301
Nancy Clough	534 Main St	978 594-2658
Jan-Don	529 Main St.	978-597-2215



4/10/17 3.6



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

Name: Daniel Cassidy Account # 1760

Address: 24 Ash ST

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

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

AMOUNT: 385.86 ABATEMENT  ADJUSTMENT  (check one)

REFUND

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

Reasons: (please attached supporting documentation if applicable)

Customer paid bill TWICE 12/27/16 & 3/7/17.  
Credit Balance Available for refund \$ 385.86  
USER 061-000-4210.

APPROVED  DENIED  (check one)

DATE: 4-10-17

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]  
\_\_\_\_\_  
[Signature]  
\_\_\_\_\_

✓  
242.887.92



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

**RECEIVED** 37  
 MAR 23 2017

TOWNSEND WATER DEPARTMENT  
 Application No. 2017-3  
 Account No. 61170  
 Date 3/26/2017

**APPLICATION FOR WATER SERVICE**

Name of Property Owner: Kevin Pena

Service Address: 8 Shirley Road

Townsend MA 01469

*Work* Tel No.: 978-514-6500x6940 Cell No. 978-935-1245

Billing Address: \_\_\_\_\_

(If different from service address): \_\_\_\_\_

pdf91@gmail.com

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

*Check # 196  
 (B3)  
 2,000 -*

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 for 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 \_\_\_\_\_

[Signature]  
 Signature of Owner/Applicant

3-29-17  
 Date

BOARD OF WATER COMMISSIONERS

[Signature]  
 Chairman

[Signature]  
 Vice Chairman

Clerk

4/10/2017  
 Date Signed by Board of Water Commissioners



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

Application No. 2017-4  
Account No. 61745 429  
Date 4/3/2017

APPLICATION FOR WATER SERVICE

Name of Property Owner: SEAN TOCCI  
Service Address: 104 OLD TURNPIKE ROAD  
TOWNSEND MA 01469  
Tel No.: \_\_\_\_\_ Cell No. 508-328-0466  
Billing Address:  
(If different from service address): 72 MEADOW ROAD

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

*Handwritten notes:*  
Pd  
2,700 -  
CH# 429  
4/4/2017

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 AT

Signature of Owner/Applicant

Date 4/4/2017

BOARD OF WATER COMMISSIONERS

[Signature]  
Chairman

[Signature]  
Vice Chairman

Clerk

Date Signed by Board of Water Commissioners

SUBMITTED BY Lauri Plourde  
FIELD REP Bobbi Colburn

COMMUNITY Townsend  
FUND Water

**RETAINED EARNINGS CALCULATION - ENTERPRISE FUND**

**PART I**  
CASH 1,773,564

SUBTRACT:  
CURRENT LIABILITIES, DESIGNATIONS OF FUND BALANCE  
Warrants Payable 49,721  
Encumbrances 1,155  
Expenditures 115,000  
Continued Appropriations 957,745  
Perf Security Dep Payable 3,210  
Rsv for Petty Cash 250

OTHER  
Rounding (1)

TOTAL 646,482

**PART II**  
RETAINED EARNINGS - UNDESIGNATED 646,482

SUBTRACT:  
ACCOUNTS RECEIVABLE (NET)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL 646,482

**PART III**  
**FIXED ASSETS:**

DEBITS	CREDITS		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total	-	_____	-
FIXED ASSET VARIANCE	-	_____	-

**Bobbi Colburn**

REVIEWED BY: \_\_\_\_\_ PLEASE SEE CERTIFICATION LETTER

DATE: 03/09/17 FOR DIRECTOR OF ACCOUNTS APPROVAL



RECEIVED  
MAR 27 2017

**Tighe & Bond**  
Engineers | Environmental Specialists

T-0354-1  
March 23, 2017

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

TOWNSEND  
WATER DEPARTMENT

RECEIVED  
2017

TOWNSEND  
WATER DEPARTMENT

Re: **Fitchburg Road Water Tank Rehabilitation Project  
Recommendation to Award**

Dear Mr. Rafuse:

On March 17, 2017, the Town of Townsend opened six bids for the Fitchburg Road Water Tank Rehabilitation Project. The bidders, their respective total base bid prices and total alternate prices are as follows:

Contractor	Total Base Bid	Deduct Alternate No. 2A	Total Bid Less Deduct Alternate No. 2A
Atlas Painting & Sheeting Corp.	\$469,000	\$70,000	\$399,000
Inspec Coatings, Inc.	\$496,000	\$119,000	\$377,000
R.J. Forbes Painting Contractor, Inc.	\$578,409	\$200,000	\$378,409
J.P.I Painting, Inc.	\$596,000	\$100,000	\$496,000
Amstar of Western NY	Bid Received Late		
Worldwide Industries Corp.	Bid Received Late		

As requested, we evaluated the bid information submitted by the apparent low bidder, as well as evaluated performance on previous contracts. The results of our evaluation are described below.

**Bid Evaluation**

The bid submitted by the apparent low bidder, Atlas Painting & Sheeting Corp., is in conformance with the requirements of the bidding documents and the required attachments were submitted.

**Reference Evaluation for Performance**

Tighe & Bond reviewed the project reference lists provided with Atlas Painting & Sheeting Corp.'s bid and contacted selected references by telephone to verify Atlas Painting & Sheeting Corp.'s performance with respect to quality of workmanship, work schedules on prior projects, submittal and change order processing, cooperation, and overall satisfaction. The references contacted have worked with Atlas Painting & Sheeting Corp. on projects ranging from less than \$250,000 to over \$2,000,000. Based on the feedback obtained from contacted references, it appears that Atlas Painting & Sheeting Corp. has the experience to perform the work and has been recommended by all references contacted.



Based on the references we contacted for this project, we find that Atlas Painting and Sheeting Corp. is the lowest responsible bidder for the Fitchburg Road Water Tank Rehabilitation Project. We recommend that the Townsend Water Department award the contract for the Fitchburg Road Water Tank Rehabilitation Project to Atlas Painting and Sheeting Corp., contingent upon the following:

- Receipt of required Performance and Payment Bonds
- Receipt of required Certificates of Insurance

Upon authorization by the Townsend Water Department, we will issue a "Notice of Award" to Atlas Painting and Sheeting Corp. notifying them that they are the successful bidder and requesting that they submit the required bonds and certificates of insurance.

Please call us at (508) 304-6358 with questions.

Very truly yours,

**TIGHE & BOND, INC.**



Louis A. Soracco, P.E.  
Project Manager

Enclosures  
Summary of Bids

J:\T\T0354 Townsend Water Department\1 - Fitchburg Road Tank\Task 2\Bidding\20170323 Rec to Award.doc





Consulting Engineers  
Environmental Specialists

**Fitchburg Road Water Tank Rehabilitation**  
Townsend Water Department  
Townsend, Massachusetts  
**Bid Opening Date: Friday March 17, 2017 @ 2:00 p.m.**  
**Summary of Bids**

BIDDER	Total Base Bid	Deduct Alternate No.2A	Total Bid Less Deduct Alternate No.2A	Bid Bond	Addenda No.1	Base Bid Rank
Atlas Painting & Sheeting Corp.	\$469,000.00	\$70,000.00	\$399,000.00	✓	✓	1
Inspec Coatings, Inc.	\$496,000.00	\$119,000.00	\$377,000.00	✓	✓	2
R.J. Forbes Painting Contractor, Inc.	\$578,409.00	\$200,000.00	\$378,409.00	✓	✓	3
J.P.I. Painting, Inc.	\$596,000.00	\$100,000.00	\$496,000.00	✓	✓	4
Amstar of Western NY	<i>Bid Received Late</i>					
Worldwide Industries Corp.	<i>Bid Received Late</i>					

**BIDS OPENED BY:**

*Thomas J. Mahanna*

**WITNESS:**

Paul Rafuse, Supt.



**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: Inconsistencies, inaccuracies, and misstatements contained in the investigative report into scraping metal within the Water Department

DATE: April 10, 2017

**The Engagement Letter**

- *"The "Town" was to designate an individual who possesses suitable skill, knowledge, or experience to oversee the services". No one was designated to oversee this process that has any knowledge in this area.*
- *The Town agrees to evaluate the adequacy and results of the services performed. We were assured by the Town Administrator (TA) that we would "absolutely" get the opportunity to review and comment on the draft version of the report prior to the final version. This never happened nor did the TA respond to the letter sent to him by the Board of Water Commissioners requesting to be present at a meeting to discuss the draft.*
- *The report was intended solely for the use of the Town and should and should not be used by anyone other than these specific parties. This did not happen as the Board of Selectmen (BOS) and TA chose to publicly announce the findings of the report.*
- *The fee for the CPA services was \$7,500. This firm was hired by the TA and as Chief Procurement Officer should've got two additional quotes. Also, the TA has had a previous working relationship with this particular firm.*

**The Report**

- Information relevant to a previous complaint made by Select Chairman Smart was contained in the report which had previously been investigated and found to have no merit. *This should not have been part of the report and was of no relevance.*
- We did not make “arrangements” with the Stiles Co. to pick up scrap metals. *We submitted three quotes and Stiles was the most advantageous of the three and it was part of a program they had to assist Water Departments in complying with the new “No Lead” law.*
- The CPA firm was including meters and fittings purchased since July of 2013 (FY14). *Scrap metals that were purchased and had on inventory from July of 2013 - March of 2014 were declared surplus and taken as part of the Stiles no lead compliance program.*
- This report was referenced as an audit. *On page 2 of the report it say's these agreed upon procedures do not constitute an audit or a review of financial statements or any part thereof.*
- The issue of inventory: *Although we balance and can account for what we purchased versus what has been used and remains in stock however, we are working to improve our recording of our inventory and network with our accounts billable program.*

This is a request under the Massachusetts Public Records Law (M.G.L. Chapter 66, s10)

This is a resubmission of the request made on 6/23/17. I am resubmitting to the requested RAO email. I consider my request valid as of 6/23/17.

Please provide copies of the following records:

In the released Water Commissioner minutes of April 10, 2017; agenda item 3.4, reference is made to "detailed and lengthy summary outlining incorrect information". A copy of such summary is being requested.

Re: agenda item 3.3 a copy of the "Attorneys recommendation & requests" as referenced in the vote.

I recognize that you may charge reasonable costs for copies, as well as for peronnel time, needed to comply with this request. If you expect costs to exceed \$10.00 please provide a detailed fee estimate.

As you may be aware, the Public Records Law requires you to provide me with a written response within ten (10) calendar days.

--

*Cindy King*

**waterdepartment**

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**Cc:** prafuse@townsend.ma.us  
**Subject:** Public Records Request

Good Morning,

I have received your email for public record request, please forward a copy of the original public records request for our files.

referencing an agenda item 3.3 " Attorneys recommendation and requests". Regarding this request, the recommendation from the attorney was received verbally via telephone.