



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

1.5

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
May 8, 2017 - 5:30 P.M.
Water Department 540 Main Street, Meeting Room

I. PRELIMINARIES:

- 1.1 MM called the meeting to order at 5:27 P.M., 540 Main Street.
- 1.2 Roll call showed Members Present: Michael MacEachern (MM)-Chairman, Nathan Mattila (NM)-Vice-Chair and Lance Lewand (LL)-Clerk. Guests Present: Ray Jackson, 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 Approve Minutes of November 28, 2016, February 22, 2017 and March 8, 2017. **NM made a motion to accept the minutes of November 28, 2016, February 22, 2017 and March 8, 2017. LL seconded. Unanimous vote.**
- 1.6 Review correspondence. None.

II. APPOINTMENTS:

- 2.1 Ray Jackson RE: Discuss senior walking path. 978-597-8813. Nathan Mattila and Lance Lewand asked to walk the proposed site before making a decision. **Tabled.**

III. MEETING BUSINESS:

- 3.1 Reorganize the Board. **LL made a motion to reorganize the board as follows, Nathan Mattila, Chairman, Lance Lewand, Vice-Chair and Michael MacEachern, Clerk. NM seconded, Unanimous vote.**
- 3.2 Discuss town website information and Board members contact information. NM suggested that all of the members decide individually as to what contact information they would like to have on the town website. Perhaps we could have a special email set up for them. The Board would also like to see the monthly agenda posted on the town website calendar. **Tabled for further discussion.**
- 3.3 Sign/Execute contract for Fitchburg Rd. Storage Tank Rehabilitation. **The Board signed the contract for the Fitchburg Road Storage Tank Rehabilitation Project.**
- 3.4 Discuss/Approve engineering services contract from Tighe & Bond for Fitchburg Rd. Storage Tank Rehabilitation Project. The Board signed the contract for engineering services from Tighe & Bond Fitchburg Road Storage Tank Rehabilitation Project. **Michael MacEachern signed the contract.**

IV. COMMISSIONERS UPDATES AND REPORTS.

4.1

V. WATER SUPERINTENDENTS UPDATES AND REPORTS.

- 5.1 Discuss status/progress of water quality after ice pigging project. Paul reported that after the projects it took a few weeks to clear completely with a lot of hydrant flushing. The customers who were having the water issues have now been reporting that the water has been clear.
- 5.2 Replacement of Control Panel at West Meadow Booster Station. Paul sent in procurement form with two quotes, one vendor did not reply.
- 5.3 Installation of replacement pump at Main St. station. Paul will purchase the new pump after the board signs the contract at the next meeting.
- 5.4 Results of Water Dept. articles at Town Meeting. Paul reported that the town voted the water department budget of \$703,359 for operating and \$233,325.00 for Intermunicipal agreement.

VI. OFFICE UPDATES AND REPORTS.

LL made a motion to sign warrants and reports out of session. NM seconded. Unanimous vote.

6.1 Review and Sign Bills Payable Warrants.

6.3 Review and sign Schedule of Bills Receivable report.

VII. ADJOURNMENT:

MM adjourned the meeting at 6:25P.M.

Respectfully submitted,

Brenda Boudreau, Office Administrator

WATER DEPARTMENT MEETING

DATE May 8, 2017

NAME	ADDRESS	PH/EMAIL
RAYMOND JACKSON	14 Blood RD.	978-597-8813 / raystrails@gmail.com



North Middlesex
Regional School District

To: Superintendent Landers
From: Oscar Hills
Re: Squannacook trail
Date: December 15, 2016

Joan,

I would like to inform you that I have met with Mr. Jackson and walked the grounds of the proposed extension of the Squannacook trail already in use. I see no reason not to allow the continuation of trail. The trail will come from the end of the Squannacook building to the cell tower. I do not foresee any negative impact on the school as the trail will be following a right of way granted for town water. This is also one of the areas scheduled to add fencing to maintain separation from the school yard and the Squannacook trails.

I would recommend that the School Committee approve his request as this is a great benefit to the community. With Mr. Jackson's enthusiasm, I can only see this as a success for all who will benefit from this project.

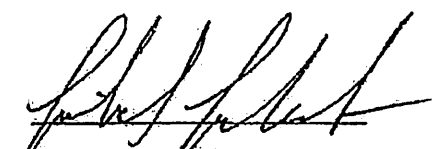
Sincerely,


Oscar Hills
Facility Director

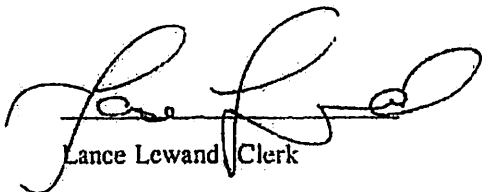
IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement. This Agreement will be effective on May 23, 2017 (which is the Effective Date of the Contract).

OWNER:

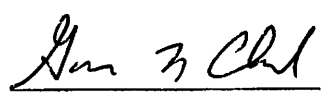
Town of Townsend
Board of Water Commissioners

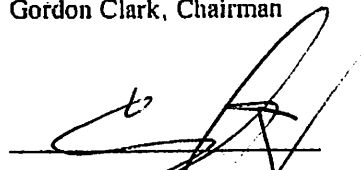

Michael MacEachern, Chairman

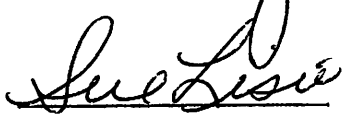

Nathan Mattila, Vice-Chairman


Lance Lewand, Clerk

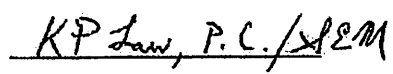
Town of Townsend
Board of Selectman


Gordon Clark, Chairman


Cindy King, Vice-Chairman


Sue Lisio, Clerk

Address for giving notices:
Townsend Water Department
540 Main Street
West Townsend, MA 01474

Approved as to form:
Town of Townsend
Town Counsel
APPROVED AS TO FORM

Town Counsel

29-0354-1
April 17, 2017

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

Re: **Request for Engineering Services Amendment No.1
Fitchburg Road Water Storage Tank Rehabilitation**

Dear Mr. Rafuse:

Tighe & Bond is submitting this request to provide the Townsend Water Department with Construction Administration and Observation Services on the Fitchburg Road Water Storage Tank Rehabilitation Project. This request is for an amendment to our existing engineering services agreement that was dated November 7, 2016.

Background

On March 17, 2017, the Water Department received bids to complete the rehabilitation of the Fitchburg Road Water Storage Tank. The construction contract was recently awarded to Atlas Painting and Sheeting Corp. of Amherst, NY (Contractor) at their Base Bid of \$469,000.00. The rehabilitation of the storage tank is expected to begin in early May. This amendment request includes construction administration services and on-site construction observation. Tighe & Bond will utilize the services of Utility Service Company to provide the construction observation of the steel surface preparation and the interior and exterior coating application.

Scope of Services

Our recommended Scope of Services for Construction Administration and Construction Observation of this project is as follows:

Task 3 – Construction Administration

- 3.1 Pre-Construction Meeting** – Prepare an agenda and attend a pre-construction meeting with the Water Department and the Contractor at the Water Department's office. Meeting summary will be prepared and distributed electronically to all attendees.
- 3.2 Shop Drawing Review** – Review materials and equipment submittals and provide comments on their compliance with the design specifications.
- 3.3 Requests for Information** – Review and respond to Contractor requests for information.
- 3.4 Payment Requests** – Review and prepare recommendations for payment to the Contractor based on the progress of work.
- 3.5 Change Orders** – Review change order requests from the Contractor and provide recommendations to the Water Department based on our interpretation of the Contract Documents. Prepare Change Orders as required.
- 3.6 Project Closeout** – Coordinate with the on-site construction observer to develop a Punch List of items to complete prior to final payment and release of retainage. Coordinate with the on-site observer to confirm the completion of all Punch List items and prepare closeout paperwork.

Task 4 – Construction Observation

4.1 On-Site Observation – Tighe & Bond will engage the services of Utility Service Co., Inc., a NACE certified coating inspector, to perform approximately **220 hours** of on-site construction observation that includes the following services:

- Monitoring and approval of structural repairs, modifications and other changes for conformance to the specifications.
- Observation of the abrasive blasting materials, procedures and equipment for conformance with the specifications.
- Observation and approval of surface preparation, blast quality, mil profile and all critical aspects of painting of steel structures.
- Monitoring paint removal and abatement for conformance to the specifications and environmental regulations.
- Monitoring ambient conditions to ensure a suitable atmosphere for preparation and application of coatings.
- Monitoring the Contractor’s mixing and application of the coatings in accordance with the specifications
- Determination of both wet and dry film thicknesses of each coating and total coating system applied.
- Evaluation of cure, re-coating and all critical aspects of painting of steel structures (including holiday and adhesion testing).
- Recording the contractor’s progress for adherence to the construction schedule, and authorization of progress payments.
- Submittal of detailed daily and weekly inspection reports, with photographs.
- Final inspection including determination of punch list items and coordinating subsequent corrective action by the contractor.
- Final inspection and acceptance of the Project as well as establishment of a warranty date

4.2 Periodic Observation – Tighe & Bond will conduct periodic inspections to observe general progress of the work and conformance with the contract documents.

4.3 One-Year Warranty Inspection – Coordinate with the Water Department and Contractor to conduct an inspection of the coatings prior to the expiration of the one-year warranty. Items that need to be corrected will be documented and will be conveyed to the contractor to be corrected under the one-year warranty.

Engineering Budget

Tighe & Bond will perform the above listed services for a lump sum fee of **\$49,000.00** invoiced monthly based on percentage complete. Our fee is summarized on the following table. In the event that the scope of work is increased for any reason, the lump sum fee to complete the work shall be mutually revised by written amendment. Our Terms and Conditions provided with the original agreement remain in effect with this amendment.

For information purposes, the following fee summary provides the anticipated break out of the amendment. The summary is presented to provide the Water Department with a better understanding of the how the amendment budget was developed. Invoices will be submitted based on the total project fee and not individual line item budgets.

Engineering Budget Summary
Description

<u>Task</u>	<u>Description</u>	<u>Budget</u>
3	Construction Administration	\$12,500
4	Construction Observation	\$7,500
	Utility Services Subconsultant (based on 220 manhours)	\$29,000
TOTAL BUDGET		\$49,000

Schedule

Tighe & Bond is prepared to begin work immediately upon authorization. The construction schedule will be based on Atlas Painting's approved construction schedule. We estimate that the active tank rehabilitation work will be completed in approximately six weeks.

If this amendment request is acceptable, please sign below and return one signed copy to our office. If you have any questions or require any additional information, please contact me at our office.

Very truly yours,

Tighe & Bond, Inc.



Thomas J. Mahanna, P.E.
Vice President
Tel: 508.471.9607
Cell: 978.846.0675
e: tjmahanna@tighebond.com



Louis A. Soracco, P.E.
Project Manager
Tel: 508.304.6358
Cell: 978.501.4911
e: lasoracco@tighebond.com

ACCEPTANCE:

On behalf of the Townsend Water Department, the scope, fee, and terms of this amendment are hereby accepted.

Authorized Representative

Date

Enclosure: Terms and Conditions

J:\T\T0354 Townsend Water Department\Proposal\Fitchburg Tank Amendment 1\Townsend - Fitchburg Road Tank Rehabilitation_Amendment No.1 Request.doc



5.3



TOWN OF TOWNSEND
PROCUREMENT FORM – QUOTES

C. 30B Supplies or Services valued between \$10,000 and \$50,000.

DATE: 4 / 27 / 2017 DEPT. Water

Budget Line Item # 061-04-500-5012-0000

Purchase Description: To install/retrofit verticle inline pump at our Main Street Pump Station.

VENDOR #1 Date: 4/11/2017 Time: _____ Unit Price: _____ Total: \$8,950.00

Company Name & Contract: Maher Services, Inc.

Address: 71 Concord St., North Reading, MA 01864

Phone #: 978-664-9355

VENDOR #2 Date: 4/11/2017 Time: _____ Unit Price: _____ Total: 0

Company Name & Contract: Hayes Pump, Inc.

Address: 66 Old Powder Mill Rd., West Concord, MA 01742

Phone #: 978-369-8800

VENDOR #3 Date: 3/6/2017 Time: _____ Unit Price: _____ Total: \$6,700.00

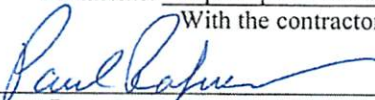
Company Name & Contract: Renew Mechanical Maintenance LLC

Address: 6 Pine Rd., Hampton, NH 03842

Phone #: 603-918-3812

Purchase awarded to vendor #: 3

Comments: A prompt review and response for approval is greatly appreciated to schedule the work
With the contractor. Vendor # 2 did not respond.



Signature Department Head/Authorized
Personnel Soliciting Quotes

Signature Chief Procurement Officer

Note: Please submit this form to the Town Accountant with invoices for purchases of supplies or services between \$10,000 and \$50,000. Sound business practices are required for purchases under \$10,000.



71 Concord Street
North Reading, MA 01864
Tel: 978-664-WELL (9355) Fax: 978-664-9356
www.maherserv.com

4/11/2017

Paul Rafuse
Townsend Water Department
540 Main Street
P.O. Box 17
West Townsend, MA 01474
paulr@townsendwater.ma.us
Phone - (978) 597-2212
Fax - (978) 597-5611

Proposal No.: MS-3119

**RE: Main Street Station – New Pump Installation
Townsend, MA**

Dear Paul,

We are pleased to submit this proposal for the above referenced project. Maher Services, Inc, (MSI), 71 Concord Street, North Reading, MA 01864, will be providing services for the project referred to as Main Street Station New Pump Installation, Townsend, MA. Please see the attached Quote Form for detailed pricing.

Scope of Work:

We propose to remove existing pump and install the new Grundfos pump unit, (including motor).

Prices are good for 10 days from the date of this proposal and are based upon Massachusetts Prevailing Wage Rates. Payment are net 30 days and interest will be charged at the rate of 1-1/2% per month on any balance that remains unpaid thirty (30) days after the date of invoice. The pricing and scope of work is based upon information provided to MSI, and is an estimate only.

Site access is to be provided and maintained by CLIENT in a condition suitable for MSI's equipment. MSI is not responsible for damage to paved, grassed, or landscaped areas. MSI is not responsible for materials and items not specifically enumerated in the proposal/contract. MSI is not responsible for Federal, state or local permits and/or taxes.

Our Contract Terms and Conditions are attached hereto and by this reference incorporated into the contract. In order to proceed, please return a signed copy of the proposal along with an initialed copy of the Contract Terms and Conditions.

If you need further information please contact us.

Sincerely,
MAHER SERVICES, INC.



Peter Maher
pmaher@maherserv.com

PROPOSAL # MS-3119

Accepted and Agreed:

Company: Townsend Water Department

By: _____
(Signature)

Name: _____
(Please Print)

Title: _____
(Please Print)

The above individual represents that he/she is authorized to execute this contract on behalf of the CLIENT. MSI Contract Terms and Conditions must be initialed and returned with this contract.

NO WORK ON THE PROJECT WILL COMMENCE UNTIL MSI RECEIVES AND ACCEPTS THE SIGNED PROPOSAL/CONTRACT AND CONTRACT TERMS AND CONDITIONS IN THEIR ENTIRETY. IF ACCEPTED AN EXECUTED COPY WILL BE RETURNED TO YOU.

ACCEPTED BY AUTHORIZED REPRESENTATIVE

MAHER SERVICES, INC.

By: _____

Title: _____

Date: _____

Paul Rafuse

From: Paul Rafuse <prafuse@townsend.ma.us>
Sent: Tuesday, April 11, 2017 10:44 AM
To: 'wbarron@hayespump.com'
Subject: Quote to Install Pump

Tracking: Recipient
'wbarron@hayespump.com'

Read
Read: 4/11/2017 12:22 PM

Walter,

I don't know if you recall, you met with me at our Main St. station Re: replacement of an old split case centrifugal pump. Could you provide me a quote to perform the following;

Installation of a new Grundfos booster pump

Scope of work:

Work to include the removal and replacement of two (2) six inch (6") gate valves, (valves to be supplied by the town), remove remainder of the old pump base, electric motor, and mounting base. Electric motor to remain on site.

Installation of the new pump (supplied by other) and secure it to the floor. Remove and replace the four inch (4") check valve. Install new spool pieces to re-pipe to the new pump.

A One (1) year guarantee from the date of final invoice, on all labor and materials

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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Renew Mechanical Maintenance LLC

Makin' the flow go

Page 1

TO: Town of West Townsend
Paul Rafuse – Superintendent
512 Main Street
West Townsend, MA 01474

FROM: Forrest A. Hardardt
Renew Mechanical Maintenance, LLC
6 Pine Road
Hampton, NH 03842
Fhardardt7@gmail.com
1-603-918-3812

RE: Installation of a new Grundfos booster pump

Scope of work:

Work to include the removal and replacement of two (2) six inch (6") gate valves, (valves to be supplied by the town), remove remainder of the old pump base, electric motor, and mounting base. Electric motor to remain on site.

Installation of the new pump (supplied by other) and secure it to the floor. Remove and replace the four inch (4") check valve. Install new spool pieces to re-pipe to the new pump.

Renew Mechanical Maintenance, LLC is pleased to provide the following quote of Six Thousand, Seven Hundred Dollars (\$6,700.00) to complete the above mentioned project.

A One (1) year guarantee from the date of final invoice, on all labor and materials, as long as materials were purchased and installed by, Renew Mechanical Maintenance, LLC.

Acceptance:

This signed form authorizes Renew Mechanical Maintenance, LLC to perform the above mentioned project. Terms are NET DUE 30 days unless specified in writing ahead of time.

Customer signature: Paul Rafuse Date: 5/3/17

Customer's Name Printed: Paul Rafuse

Renew Mechanical Maintenance, LLC: Forrest A. Hardardt Date: 5-3-2017
Forrest A. Hardardt - President

Renew Mechanical Maintenance LLC – 6 Pine Rd., Hampton, NH 03842 – 1-603-918-3812 –
Fhardardt7@gmail.com

3.3 (B)



TOWN OF TOWNSEND
PROCUREMENT FORM – QUOTES

C. 30B Supplies or Services valued between \$10,000 and \$50,000.

DATE: 4 / 24 / 2017 DEPT. Water

Budget Line Item # 061-04-500-5012-0000

Purchase Description: Replace Main water supply pump at our Main St. Pump Station.

VENDOR #1 Date: 3/23/2017 Time: Unit Price: Total: \$12,650.00

Company Name & Contract: Maher Services, Inc.

Address: 71 Concord St., North Reading, MA 01864

Phone #: 978-664-9355

VENDOR #2 Date: 4/11/2017 Time: Unit Price: Total: 0

Company Name & Contract: Hayes Pump, Inc.

Address: 66 Old Powder Mill Rd., West Concord, MA 01742

Phone #: 978-369-8800

VENDOR #3 Date: 4/26/2017 Time: Unit Price: Total: \$13,254.90

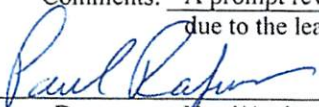
Company Name & Contract: Blake Equipment

Address: 4 New Park Rd. East Windsor, Ct 06088

Phone #: 860-243-1493

Purchase awarded to vendor #: 1

Comments: A prompt review and response for approval is greatly appreciated to order the equipment due to the lead time for delivery. Vendor # 2 did not respond.


Signature Department Head/Authorized
Personnel Soliciting Quotes

Signature Chief Procurement Officer

Note: Please submit this form to the Town Accountant with invoices for purchases of supplies or services between \$10,000 and \$50,000. Sound business practices are required for purchases under \$10,000.

April 26, 2017

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

: ESTIMATION: QUOTE: ESTIMATION:

Project Name: Replacement Grundfos Pump
Project #: 9109494

Grundfos
CR90-2-A-G-A-E-HQQE
40HP- 230/460 V. 3 PH
TEFC

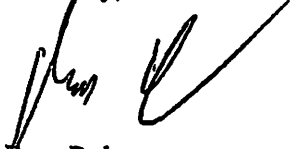
Not to exceed a total of \$13,254.90, without further approval.
Tax and Freight are not included in this price and will be added accordingly.

Install not included.

Note: 3-4 Week Lead Time.

This offer is extended for 30 days. After which it will be reevaluated. Please sign below if you are in agreement.

Sincerely,



Russ Roly
Field Service Supervisor

Signed _____

Print _____

Date _____

Phone Number _____

PO# _____

Email _____

Paul Rafuse

From: Paul Rafuse <prafuse@townsend.ma.us>
Sent: Tuesday, April 11, 2017 10:44 AM
To: 'wbarron@hayespump.com'
Subject: Quote to Install Pump

Tracking: Receipts
'wbarron@hayespump.com'

Read
Read: 4/11/2017 12:22 PM

Walter,

I don't know if you recall, you met with me at our Main St. station Re: replacement of an old split case centrifugal pump. Could you provide me a quote to perform the following:

Installation of a new Grundfos booster pump

Scope of work:

Work to include the removal and replacement of two (2) six inch (6") gate valves, (valves to be supplied by the town), remove remainder of the old pump base, electric motor, and mounting base. Electric motor to remain on site.

Installation of the new pump (supplied by other) and secure it to the floor. Remove and replace the four inch (4") check valve. Install new spool pieces to re-pipe to the new pump.

A One (1) year guarantee from the date of final invoice, on all labor and materials

Paul Rafuse

Paul Rafuse
Superintendent
Townsend Water Department
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West Townsend, MA 01474
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E-mail: prafuse@townsend.ma.us

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71 Concord Street
North Reading, MA 01864
Tel: 978-664-WELL (9355) Fax: 978-664-9356
www.maherserv.com

3/23/2017

Paul Rafuse
Townsend Water Department
540 Main Street
P.O. Box 17
West Townsend, MA 01474
paulr@townsendwater.ma.us
Phone - (978) 597-2212
Fax - (978) 597-5611

Proposal No.: MS-3034B

**RE: Main Street Station – New Pump
Townsend, MA**

Dear Paul,

We are pleased to submit this proposal for the above referenced project. Maher Services, Inc, (MSI), 71 Concord Street, North Reading, MA 01864, will be providing services for the project referred to as Main Street Station Centrifugal Pump, Townsend, MA. Please see the attached Quote Form for detailed pricing.

Scope of Work:

The existing Goulds split case pump was originally installed in 1934. Per information provided we have proposed the following pump options.

Installation of the new pump will be by others.

1. Grundfos Vertical, in-line, multistage pump that will meet your requested design of 350 GPM @ 215' TDH. CR90-2-1 A-G-A-E-HQQE, 230.460v, 3 phase, 60 HZ, 30 HP.
2. Grundfos Vertical, in-line, multistage pump that will meet your requested design of 400 GPM @ 233' TDH. CR90-2 A-G-A-E-HQQE, 3x230/460v, 3 phase, 60 HZ, 40 HP.

Prices are good for 10 days from the date of this proposal and are based upon MSI standard wage rates, unless otherwise noted. Payment are net 30 days and interest will be charged at the rate of 1-1/2% per month on any balance that remains unpaid thirty (30) days after the date of invoice. The pricing and scope of work is based upon information provided to MSI, and is an estimate only.

Experience & Reliability - *122 years of experience in Water Treatment & Distribution (since 1941)*

Site access is to be provided and maintained by CLIENT in a condition suitable for MSI's equipment. MSI is not responsible for damage to paved, grassed, or landscaped areas. MSI is not responsible for materials and items not specifically enumerated in the proposal/contract. MSI is not responsible for Federal, state or local permits and/or taxes.

Our Contract Terms and Conditions are attached hereto and by this reference incorporated into the contract. In order to proceed, please return a signed copy of the proposal along with an initialed copy of the Contract Terms and Conditions.

If you need further information please contact us.

Sincerely,
MAHER SERVICES, INC.


Peter Maher
pmaher@maherserv.com

PROPOSAL # MS-3034B

Accepted and Agreed:

Company: Townsend Water Department

By: Paul Rafuse
(Signature)

Name: Paul Rafuse
(Please Print)

Title: Superintendent
(Please Print)

The above individual represents that he/she is authorized to execute this contract on behalf of the CLIENT. MSI Contract Terms and Conditions must be initialed and returned with this contract.

NO WORK ON THE PROJECT WILL COMMENCE UNTIL MSI RECEIVES AND ACCEPTS THE SIGNED PROPOSAL/CONTRACT AND CONTRACT TERMS AND CONDITIONS IN THEIR ENTIRETY. IF ACCEPTED AN EXECUTED COPY WILL BE RETURNED TO YOU.

ACCEPTED BY AUTHORIZED REPRESENTATIVE

MAHER SERVICES, INC.

By: [Signature]

Title: President

Date: 5/8/17

5.4

Budget Worksheet

Department Name	Department Number	Fiscal Year
Water	061	2018

Budget Summary	FY2017 Approp.	FY 2018 Proposed	% Change	Comments/Notes
Personal Services	318,052	337,669	6.17%	Supt., 3 Wtr Tech's & Office Admin. part of Coll. Barg. Agmt.
Purchase of Services	152,200	162,200	6.57%	
Supplies	80,300	80,500	0.25%	
Other Charges and Expenses	5,700	5,700	0.00%	
Capital Outlay	10,000	10,000	0.00%	
Debt Service	107,290	107,290	0.00%	
Total Dept. Operating Budget	673,542	703,359	4.43%	

Acct. #	Expenditure Object Descrip	FY2017 Approp.	FY 2018 Proposed	% Change	Comments/Notes
061-04-000-5100-0000-000	Salaries & Wages - Department Head	80,305	82,440	2.66%	Per Ethics Comm. Reg On Call/Holiday incl. in salary
061-04-000-5110-0000-000	Salaries & Wages - Operational Staff	152,463	156,276	2.50%	
061-04-000-5112-0000-000	Salaries & Wages - Office Staff	53,355	58,150	8.99%	Includes Part time Employee at 20 hrs./week
061-04-000-5120-0000-000	Salaries & Wages - Temp. Help	1	0	-100.00%	
061-04-000-5130-0000-000	Additional Gross-Overtime	10,500	13,200	25.71%	
061-04-000-5190-0000-000	Additional Gross - Longevity	3,900	5,000	28.21%	Inc. due to OA will have 15 yrs. Cont. service.
061-04-000-5134-0000-000	Additional Gross - Reg. & Spec. On - Call	10,725	9,600	-10.49%	Less amt. due to Supt. Is incl. in base salary.
061-04-000-5191-0000-000	Commissioners Stipends	3	3	0.00%	
061-04-000-5193-0000-000	Other - Retirement Benefits	2,000	2,000	0.00%	
061-04-000-5195-0000-000	Other - Clothing Allowance	4,800	0	-100.00%	Moved to Expense section of budget per Twn Acct.
061-04-000-5197-0000-000	Vehicle Allowance-Superintendent		6,000		
	Snow Storm Stipends		5,000		
	TOTAL PERSONAL SERVICES	318,052	337,669	6.17%	

Note: There are a few changes;

1. The Town Administrator has changed the format of the budget to be submitted. This format will be replaced with the format presented with the Town Administrators memo included in the budget packet.
2. Per the Town Accountant clothing allowance was taken from the salary and wages section and put into the expense section.
3. Contrary to what was recommended a 2.5% increase was included.
4. A Professional Legal Services Account was added to track legal expenses

Intermunicipal Agreement estimated at \$233,325

TOTAL budget including Intermunicipal Agreement \$936,684

Expense Worksheet

Acct.#	Description	Department Name	Department Number	Fiscal Year	Comments/Notes
		Water	061	2018	
		FY2017 Approp.	FY 2018 Proposed	% Change	
Purchase of Services 2					
5201	Prior Year Unpaid Bills				
061-04-000-5210-0000-000	Energy	70,000	70,000	0.00%	
061-04-000-5240-0000-000	Repairs and Maintenance - Bldg	5,000	5,000	0.00%	
061-04-000-5245-0000-000	Repairs and Maintenance - Equip, Veh	20,000	20,000	0.00%	
061-04-000-5245-0006-000	Repair and Maintain SCADA System	10,000	10,000	0.00%	Implementation of SCADA
061-04-000-5270-0000-000	Rentals	1,000	1,000	0.00%	
	Total Purchase of Services	106,000	106,000	0.00%	
Purchased Services 3					
061-04-000-5300-0000-000	Professional & Technical Services	20,000	20,000	0.00%	
061-04-000-5300-0001-000	Backflow Prevention Survey and Testing	6,000	6,000	0.00%	Required Per Twn. Acct. Not an expense by TWD.
061-04-000-5300-0002-000	Professional Legal Services	0	10,000	#DIV/0!	Acct. Added to track legal expenses.
061-04-000-5340-0000-000	Communication (Tel,Internet,Post, etc)	17,600	17,600	0.00%	
061-04-000-5380-0000-000	Other Purchased Services	2,600	2,600	0.00%	
	Total Purchase of Services	46,200	56,200	21.65%	
Purchased Supplies 4					
061-04-000-5420-0000-000	Office Supplies	5,000	5,000	0.00%	
061-04-000-5430-0000-000	Building Supplies	1,500	1,500	0.00%	
061-04-000-5435-0000-000	Equipment Maint Supplies	1,500	1,500	0.00%	
061-04-000-5460-0000-000	Groundskeeping Supplies	500	500	0.00%	
061-04-000-5480-0000-000	Vehicular Supplies	8,000	8,000	0.00%	
	Total Purchase of Services	16,500	16,500	0.00%	
Purchased Supplies 5					
061-04-000-5530-0000-000	Public Works Supplies	35,000	35,000	0.00%	
061-04-000-5530-0001-000	Chemicals (Treatment)	23,000	23,000	0.00%	
061-04-000-5580-0000-000	Other Supplies	1,000	1,000	0.00%	
061-04-000-5585-0000-000	Clothing Allowance	4,800	5,000		Transferred from Salaries & Wages section per Twn Acct.
	Total Purchased Supplies	63,800	64,000	0.31%	
Title Not On File 6					
5600	Prior Year Encumbrance				
	Total Title Not On File				
Other Charges and Expences 7					
061-04-000-5710-0000-000	Travel, Mileage - In State	1,100	1,100	0.00%	
061-04-000-5720-0000-000	Travel, Mileage - Out of State	100	100	0.00%	
061-04-000-5730-0000-000	Dues and Memberships	2,000	2,000	0.00%	
061-04-000-5780-0000-000	Other Charges	500	500	0.00%	
061-04-000-5785-0000-000	Other Charges - State Water Assess.(DEP)	2,000	2,000	0.00%	
	Total Other Charges and Expences	5,700	5,700	0.00%	
Articles 8					
061-04-000-5850-0000-000	New Equipment	10,000	10,000	0.00%	
061-04-000-5870-0000-000	Replacement Equipment	0	0	#DIV/0!	
	Total Articles	10,000	10,000	0.00%	
Debt Service 9					
061-04-000-5910-0000-000	LT Debt Service-MWPAT-Eastside Phase I	35,043	35,043	0.00%	
061-04-000-5901-0001-000	LT Debt Service-MWPAT- Eastside Phase II	51,001	51,001	0.00%	
061-04-000-5920-0000-000	LT Interest-MWPAT-Eastside Phase I	7,331	7,331	0.00%	
061-04-000-5920-0001-000	LT Interest-MWPAT-Eastside Phase II	13,915	13,915	0.00%	
061-04-000-5975-0000-000	Intermunicipal Agreement	0	0	#DIV/0!	
	Total Debt Service	107,290	107,290	0.00%	
Total Supplies, Services, Charges and Expences		355,490	365,690	2.87%	

Labor Worksheet

Department Name	Department Number	Fiscal Year
Water	061	2018

Department Head		FY2017 Approp.	FY 2018 Proposed	% Change	Comments/Notes
Name: Paul Rafuse	Salary & Wages - Base	80,305	82,440	2.66%	Reg. & Holiday On Call Inc. Per State Ethics Comm. 18 weeks, and 4 holidays on call
Position: Superintendent	Add'l Gross - Overtime				
Hrs/Wk:40 Rate: (Salary)	Add'l Gross - Reg. & Hol. On Call				
Current: 35.30	Add'l Gross - Longevity	900	1,500	66.67%	
Proposed: 37.07	Other - Stipend				
	Other - Certification				
Per Collective Bargaining Agrmt.	Other - Clothing Allow.	800	0	-100.00%	
	Employee Total	82,005	83,940	2.36%	

Operational Staff		FY2017 Approp.	FY 2018 Proposed	% Change	Comments/Notes
Name: Michael MacEachern	Salary & Wages - Base	50,821	52,092	2.50%	
Position: Water Technician	Add'l Gross - Overtime	3,000	3,300	10.00%	
Hrs/Wk: 40 Rate: Hourly	Add'l Gross - Reg. & Hol. On call	4,725	4,800	1.59%	
Current: 23.65	Add'l Gross - Longevity	1,100	1,400	27.27%	
Proposed: 24.94	Other - Stipend				
	Other - Certification	500	500		
Per Collective Bargaining Agrmt.	Other - Clothing Allow.	1,000	0	-100.00%	
	Employee Total	61,146	62,092	1.55%	

Operational Staff		FY2017 Approp.	FY 2018 Proposed	% Change	Comments/Notes
Name: James Blanchard	Salary & Wages - Base	50,821	52,092	2.50%	
Position: Water Technician	Add'l Gross - Overtime	3,000	3,300	10.00%	
Hrs/Wk: 40 Rate: Hourly	Add'l Gross - Reg. & Hol. On call	6,000	4,800	-20.00%	
Current: 23.41	Add'l Gross - Longevity	800	900	12.50%	
Proposed: 24.94	Other - Stipend				
	Other - Certification	500	500		
Per Collective Bargaining Agrmt.	Other - Clothing Allow.	1,000	0	-100.00%	
	Employee Total	62,121	61,592	-0.85%	

Operational Staff		FY2017 Approp.	FY 2018 Proposed	% Change	Comments/Notes
Name:	Salary & Wages - Base	50,821	52,092	2.50%	
Position: Water Technician Trainee	Add'l Gross - Overtime	3,000	3,300	10.00%	
Hrs/Wk: 40 Rate: Hourly	Add'l Gross - Reg. & Hol. On call	0	0	#DIV/0!	
Current:	Add'l Gross - Longevity	0	0	#DIV/0!	
Proposed: 24.94	Other - Stipend			#DIV/0!	
	Other - Certification	0	0	#DIV/0!	
Per Collective Bargaining Agrmt.	Other - Clothing Allow.	1,000	0	-100.00%	
	Employee Total	54,821	55,392	1.04%	

Labor Worksheet

Department Name	Department Number	Fiscal Year
Water	061	2018

Office Staff		FY2017 Approp.	FY 2018 Proposed	% Change	Comments/Notes
Name: Brenda Boudreau	Salary & Wages - Base	40,241	41,247	2.50%	
Position: Office Administrator	Add'l Gross - Overtime	1,500	3,300	120.00%	Increased due to workload.
Hrs/Wk: 40 Rate: Hourly	Add'l Gross - Shift Diff'l				
Current: 18.72	Add'l Gross - Longevity	1,100	1,200	9.09%	Will be at 15 yrs. Continued service
Proposed: 19.75	Other - Stipend				
	Other - Certification				
Per Collective Bargaining Agrmt.	Other - Clothing Allow.	1,000	0		
	Employee Total	43,841	45,747	4.35%	

Office Staff		FY2017 Approp.	FY 2018 Proposed	% Change	Comments/Notes
Name:	Salary & Wages - Base	13,114	16,903	28.89%	Part time Employee at 20 hrs./week
Position: Temporary Billing Clerk	Add'l Gross - Overtime			0.00%	
Hrs/Wk: 20 Rate: Hourly	Add'l Gross - Shift Diff'l			0.00%	
Current:	Add'l Gross - Longevity			0.00%	
Grade T-2/Level 2	Other - Stipend			0.00%	
Proposed: 16.19	Other - Certification			0.00%	
Grade T-3/Level 1	Other - Clothing Allow.			0.00%	
	Employee Total	13,114	16,903	0.00%	

Operational/Office Staff		FY2017 Approp.	FY 2018 Proposed	% Change	Comments/Notes
Name:	Salary & Wages - Base	1	0	-100.00%	
Position: Extra Help	Add'l Gross - Overtime				
Hrs/Wk: Rate/Hr: 6.50	Add'l Gross - Shift Diff'l				
Proposed:	Add'l Gross - Longevity				
	Other - Stipend				
	Other - Certification				
	Other - Uniform Allow.				
	Employee Total	0	0	#DIV/0!	

Labor Worksheet

Department Name	Department Number	Fiscal Year
Water	061	2018

Board of Water Commission Staff		FY2017 Approp.	FY 2018 Proposed	% Change	Comments/Notes
Name: Mike MacEachern	Salary & Wages - Base				
	Add'l Gross - Overtime				
	Add'l Gross - Shift Diff'l				
	Add'l Gross - Longevity				
	Other - Stipend	1	1	0.00%	
	Other - Certification				
	Other - Uniform Allow.				
	Employee Total	1	1	0.00%	

Board of Water Commission Staff		FY2017 Approp.	FY 2018 Proposed	% Change	Comments/Notes
Name: Nathan Mattila	Salary & Wages - Base				
	Add'l Gross - Overtime				
	Add'l Gross - Shift Diff'l				
	Add'l Gross - Longevity				
	Other - Stipend	1	1	0.00%	
	Other - Certification				
	Other - Uniform Allow.				
	Employee Total	1	1	0.00%	

Board of Water Commission Staff		FY2017 Approp.	FY 2018 Proposed	% Change	Comments/Notes
Name: Lance Lewand	Salary & Wages - Base				
	Add'l Gross - Overtime				
	Add'l Gross - Shift Diff'l				
	Add'l Gross - Longevity				
	Other - Stipend	1	1	0.00%	
	Other - Certification				
	Other - Uniform Allow.				
	Employee Total	1	1	0.00%	

WATER ENTERPRISE BUDGET								
Account Name	FY16	FY17	FY17 REVISED	FY18 REQUEST	FY18 TA RECOMMEND	\$ VARIANCE	% VARIANCE	NOTES
WATER - SALARY - SUPERINTENDENT	\$ 73,900.00	\$ 80,305.00	\$ 80,524.06	\$ 82,203.00	\$ 75,549.06	\$ (4,975.00)	-6%	Per Union Contract
WATER - WAGES-OPER STAFF	\$ 148,713.00	\$ 152,463.00	\$ 151,839.36	\$ 156,276.00	\$ 156,276.00	\$ 4,436.64	3%	Per Union Contract
WATER - WAGES-SUPPORT STAFF	\$ 39,259.00	\$ 53,355.00	\$ 53,355.00	\$ 58,150.00	\$ 58,150.00	\$ 4,795.00	9%	
WATER - ADDITIONAL GROSS - OVERTIME	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ 13,200.00	\$ 13,200.00	\$ 2,700.00	26%	
WATER - ADDITIONAL GROSS - REG & SPEC ON-CALL	\$ 13,874.00	\$ 10,725.00	\$ 10,725.00	\$ 9,600.00	\$ 9,600.00	\$ (1,125.00)	-10%	
WATER - OTHER - STIPEND - LONGEVITY	\$ 3,300.00	\$ 3,900.00	\$ 3,900.00	\$ 4,100.00	\$ 4,100.00	\$ 200.00	5%	
WATER - OTHER - STIPENDS - BOARD OF COMM	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ -	0%	
WATER - OTHER - RETIREMENT BENEFIT	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	0%	
WATER - OTHER - CLOTHING ALLOWANCE	\$ 3,800.00	\$ 3,800.00	\$ 3,800.00	\$ -	\$ -	\$ (3,800.00)	-100%	
PERSONNEL	\$ 295,349.00	\$ 317,051.00	\$ 316,646.42	\$ 325,532.00	\$ 318,878.06	\$ 2,231.64	1%	
WATER - ENERGY	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ -	0%	
WATER - REPAIR & MAINT BUILDING	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	0%	
WATER - REPAIR & MAINT EQUIPMENT	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	0%	
WATER - REPAIR & MAINTAIN - SCADA SYSTEM	\$ 1.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	0%	
WATER - RENTALS	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	0%	
WATER - PROFESSIONAL SERVICES	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	0%	
WATER - PROF SVS - BACKFLOW SURVEY TESTING	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	0%	
WATER - PROFESSIONAL LEGAL SERVICES	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ -		Unallowable Expense
WATER - COMMUNICATION	\$ 17,600.00	\$ 17,600.00	\$ 17,600.00	\$ 17,600.00	\$ 17,600.00	\$ -	0%	
WATER - OTHER SERVICES	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ -	0%	
WATER - OFFICE SUPPLIES	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	0%	
WATER - BUILDING SUPPLIES	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	0%	
WATER - EQUIPMENT MAINT SUPPLIES	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	0%	
WATER - GROUNDSKEEPING SUPPLIES	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0%	
WATER - VEHICULAR SUPPLIES	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ -	0%	
WATER - PUBLIC WORKS SUPPLIES	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ -	0%	
WATER - PUBLIC WORKS SUPPLIES - CHEMICALS	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	\$ -	0%	
WATER - OTHER SUPPLIES	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	0%	
WATER-CLOTHING ALLOWANCE	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	0%	
WATER - TRAVEL/MILEAGE-IN STATE	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ -	0%	
WATER - OUT OF STATE TRAVEL	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	0%	
WATER - DUES & MEMBERSHIPS	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	0%	
WATER - OTHER CHARGES	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0%	
WATER - ASSESSMENT D.E.P.	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	0%	
WATER - NEW EQUIPMENT	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	0%	
WATER - LT DEBT SERVICE - MWPAT - EAST SIDE PHASE I	\$ 34,349.00	\$ 35,043.00	\$ 35,043.00	\$ 35,751.00	\$ 35,751.00	\$ 708.00	2%	
WATER - LT DEBT SERVICE - MWPAT EAST SIDE PHASE II	\$ 48,933.00	\$ 51,001.00	\$ 51,001.00	\$ 50,929.26	\$ 50,929.26	\$ (71.74)	0%	
WATER - LT INTEREST - MWPAT - EAST SIDE PHASE I	\$ 8,562.00	\$ 7,331.00	\$ 7,331.00	\$ 6,622.93	\$ 6,622.93	\$ (708.07)	-10%	
WATER - LT INTEREST - MWPAT - EAST SIDE PHASE II	\$ 13,536.00	\$ 13,915.00	\$ 13,915.00	\$ 10,654.19	\$ 10,654.19	\$ (3,260.81)	-23%	
EXPENSES	\$ 338,781.00	\$ 355,690.00	\$ 355,690.00	\$ 362,357.38	\$ 352,357.38	\$ (3,332.62)	-1%	
TOTAL WATER ENTERPRISE BUDGET	\$ 634,130.00	\$ 672,741.00	\$ 672,336.42	\$ 687,889.38	\$ 671,235.44	\$ (1,100.98)	-0.2%	



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. 17-10

4/30/2017

SCHEDULE OF BILLS RECEIVABLE

To the Accountant:
 Treasurer:

The following bills, amounting in the aggregate to


TWO HUNDRED TWENTY-NINE THOUSAND FIFTY AND 26/100***** Dollars

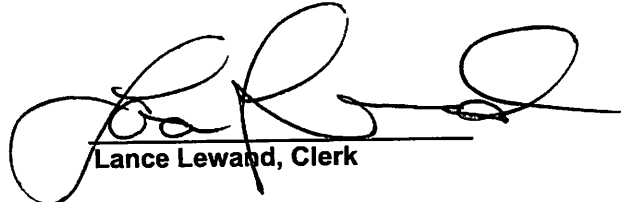
are herewith committed for collection.

<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>
04/30/17	210,461.00	6,977.75	6000.00	4,150.00	1461.51	\$229,050.26

BOARD OF WATER COMMISSIONERS


 Michael MacEachern, Chairman


 Nathan Mattila, Vice-Chairman


 Lance Lewand, Clerk