



**TOWNSEND WATER DEPARTMENT**  
540 Main Street West Townsend, Massachusetts 01474

1.5

Nathan Mattila, Chairman  
Paul L. Rafuse,  
Water Superintendent

Lance Lewand, Vice-Chairman

Michael MacEachern, Clerk  
(978) 597-2212  
Fax (978) 597-5561

**WATER COMMISSIONERS MEETING MINUTES**

June 12, 2017 - 5:30 P.M.

Water Department 540 Main Street, Meeting Minutes

**I. PRELIMINARIES:**

- 1.1 Call the meeting to order and announce meeting address. NM called the meeting to order at 5:30 P.M., 540 Main Street.
- 1.2 Roll call. Roll call showed **Members Present: Nathan Mattila (NM) Charman, Lance Lewand, (LL) Vice-Chair and Michael MacEachern (MM), Clerk. Guests Present: Carolyn Smart, Andrea Wood, Paul Rafuse, Superintendent and Brenda Boudreau.**
- 1.3 Announce that the meeting is being tape recorded. NM announced that the meeting was being tape recorded.
- 1.4 Chairman's additions or deletions. Approve 1" service to 1 Penny Lane. Acct#61650, \$2000.00. LL made a motion to approve a 1" service to 1 Penny Lane, acct#61650. MM seconded. Unanimous vote. LL made a motion to amend above vote to add that approval was pending with the inspection and approval of the service by the TWD. MM seconded. Unanimous vote.
- 1.5 Approve Minutes of April 10, 2017. MM made a motion to approve the meeting minutes of April 10, 2017. LL seconded, Unanimous vote.
- 1.6 Review correspondence. None.

**II. APPOINTMENTS:**

2.1

**III. MEETING BUSINESS:**

- 3.1 Discuss/Vote of the Board to approve an additional Personal day beginning FY17 and an additional 2½% increase beginning July 1, 2017 (FY18) for Paul Rafuse. MM made a motion to approve a 2 1/2 % pay increase and an extra personal day beginning FY18. LL seconded. Unanimous vote.
- 3.2 Sign Payment Request #1 for Fitchburg Rd. Tank Rehabilitation Project. The Board reviewed and signed the payment request.
- 3.3 Discuss progress of Water Department's autonomy to operate as a separate entity as a result of the May 9<sup>th</sup>, 2017 Town Meeting vote. Paul reported that Attorney Doucette is still trying to schedule a meeting with both of the boards and their attorneys to resolve any issues from the vote of the May 9, 2017 town meeting. Nathan will contact the TA in the days following.
- 3.4 Refund Kathy Marcotte, former address 85 South Harbor Road, \$61.50, RE: Overpaid final bill. MM made a motion to refund \$61.50 to Kathy Marcotte, former address 85 South Harbor Road due to overpayment of final bill. LL seconded. Unanimous vote.
- 3.5 Refund Bruce Johnson, former address 12 Depot Street, \$37.50 RE: Overpaid final bill. MM made a motion to refund Bruce Johnson, former address 12 Depot Street. \$37.50, due to overpayment of final bill. LL seconded. Unanimous vote.
- 3.6 Adjust Acct#4210, 6 Hickory, \$1.01 late charge applied in error RE: Century Bank credited wrong account. MM made a motion to adjust acct# 4210, 6 Hickory, \$1.01 in late charges due to error from Century Bank Lockbox. LL seconded. Unanimous vote.

3.7 Approve 1" service, 31 Adams Road, Acct# 61721, Appl#2017-5 Recvd \$2000.00. MM made a motion to approve a 1" service to 31 Adams Road, Acct# 1721, and Appl # 2017-5, \$2,000.00 Recvd. LL seconded. Unanimous vote.

**IV. COMMISSIONERS UPDATES AND REPORTS.**

4.1 LL and NM reported that they walked through the area of the walking easement proposed by Mr. Jackson for the senior walking trail. Both of the commissioners give their full support to the project.

4.2 LL asked that we place on the next agenda to review a water tech and part time office position.

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

5.1 Report on progress of pump replacement project at Main St. Station. Paul reported that the pump replacement project is scheduled for June 13, 2017 and will be shutting service off to all residents west to the Main Street station, Paul hopes everyone's service will be back on by noon. Paul anticipates that there may be some spot hydrant flushing as a result.

**VI. OFFICE UPDATES AND REPORTS.**

6.1 Review and Sign Bills Payable Warrants. LL made a motion to sign bill payable warrants and reports out of session. MM seconded. Unanimous vote.

6.3 Review and sign Schedule of Bills Receivable report.

**VII. ADJOURNMENT:**

MM made a motion to adjourn the meeting at 5:56 P.M. LL seconded. Unanimous vote.

Respectfully submitted,

Brenda Boudreau, Office Administrator.

WATER DEPARTMENT MEETING

DATE June 12, 2017

NAME	ADDRESS	PH/EMAIL
<i>Cecilyn Amy 491 Main</i>		
<i>Gracia Street</i>	<i>806 Meetinghouse St</i>	<i>andrewwood@ vetzoning.net</i>

1.4



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

Application No. 2017-06  
Account No. 61650  
Date 6/12/2017

APPLICATION FOR WATER SERVICE

Name of Property Owner: Ken Tully  
Service Address: 1 Penny Lane  
Tel No.: \_\_\_\_\_ Cell No. 978-678-5884  
Billing Address: PO BOX 595, Dunstable MA 01827  
(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

✓/1# 4000  
0730

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

Signature of Owner/Applicant [Signature] Date 6/12/17

BOARD OF WATER COMMISSIONERS

[Signature]  
Chairman  
[Signature]  
Clerk

[Signature]  
Vice-Chairman

Date Signed by Board of Water Commissioners





APPLICATION FOR PAYMENT

TO OWNER: Town of Townsend  
Townsend Water Dept  
540 Main Street  
West Townsend, MA 01474

Engineer: Tighe & Bond, Inc  
446 Main St.  
Worcester, MA 01608

Application No: 1  
Period To: 31-May-17  
Project Nos.: T-0345-01  
Contract Date: 24-May-17  
Distribution To: Owner  
P. Mgr.  
Contractor

CONTRACTOR: ATLAS PAINTING AND SHEETING CORP

CONTRACT FOR Fitchburg Road Water Tank Rehabilitation Project

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM.....	\$ 469,000.00
2. NET CHANGE BY CHANGE ORDERS.....	
3. CONTRACT SUM TO DATE.....	\$ 469,000.00
4. MATERIALS .....	
5. TOTAL COMPLETED & STORED TO DATE.....	\$ 126,020.00
6. RETAINAGE:	
a. Incomplete Work & Other deductions	
b. 5% Retainage	\$ 6,301.00
6. TOTAL EARNED LESS RETAINAGE.....	\$ 119,719.00
(Line 5 Less Line 6 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ -
(Line 6 from prior Certificate).....	
8. CURRENT PAYMENT DUE.....	\$ 119,719.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 less Line 6)	\$ 349,281.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Atlas Painting and Sheeting Corp

Robert Cohan, Vice President

Date: 31-May-17

State of: NY  
County of: Erie  
Subscribed and sworn to before me this 31st day of May, 2017  
Notary Public:  
My Commission expires: 3-19-15

APPROVALS:

PATRICIA M. BLONCH  
Notary Public, State of New York  
Qualified in Erie County  
My Commission Expires 3/19/19  
*Patricia M. Blonch*  
SENIOR STAFF ENGINEER/PROJECT MANAGER, P.E.

*Robert Cohan*  
OWNER

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		\$ -
Total approved this Month		\$ -
TOTALS	\$ -	\$ -
NET CHANGE ORDERS	\$ -	



# Certified Payroll Report

For the Period Ending: 05/28/17

Job: 17-312 Fitchburg Rd. Water Tank Rehab  
Town of Townsend #T-0345-01  
Townsend Water Dept.  
West Townsend, MA

		05/22	05/23	05/24	05/25	05/26	05/27	05/28	Total	Gross	Total	FWH	SWH	Other	Net	
		<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>	<u>Hours</u>	<u>Rate</u>	<u>This Job</u>	<u>Gross</u>	<u>FICA</u>	<u>SUI/SDI</u>	<u>Deducts</u>	<u>Net</u>
Terrance M. Hart Jr.	Caucasian Male	10.00	10.00	10.00	10.00				40.00	49.51	1,980.40	2,128.93	248.87	116.93	297.47	1,302.19
M - 4	Painter Reg										148.53					
	Painter OT					2.00			2.00	74.27	2,128.93		162.87	.60		
Juan Landaverde	Hispanic Male			10.00	10.00	2.00			22.00	48.36	1,063.92	1,063.92	69.97	47.29	49.52	815.15
M - 4	Painter Reg										1,063.92		81.39	.60		
Patrick Ott	Caucasian Male	10.00	10.00	10.00	10.00				40.00	49.51	1,980.40	2,128.93	307.28	121.13	97.47	1,439.58
M - 1	Painter Reg										148.53					
	Painter OT					2.00			2.00	74.27	2,128.93		162.87	.60		
Timothy Blake	Caucasian Male		10.00	10.00	10.00	2.00			32.00	39.82	1,274.24	1,274.24	186.61	64.02	63.83	861.70
S - 2	Painter Reg										1,274.24		97.48	.60		
Leonidas Hatzipetros	Caucasian Male			10.00	10.00	2.00			22.00	49.51	1,089.22	1,089.22	170.89	50.85	373.28	410.88
S - 3	Painter Reg										1,089.22		83.32			
Rudy Ramirez	Hispanic Male		8.00	10.00	10.00	2.00			30.00	43.52	1,305.60	1,305.60	233.40	64.62	248.17	659.53
S - 0	Painter Reg										1,305.60		99.88			
Robert King	Caucasian Male		10.00	10.00	10.00	2.00			32.00	48.36	1,547.52	1,547.52	215.99	79.17	72.03	1,061.34
S - 4	Painter Reg										1,547.52		118.39	.60		

Totals for Fitchburg Rd. Water Tank Rehab

05/22/17	05/23/17	05/24/17	05/25/17	05/26/17	05/27/17	05/28/17	Total	Gross	Total	FWH	SWH	Other	Net
<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>	<u>Hours</u>	<u>This Job</u>	<u>Gross</u>	<u>Deductions</u>			
20.00	48.00	70.00	70.00	14.00	.00	.00	222.00	10538.36	10,538.36	1,433.01	544.01	3.00	6,550.37
										806.20	1,201.77		



WEEKLY PAYROLL RECORDS REPORT  
& STATEMENT OF COMPLIANCE

In accordance with Massachusetts General Law c149, §27B, a true and accurate record must be kept of all persons employed on the public works project for which the enclosed rates have been provided. A Payroll Form has been printed on the reverse of this page and includes all the information required to be kept by law. Every contractor or subcontractor is required to keep these records and preserve them for a period of three years from the date of completion of the contract.

In addition, every contractor and subcontractor is required to submit a copy of their weekly payroll records to the awarding authority. This is required to be done on a weekly basis. Once collected, the awarding is also required to preserve those records for three years from the date of completion of the project.

Each such contractor, subcontractor, or public body shall furnish to the awarding authority directly within 15 days after completion of its portion of the work a statement, executed by the contractor, subcontractor, or authorized officer thereof who supervised the payment of wages, this form:

STATEMENT OF COMPLIANCE

June 1, 2017

I, Patricia Aldrich, Corp Secretary  
do hereby state:

That I pay or supervise the payment of the persons employed by Atlas Painting and Sheeting Corp. on the Fitchburg Road Water Tank for the Town of Townsend, and that all mechanics and apprentices, teamsters, chauffeurs and laborers employed on said project have been paid in accordance with wages determined under the provisions of sections twenty-six and twenty-seven of chapter one hundred and forty nine of the General Laws.

Signature   
Title: Corp Secretary

May 26, 2017

Board of Selectmen  
Town of Townsend  
272 Main Street  
Townsend, MA 01469

Re: Townsend Water Department

Dear Members of the Board:

The Board of Water Commissioners has asked that I contact the Board of Selectmen to arrange a meeting to discuss the future relationship and interactions between the Water Commissioners and the Selectmen. From the vote at the Town Meeting it was readily apparent that the community wants the Water Department to operate and function as an independent entity, similar to all other Water Departments in towns in which the citizens have voted and adopted M. G. L. Chapter 41, Section 69B. I know that prior to the Town Meeting the Board of Selectmen's initial opposition to an independent Water Department was the contention that the Town had not voted to adopt Section 69B. While professionally I disagreed with the need for such a vote, it was decided that the prudent course to follow was to put the issue to the vote of the citizens of Townsend and let them decide. By an overwhelming vote at the Town Meeting the citizens adopted Section 69B, unequivocally expressing their view that the Board of Water Commissioners should operate the Water Department independently.

Nevertheless, since that vote there appears to still be issues concerning the independent status of the Water Department. As with their approach to the Section 69B issue, the Water Commissioners would like to do whatever is necessary to avoid a long and costly declaratory judgment lawsuit in the Middlesex Superior Court. To that end, on behalf of the Water Commissioners, I am requesting a joint meeting of the Board of Water Commissioners and the Board of Selectmen to discuss this new relationship and to see whether there is the ability for everyone to work together in the best interests of the citizens of Townsend. The Water Commissioners want a good and amicable working arrangement with the Town and very much want to avoid the need for a lawsuit to settle these matters. If there are Town By-Laws that you believe restrict the Water Board then we should meet and discuss those and see if there is some common ground that would address the concerns of both sides and hopefully move the relationship forward.

Board of Selectmen  
Town of Townsend  
May 26, 2017  
p. 2

Please contact me, or Paul Rafuse, to let the Water Commissioners know whether the Selectmen are interested in having the two Boards meet and discuss these matters. I recognize that both Boards will have to publish this meeting under the Open Meeting Law so kindly provide us with some dates in June that would allow sufficient time to properly notice the meeting.

Thank you for your consideration of this request and the Water Commissioners look forward to working with the Selectmen to further the best interests of the citizens of Townsend.

Very truly yours,

Stephen G. Doucette

cc: Board of Commissioners  
Townsend Water Department



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

Name: Kathy Marcotte Account # 61047 A  
Service Address: 85 South Harbor 11418 Courtney Waters Lane  
Jacksonville FL 32258.  
Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Billing date 5/5/17

AMOUNT: 61.50  ABATEMENT [ ] ADJUSTMENT [ ] (check one)

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

Reasons: (please attached supporting documentation if applicable)

Customer over paid Final Bill by 61.50 USCV  
061-000-4010-000

APPROVED [ ] DENIED [ ] (check one)

DATE: 6/12/17

TOWNSEND BOARD OF WATER COMMISSIONERS

[Signature]  
[Signature]  
[Signature]

WATER SUPERINTENDENT

115,214.28 ✓  
115,275.28

3.5



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

Name: Bruce Johnson Account # 611624

Address: PO Box 35 Barre MA 01005 (12 Deposits Service)

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

Billing date 5/5/17

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

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

Reasons: (please attached supporting documentation if applicable)

Final was overpaid by 37.50

37.50 user

061000 4210-000

APPROVED [ ] DENIED [ ] (check one)

DATE: 6/12/17

TOWNSEND BOARD OF WATER COMMISSIONERS

Mattie Pratt

[Signature]  
[Signature]

WATER SUPERINTENDENT



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

Name: Paul Dudley Account # 4210

Address: 6 Hickory drive

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

Billing date 5/4/17

AMOUNT: 1.01 ABATEMENT [ ] ADJUSTMENT [ ] (check one)

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

Reasons: (please attached supporting documentation if applicable)

Century bank sent adjustment - customer incurred  
1.01. Late charge in error.

APPROVED [ ] DENIED [ ] (check one)

DATE: 6/12/17

*1.01 Late*

*061-006-4231-000.*

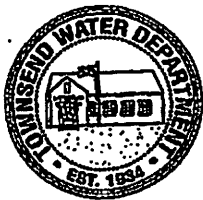
TOWNSEND BOARD OF WATER COMMISSIONERS

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

WATER SUPERINTENDENT

*1098637 ✓*





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

Application No. 2017-05

Account No. 61721

Date 5/11/2017

**APPLICATION FOR WATER SERVICE**

Name of Property Owner: JEFFREY CHABOT

Service Address: 31 ADAMS ROAD

Tel No.: \_\_\_\_\_ Cell No. 508-951-0072

Billing Address: 7 POWHATAN ROAD, PEPPERELL, MA 01463

(If different from service address): jeffandsons2003@yahoo.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

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.

Jeff Chabot  
Signature of Owner/Applicant

5/15/17  
Date

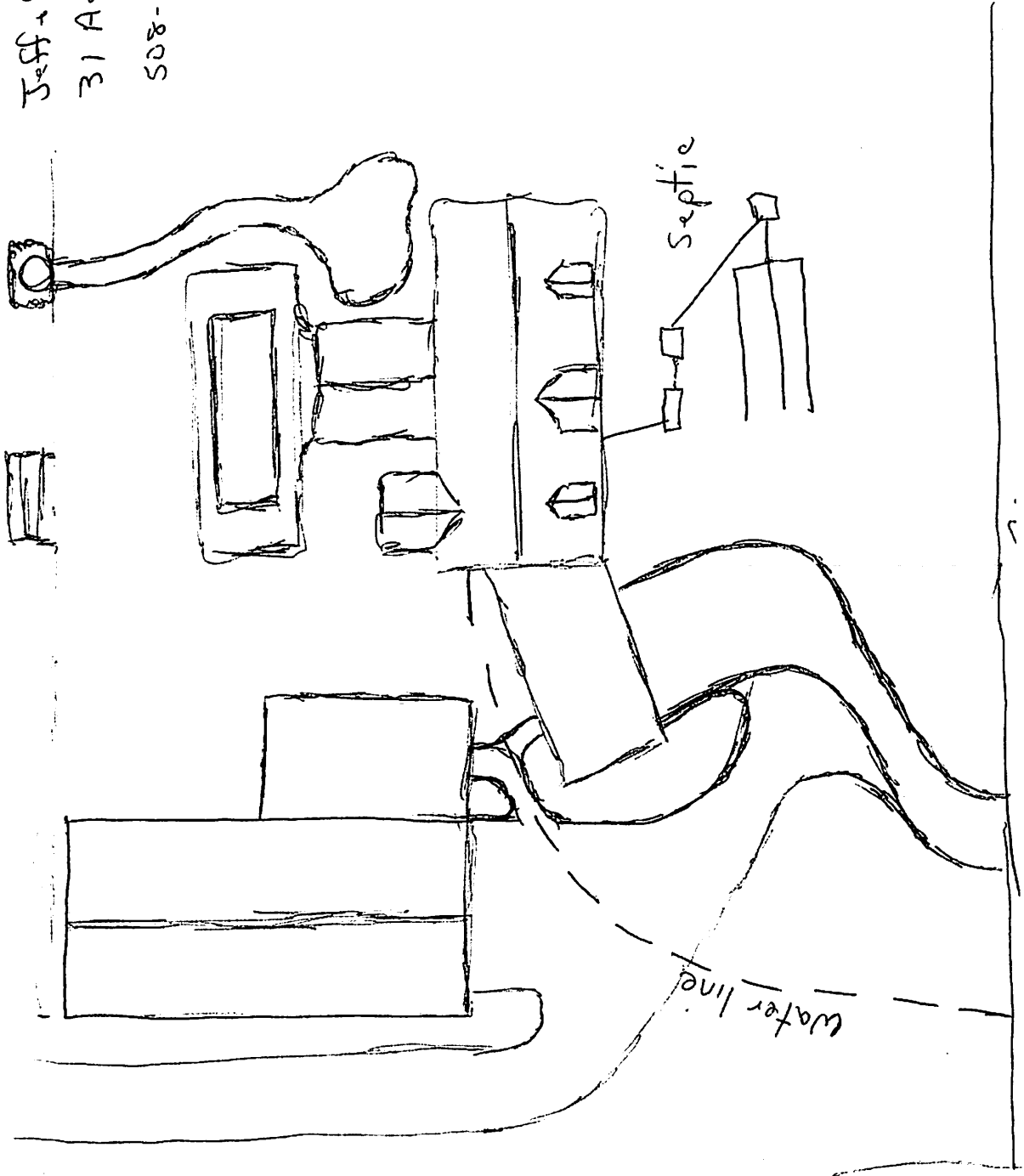
BOARD OF WATER COMMISSIONERS

[Signature]  
Chairman  
[Signature]  
Clerk

[Signature]  
Vice Chairman  
6/12/17  
Date Signed by Board of Water Commissioners

Jeff + Charlotte Shebest  
31 Adorno Rd  
508-951-0072

3.7





6.3

# TOWNSEND WATER DEPARTMENT

540 Main Street West Townsend, Massachusetts 01474

Nathan Mattila, Chairman  
Paul L. Rafuse,  
Water Superintendent

Lance Lewand, Vice Chairman

Michael MacEachern, Clerk  
(978) 597-2212  
Fax (978) 597-5611

NO. 17-11

5/31/2017

## SCHEDULE OF BILLS RECEIVABLE

To the Accountant:  
Treasurer:


The following bills, amounting in the aggregate to

SIX THOUSAND EIGHT HUNDRED FIVE AND 64/100\*\*\*\*\* Dollars

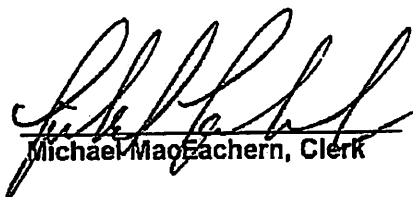
are herewith committed for collection.

<u>DATE</u>	<u>USER CHARGES</u>	<u>SERVICE CHARGES</u>	<u>CONN CHARGES</u>	<u>BACK FLOW</u>	<u>TOTAL</u>
05/31/17	409.50	2,219.60	2,000.00	-	4,629.10

BOARD OF WATER COMMISSIONERS

  
\_\_\_\_\_  
Nathan Mattila, Chairman

  
\_\_\_\_\_  
Lance Lewand, Vice Chairman

  
\_\_\_\_\_  
Michael MacEachern, Clerk