



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

Lance Lewand, *Chairman*  
Paul L. Rafuse,  
*Water Superintendent*

Michael MacEachern, *Vice-Chairman*

Nathan Mattila, *Clerk*  
(978) 597-2212

Email: [water@townsend.ma.us](mailto:water@townsend.ma.us)

**WATER COMMISSIONERS MEETING MINUTES**

**April 2, 2019 – 5:00 P.M.**

**Water Department 540 Main Street, Meeting Room**

**I. PRELIMINARIES:**

- 1.1 LL called the meeting to order at 5:05 P.M., 540 Main Street.
- 1.2 Roll call showed member present: Chairman, Lance Lewand (LL), Vice Chair, Michael MacEachern (MM) and Clerk, Nathan Mattila (NM).
- 1.3 LL announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions. None
- 1.5 Approve meeting minutes of January 28, 2019 and March 12, 2019. **NM moved to approve the meeting minutes of January 28, 2019 and March 12, 2019. MM seconded. Unanimous vote. (NM approved reading the minutes of January 28, 2019 only as he was absent at that meeting.)**
- 1.6 Review correspondence. LL was approached by a resident questioning a homeowner on Adams Road digging a trench on his property. The resident had some concerns because the water is being diverted towards the Cross Street Well. Paul will contact the conservation agent to investigate the issue.

**II. APPOINTMENTS:**

- 2.1 None

**III. MEETING BUSINESS:**

- 3.1 Discuss labor and material costs for services with Meter Pits. Paul presented the BOWC a breakdown of the cost to repair the leak at 8 Proctor Road. The BOWC would like to send letters to residents with Meter Pits requesting that they relocate their water meters to their basement to avoid future costly repairs, as the water department will no longer absorb that cost.
- 3.2 Discuss Warren Road service line. After a lengthy discussion the BOWC asked Paul to prepare a standard service bill for the customer and negotiate the cost of labor and police detail with the onsite contractor. **Paul will also present the Board some new rules and regulations regarding meter pits for the board to review and accept at the next meeting. MM made a motion to bill 65 Warren Road \$2,750.00 for the application and tapping fee and to negotiate payment for Brett King's services. NM seconded. Unanimous vote.**
- 3.3 Discuss accrual payout. The BOWC were understandably upset that the Town Administrator, Town Accountant and/or Treasurer would withdraw funds from our Water Enterprise account without authorization from the BOWC. They also feel it was erroneous to circumvent the warrant process since the Town Accountant could not provide a signed warrant authorizing the payout. LL will send a letter to the BOS asking them for a meeting with the BOWC to discuss this issue.
- 3.4 Discuss backing up all computers to the cloud. Paul has discussed this issue with Bassem recently and although he does have future plans to back up all computers Paul would like to address the problem now. The Board agrees and would like Paul to get some information for them to review at the next meeting.
- 3.5 Discuss Town Meeting Articles. Paul presented the BOWC with the article we wish to amend at the annual town meeting.

MM requested that the BOWC complete the regularly scheduled meeting before entering into executive session. The Board agreed.

**IV. EXECUTIVE SESSION:**

4.1 Executive session pursuant to GL c. 30A, s. 21(a) (3) to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position and the Chair also declares, RR: lawsuit.

**V. COMMISSIONERS UPDATES AND REPORT:**

5.1

**VI. WATER SUPERINTENDENT'S UPDATES AND REPORTS:**

6.1 Update on Meadow Road water main replacement. The contract was approve from town counsel and we are hoping to secure a winning bid on April 18, 2019.

6.2 Update on water main replacement project on Main St. West Townsend. The contract was approve from town counsel and we are hoping to secure a winning bid on April 25, 2019.

6.3 Update on Main Street Pump Station Bridge. Paul reported that the bridge has been completed except for some minor cosmetic work and fencing.

**VII. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:**

7.1 Schedule next BOWC meeting. The BOWC schedule the next BOWC meeting on Monday, May 13, 2019.

7.2 The Board reviewed and signed Bills Payable Warrants.

7.3 The Board reviewed and signed Schedule of Bills Receivable report.

7.4 The Board reviewed Accounts Receivable report.

**ADJOURNMENT:**

4.1 LL moved to enter into executive session pursuant to GL c. 30A, s. 21(a) (3) to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position and the Chair also declares. RE: Lawsuit and we will reconvene into open session.

Roll call vote: MM Aye, NM Aye and LL Aye.

Entered executive session.

NM made a motion for the BOWC to reconvene and adjourn at 6:36 P.M. MM seconded. Unanimous vote.

Respectfully submitted,

Brenda Boudreau, Office Administrator