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BR

TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Todd Melanson, *Chairman*

Nathan Mattila, *Vice-Chairman*

, *Clerk*

David Vigeant, *Superintendent*

(978) 597-2212

water@townsendwater.org

WATER COMMISSIONERS MEETING MINUTES

January 3, 2024 – 7:00 P.M.

Water Department 540 Main Street, Meeting Room

On March 29, 2023, Governor Healey signed into law a supplemental budget bill which, among other things, extends the temporary provisions pertaining to the Open Meeting Law to March 31, 2025. Specifically, this further extension allows public bodies to continue holding meetings remotely without a quorum of the public body physically present at a meeting location, and to provide "adequate, alternative" access to remote meetings. The language does not make any substantive changes to the Open Meeting Law other than extending the expiration date of the temporary provisions regarding remote meetings from March 31, 2023, to March 31, 2025.

Join Zoom Meeting

<https://us06web.zoom.us/j/88258232501?pwd=GsuMXLqhlIVyhqsF4p4fR3jvjisCF6.1>

Meeting ID: 882 5823 2501 Passcode: 331706 Log on Wednesday, January 3, 2024, at 7:00 P.M. to participate.

I. PRELIMINARIES:

- 1.1 TM called the meeting to order at 7:01 PM and announced the meeting is by Zoom.
- 1.2 TM announced TCAM is recording the meeting and will upload it to YouTube.
- 1.1 Roll Call Members-Roll Call Citizens. Roll Call showed members present: Todd Melanson (TM)-Chairman and Nathan Mattila (NM)-Vice Chairman. Roll call showed citizens present: David Vigeant (DV)-Water Superintendent, Chaz Sexton-Diranian (CSD)-Liaison for the Board of Selectmen. Roll call showed citizens present: Robert Burns, 24 Balsam Drive and Adam Griffin, 38 West Elm Street.
- 1.2 Chairman's additions or deletions. None.
- 1.3 Approve Meeting Minutes of October 16, 2023, and November 20, 2023. **NM motioned to accept the meeting minutes of October 16, 2023, and November 20, 2023. TM seconded. Unanimous vote.**
- 1.4 Review correspondence. Public Comments. NM questioned the chairman to share correspondence board, if received. TM confirmed if it was out of the ordinary, he would have to share all correspondence. TM stated that due to social media and the modernization act that the isn't a great need for correspondence any longer. TM believes the staff can handle any complaints professionally. DV reported if a complaint cannot be resolved we ask the customer to attend a board meeting. NM stated he just wanted to be sure that a board member has a letter it will be shared with the other members.

II. APPOINTMENTS-VOTES MAY BE TAKEN:

- 2.1 7:15 pm: Chiquita Penrose, 39 Emery Road, Acct# 61316 RE: Meter Reading-Absent
- 2.2 7:30 pm: Robert Burns, 24 Balsam Drive, Acct #2660. RE: Meter Reading. DV reported the customer has had a leak for years. They have been paying 300 plus per quarter. Due to changing out their toilets they have begun to save 80% on their bill. DV recommends a payment plan and not a reduction due to not fixing their known leak for years. Mrs. Burns does agree that she had to shut off the water completely to the home until a plumber came out to fix one of the toilets. That bill dropped from \$900 to \$300. Mrs. Burns stated they did purchase a new washer/dryer combo that is energy efficient which resulted in a lower water bill. TM reminded them to go to Mass Save to receive possible rebates for their new washer/dryer. Mrs. Burns did ask about why the bill was estimated previously. DV stated that there

was a software issue and estimated bills are verified at the next reading. After a discussion between the board, NM motioned to enact a two-year payment plan agreement for account #2660, Burns, 24 Balsam Road and abate all interest on the payment plan inception date. TM seconded. Unanimous vote.

- 2.3 7:45 pm: Adam Griffin, 38 West Elm Street, Main Break adjustment request. Mr. Griffin reported he purchased his farm three years ago and has been running it full time with plantings and animals. Due to the heavy rain this summer he hadn't noticed that there was a leak in the water line leading to the barn until the land started to dry up. He immediately had help digging through the yard and repaired the leak, however he was hoping for some relief due to the excessive water bill. TM recommended sleeving the pipe as it may cause VOC to be absorbed into the water which can cause harm to the animals and feed back into the home. Also, TM recommends incorporating the farm to get the farm water rates. TM motioned to abate acct #60301 \$900.32 plus interest at the inception of signing the payment plan. NM seconded. Unanimous vote. TM did ask that when the water line is upgraded to have the water department inspect and it may be a good idea to have a backflow preventer. NM stated that the repair was a request by the board and is not an order.

III. MEETING BUSINESS-VOTES MAY BE TAKEN:

- 3.1 Discuss/Review FY25 Budget. DV presented the FY25 budget to the board. DV stated that the expense budget is expected to go up 5.2% mostly due to the cost of chemicals. He also stated the union negotiations have the control over payroll. Lastly there will be some changes due to DEP regulations once the treatment plant is opened. The Water Department does not know the cost of the cross-charges. The totals are expected to be confirmed closer to the town meeting. TM would like to get a breakdown of the cross-charges before town meeting. NM motion to accept the budget of \$1,652,108.00. TM seconded. Unanimous vote.
- 3.2 Discuss/Review FY25 Rate increases. DV presented to the board the rates and fees. DV reported the rate increase of 5.2% is reflected in the Schedule of Rates and Fees which will be rounded to an even number. DV is hoping for a lawsuit payment that could reduce the rate increase for next year. We are waiting for exact numbers from the attorneys but should receive one settlement check before summer. NM asked that a heading stating Additional Cost be placed above the System Development Charges to help delineate that the additional fees are for all and not just commercial. DV stated he will make those changes when updating. NM motioned to approve the Rate and Fees presentation. TM seconded. Unanimous vote.
- 3.3 Update on missing documents from prior administration. NM reported he had asked the town administrator if he would be able to find any historical documents from the former superintendent computer. It is his understanding that an IT person came into his office to wipe the computer prior to DV hiring. Tabled until next meeting.

IV. COMMISSIONERS UPDATES AND REPORTS-VOTES MAY BE TAKEN:

- 4.1 NM stated he doesn't like to put meetings off due to approving warrants out of session. He would like meetings to take place within a thirty-day period.

V. LIASON UPDATES AND REPORTS-VOTES MAY BE TAKEN:

- 5.1 None.

VI. SUPERINTENDENT'S UPDATES AND REPORTS-VOTES MAY BE TAKEN:

- 6.1 Update/Discuss PFAS/Harbor Trace Treatment Plant. DV updated the board on the progress of the treatment plant construction. Walls are going up; temporary power and heat will be operational, and the garage is being waterproofed. The filters should be delivered next month. Phase 2 of the waterline

project. To date we have updated 807 meters to the remote system. The generator for Main Street is scheduled to be delivered May 7, 2024.

VII. 6.2 Other Superintendent Reports. None.
OFFICE UPDATES AND REPORTS-VOTES MAY BE TAKEN:

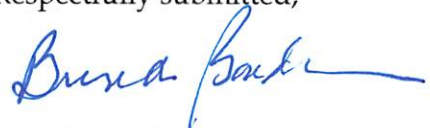
- 7.1 Schedule the next BOWC meeting. The Board scheduled the next meeting for January 29, 2024, and possibly February 12, 2024, which will be confirmed at the next meeting.
- 7.2 Review monthly Abatements and Adjustment list.
Review and approve end of month reports and bill payable warrants.

NM moved to review the monthly abatements, adjustments, and review end of month reports out of session. TM seconded. Unanimous vote.

ADJOURNMENT

NM adjourned the Board of Water Commissioners meeting @ 9:21 P.M. TM seconded. Unanimous vote.

Respectfully submitted,



Brenda Boudreau
Office Manager
Townsend Water Department



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Todd Melanson, *Chairman*

Nathan Mattila, *Vice-Chairman*

, *Clerk*

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(978) 597-2212

water@townsendwater.org

WATER COMMISSIONERS MEETING AGENDA

January 3, 2024 – 7:00 P.M.

Water Department 540 Main Street, Meeting Room

On March 29, 2023, Governor Healey signed into law a supplemental budget bill which, among other things, extends the temporary provisions pertaining to the Open Meeting Law to March 31, 2025. Specifically, this further extension allows public bodies to continue holding meetings remotely without a quorum of the public body physically present at a meeting location, and to provide "adequate, alternative" access to remote meetings. The language does not make any substantive changes to the Open Meeting Law other than extending the expiration date of the temporary provisions regarding remote meetings from March 31, 2023, to March 31, 2025.

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- 1.2 Announce TCAM is recording the meeting and will upload it to YouTube.
- 1.3 Roll Call Members-Roll Call Citizens.
- 1.4 Chairman's additions or deletions.
- 1.5 Approve Meeting Minutes of October 16, 2023, and November 20, 2023.
- 1.6 Review correspondence. Public Comments.

II. APPOINTMENTS-VOTES MAY BE TAKEN:

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- 2.3 7:45 pm. Adam Griffin, 38 West Elm Street, Main Break adjustment request.

III. MEETING BUSINESS-VOTES MAY BE TAKEN:

- 3.1 Discuss/Review FY25 Budget.
- 3.2 Discuss/Review FY25 Rate increases.
- 3.3 Update on missing documents from prior administration.

IV. COMMISSIONERS UPDATES AND REPORTS-VOTES MAY BE TAKEN:

4.1

V. LIASON UPDATES AND REPORTS-VOTES MAY BE TAKEN:

5.1

VI. SUPERINTENDENT'S UPDATES AND REPORTS-VOTES MAY BE TAKEN:

- 6.1 Update/Discuss PFAS/Harbor Trace Treatment Plant.
- 6.2 Other Superintendent Reports.

VII. OFFICE UPDATES AND REPORTS-VOTES MAY BE TAKEN:

- 7.1 Schedule the next BOWC meeting.
- 7.2 Review monthly Abatements and Adjustment list.
- 7.3 Review and approve end of month reports and bill payable warrants.

ADJOURNMENT

TCAM 222 is inviting you to a scheduled Zoom meeting.

Topic: Water Commissioners

Time: Jan 3, 2024 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/88258232501?pwd=GsuMXLqhllVyhqsF4p4fR3jvjisCF6.1>

Meeting ID: 882 5823 2501

Passcode: 331706

One tap mobile

+13052241968,,88258232501#,,,,*331706# US

+13092053325,,88258232501#,,,,*331706# US

Find your local number: <https://us06web.zoom.us/j/kcL6VRMaXg>

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Town of Townsend
 Townsend Water Department
 540 Main Street
 West Townsend, MA 01474
 978-597-2212

Usage History Report

Account: 61316 Location: 39 EMERY ROAD Route: 11 Beacon
 Owner: PENROSE GUY

Meter #:	11005099	Read Date	Read Type	Reading	Usage	Bill Date	Comments
Serial #:	35357011	10/17/2023	TRANSFER	237,090	1,090		Last Reading
Head #:		9/7/2023	ACTUAL	236,000	3,650	10/1/2023	
Head Type:		6/16/2023	ESTIMATE	232,350	1,950	7/1/2023	Quick Entry 6/6/23
Walk Seq.:	16080	3/3/2023	ACTUAL	230,400	1,900	4/1/2023	Read Import on 3/8/2023
Dials:	8	11/30/2022	ACTUAL	228,500	1,700	1/1/2023	Read Import on 11/30/20
Brand:		9/2/2022	ACTUAL	226,800	1,900	10/1/2022	Read Import on 9/6/2022
Type:	Radio	6/1/2022	ACTUAL	224,900	1,900	7/1/2022	Read Import on 6/2/2022
Size:	NA	2/28/2022	ACTUAL	223,000	1,800	4/1/2022	Read Import on 3/3/2022
Exchange:	02	12/9/2021	ACTUAL	221,200	2,200	1/1/2022	Read Import on 12/13/20
Install Date		9/1/2021	ACTUAL	219,000	1,800	10/1/2021	Read Import on 9/16/202
Replace Date:	10/17/2023	6/11/2021	ACTUAL	217,200	2,000	7/1/2021	Read Import on 6/14/202
Status:	InActive	3/12/2021	ACTUAL	215,200	2,100	4/5/2021	Read Import on 3/23/202
Location:		12/1/2020	ACTUAL	213,100	0	2/24/2021	

Meter #:	230677247	Read Date	Read Type	Reading	Usage	Bill Date	Comments
Serial #:	131588564	12/5/2023	ACTUAL	1,097	1,097		Read Import on 12/6/202
Head #:		10/17/2023	SET	0	0		First Reading
Head Type:							
Walk Seq.:	16080						
Dials:	8						
Brand:							
Type:	Radio						
Size:	.625						
Exchange:	05						
Install Date	10/17/2023						
Replace Date:							
Status:	ACTIVE						
Location:							

Town of Townsend
Townsend Water Department
 540 Main Street
 West Townsend, MA 01474
 978-597-2212

as of December 07, 2023

Balance: \$328.06

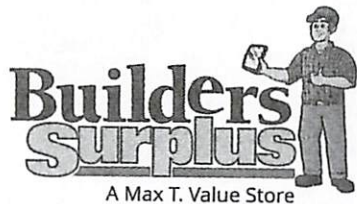
Account	Owner	Parcel	Location
61316	PENROSE GUY	16-50-20	39 EMERY ROAD

Commitments

Billing Date	Due Date	Charges	Interest	Credit	Balance	Total Due
10/1/2023	10/31/2023	\$322.18	\$5.88	\$0.00	\$328.06	\$328.06
7/1/2023	7/31/2023	\$165.61	\$0.74	\$166.35	\$0.00	\$0.00
4/1/2023	4/30/2023	\$153.82	\$0.76	\$154.58	\$0.00	\$0.00
1/1/2023	1/31/2023	\$138.26	\$3.07	\$141.33	\$0.00	\$0.00
10/1/2022	10/31/2022	\$153.82	\$0.23	\$154.05	\$0.00	\$0.00
7/1/2022	7/30/2022	\$153.82	\$0.76	\$154.58	\$0.00	\$0.00
4/1/2022	4/30/2022	\$115.26	\$0.00	\$115.26	\$0.00	\$0.00
1/1/2022	1/31/2022	\$132.54	\$2.81	\$135.35	\$0.00	\$0.00
10/1/2021	10/31/2021	\$115.26	\$0.00	\$115.26	\$0.00	\$0.00
7/1/2021	7/31/2021	\$123.90	\$0.00	\$123.90	\$0.00	\$0.00
4/5/2021	5/5/2021	\$128.22	\$2.72	\$130.94	\$0.00	\$0.00
2/24/2021	2/24/2021	\$269.38	\$3.53	\$272.91	\$0.00	\$0.00
Grand Total		\$1,972.07	\$20.50	\$1,664.51	\$328.06	\$328.06

Transactions

Type	Effective Date	PostDate	Batch	Total	Comments
Payment	8/9/2023	8/10/2023	CHS-40	\$166.35	Generic Payment
Payment	5/10/2023	5/11/2023	CHS-243	\$154.58	Generic Payment
Payment	3/17/2023	3/20/2023	CHS-190	\$141.33	Generic Payment
Payment	11/3/2022	11/4/2022	CHS-69	\$152.38	Generic Payment
Transfer Out	10/1/2022	9/19/2022	Billing Transfers	(\$1.67)	Transfer Out
Transfer In	10/1/2022	9/19/2022	Billing Transfers	\$1.67	Transfer In
Payment	8/9/2022	8/10/2022	U-7	\$156.25	Generic Payment
Payment	4/28/2022	4/29/2022	#55-u (4/21-4/28)	\$114.21	Generic Payment
Payment	3/15/2022	3/16/2022	U-48	\$136.40	Generic Payment
Payment	10/28/2021	10/29/2021	U-31	\$115.26	Generic Payment



94 Industrial Lane
West Warwick, RI 02893
401-826-0100
401-586-6434 / fax

6 Mathewson Street
Jewett City, CT 06351
860-376-4400
860-376-2454 / fax

2 Conduit Street
Central Falls, RI 02863
401-475-6900
401-475-6931 / fax

2457 Post Road
Warwick, RI 02886
401-738-7200
401-738-7220 / fax

PAGE NO 1
29 Summer Street
Lunenburg, MA 01462
978-343-2900
978-343-2901 / fax

Customer No.	Job No.	Purchase Order No.	Reference	Terms	Clerk	Date	Time
148824				CASH/CHECK/BANKCARD	SIGFREDO	8/ 1/23	10:47

Sold To
LINDA BURNS
24 BALSAM DRIVE

TOWNSEND MA 01469
(978) 514-2778

Ship To
BURNS/ROBERT E

DEL. DATE: 8/ 1/23 TERM#601

DOC# 82868 /6

* ORDER *

TAX : MA MA STATE SALES TAX

ORDR 82868

SHIPPED	ORDERED	UM	SKU	DESCRIPTION	LOCATION	UNITS	PRICE/PER	EXTENSION
	1	EA	V3621DCCB	36X21 VAN 2DR 2DRW CONCORD BLUE		1	349.00 /EA	349.00
	1	EA	LUMAS3722	37X22 CALAC LUMAS TOP 1 SINK		1	299.00 /EA	299.00
	1	EA	ASTANDTOILET	AMERICAN STANDARD WHITE TOILET		1	139.00 /EA	139.00
<div style="border: 2px solid red; padding: 10px; text-align: center; color: red;"> PICK UP HOURS: MON-FRI: 8AM - 4PM ONLY SAT: 8AM - 2PM ONLY </div>								
MID:***2028				APP:00177R XR:082868				

** ORDER ** ORDER ** ORDER ** ORDER ** ORDER ** ORDER **

** DEPOSIT AMOUNT **

** BALANCE DUE **

	TAXABLE	787.00
836.19	NON-TAXABLE	0.00
0.00	SUBTOTAL	787.00

BANKCARD PAYMENT
BKCRD#XXXXXXXXXXXX2721

836.19	TAX AMOUNT	49.19
	TOTAL AMOUNT	836.19

**ALL SPECIAL ORDERS MUST BE PICKED UP
WITHIN 10 DAYS OF NOTIFICATION.**

Pick up hours for both cabinets & doors:
Monday - Friday 8am - 4pm / Saturday 8am - 2pm

X

Received By

**KITCHEN & BATH • MOULDING & MILLWORK
DOORS • FLOORING • WINDOWS & MORE!**

Store hours on reverse side.

Town of Townsend
 Townsend Water Department
 540 Main Street
 West Townsend, MA 01474
 978-597-2212

Usage History Report

Account: 60301 Location: 38 WEST ELM STREET Route: 11 Beacon
 Owner: GRIFFIN ADAM

Meter #:	35357107	Read Date	Read Type	Reading	Usage	Bill Date	Comments
Serial #:	35357107	11/8/2023	TRANSFER	412,073	4,173		Last Reading
Head #:		9/7/2023	ACTUAL	407,900	27,350	10/1/2023	
Head Type:		6/16/2023	ESTIMATE	380,550	4,950	7/1/2023	Quick Entry 6/6/23
Walk Seq.:	6770	3/3/2023	ACTUAL	375,600	4,700	4/1/2023	Read Import on 3/8/2023
Dials:	8	11/30/2022	ACTUAL	370,900	5,900	1/1/2023	Read Import on 11/30/20
Brand:		9/2/2022	ACTUAL	365,000	8,900	10/1/2022	Read Import on 9/6/2022
Type:	Radio	6/1/2022	ACTUAL	356,100	4,100	7/1/2022	Read Import on 6/2/2022
Size:	NA	2/28/2022	ACTUAL	352,000	3,900	4/1/2022	Read Import on 3/3/2022
Exchange:	02	12/9/2021	ACTUAL	348,100	10,800	1/1/2022	Read Import on 12/13/20
Install Date		9/1/2021	ACTUAL	337,300	7,200	10/1/2021	Read Import on 9/16/202
Replace Date:	11/8/2023	6/11/2021	ACTUAL	330,100	5,800	7/1/2021	Read Import on 6/14/202
Status:	InActive	3/12/2021	ACTUAL	324,300	5,000	4/5/2021	Read Import on 3/23/202
Location:		12/1/2020	ACTUAL	319,300	0	2/24/2021	

Meter #:	230677272	Read Date	Read Type	Reading	Usage	Bill Date	Comments
Serial #:	131593717	12/6/2023	ACTUAL	1,791	1,791		Read Import on 12/6/202
Head #:		11/8/2023	SET	0	0		First Reading
Head Type:							
Walk Seq.:	6770						
Dials:	8						
Brand:							
Type:	Radio						
Size:	.625						
Exchange:	05						
Install Date	11/8/2023						
Replace Date:							
Status:	ACTIVE						
Location:							

Town of Townsend
Townsend Water Department
 540 Main Street
 West Townsend, MA 01474
 978-597-2212

as of December 07, 2023

Balance: \$4,095.21

Account	Owner	Parcel	Location
60301	GRIFFIN ADAM	48-30-0	38 WEST ELM STREET

Commitments

Billing Date	Due Date	Charges	Interest	Credit	Balance	Total Due
10/1/2023	10/31/2023	\$3,524.63	\$64.31	\$0.00	\$3,588.94	\$3,588.94
7/1/2023	7/31/2023	\$475.99	\$30.28	\$0.00	\$506.27	\$506.27
4/1/2023	4/30/2023	\$420.87	\$11.83	\$432.70	\$0.00	\$0.00
1/1/2023	1/31/2023	\$576.39	\$0.00	\$576.39	\$0.00	\$0.00
10/1/2022	10/31/2022	\$965.19	\$22.37	\$987.56	\$0.00	\$0.00
7/1/2022	7/30/2022	\$353.47	\$21.09	\$374.56	\$0.00	\$0.00
4/1/2022	4/30/2022	\$205.98	\$21.53	\$227.51	\$0.00	\$0.00
1/1/2022	1/31/2022	\$504.06	\$14.34	\$518.40	\$0.00	\$0.00
10/1/2021	10/31/2021	\$348.54	\$3.09	\$351.63	\$0.00	\$0.00
7/1/2021	7/31/2021	\$288.06	\$15.63	\$303.69	\$0.00	\$0.00
4/5/2021	5/5/2021	\$253.50	\$24.63	\$278.13	\$0.00	\$0.00
2/24/2021	2/24/2021	\$1,018.96	\$129.90	\$1,148.86	\$0.00	\$0.00
Grand Total		\$8,935.64	\$359.00	\$5,199.43	\$4,095.21	\$4,095.21

Transactions

Type	Effective Date	PostDate	Batch	Total	Comments
Payment	6/26/2023	6/27/2023	CHS-279	\$432.70	Generic Payment
Payment	1/16/2023	1/18/2023	CHS-138	\$576.39	Generic Payment
Payment	12/17/2022	12/19/2022	CHS-108	\$968.96	Generic Payment
Credit Adjustment	11/28/2022	11/29/2022	Liens 2022	\$620.67	
Payment	3/31/2022	4/1/2022	U 50	\$507.30	Generic Payment
Transfer Out	1/1/2022	12/16/2021	Billing transfer	(\$11.10)	Transfer Out
Transfer In	1/1/2022	12/16/2021	Billing transfer	\$11.10	Transfer In
Payment	11/18/2021	11/19/2021	U-33	\$2,093.41	Generic Payment
Grand Total				\$5,199.43	

**Town of Townsend
Townsend Water Department**

PO Box 321
Medford, MA 02155
978-597-2212
Water@Townsendwater.org

**Remittance Coupon Please Return
With Payment**

Account Number: 60301

New Charges: \$3,524.63
Credits: \$0.00
Past Due: \$475.99
Interest: \$21.60
Total Due: 10/31/23 \$4,022.22

GRIFFIN ADAM
38 WEST ELM STREET
WEST TOWNSEND, MA 01474

04 00 000506 0000402222 103123 0000402222

Account #	Service Location	Parcel Identifier	Billing Date	Due Date	Total Due
60301	38 WEST ELM STREET	48-30-0	10/1/2023	10/31/2023	\$4,022.22

Meter Readings				Usage Summary		New Charge Summary			
Meter	Date	Type	Read	Rate	Total Usage	Charge	Quantity	Amount	Total
35357107	9/7/2023	ACT	407,900	TWD CUBIC	27,350	Water		\$3,477.38	\$3,477.38
35357107	6/16/2023	EST	380,550			WR	1	\$47.25	\$47.25

Dave's recommendation

① Tier 4 13.61 Billed Rate
Tier 2 8.17 com RATE
5.44 Saving

273.5
108 unit
165.5
\$900.32

② *WAVE INTEREST*

Tax Payer Message

Please be sure to include your account on your check to ensure proper posting. Thank you.

Updated PFAS information can be found on our website www.townsendma.gov on the water department page.

Please visit our website Townsendwater.org and like our facebook page TOWNSEND WATER DEPARTMENT for important updates.

In case of emergencies, please contact the office at 978-597-2212 Monday-Friday 9-3. For after-hour emergencies, please call 978-597-6214 or 911.

Payments can be made online through City Hall Systems at Townsendwater.org, in person at the Treasurers Department in Memorial Hall or by mail to PO Box 321 Medford, MA 02155. Please Note DOXO is not affiliated with the Townsend Water Department

Rate Information

\$47.25 Unit charge
TWD Rates WATR Rates
\$5.44 0-15 Units \$7.27 1-15 Units
\$8.17 15-30 Units \$10.92 15-30 Units
\$10.89 30-45 Units \$14.56 30-45 Units
\$13.61 45 Units and up \$18.19 45 Units and up

Effective with your July 2023 Water bill there will be an increase of 5%
Water bills are mailed quarterly January, April, July and October

Interest will now be accrued daily totaling a rate of 1.5% monthly on all unpaid invoices over 30 days.

Please be sure to include your account number on your check when mailing in your payment to ensure proper posting. Thank you!

2.3

Usage History Report

Account: 60301

Location: 38 WEST ELM STREET

Route: 11 Beacon

Owner: GRIFFIN ADAM

Meter #:	35357107	Read Date	Read Type	Reading	Usage	Bill Date	Comments
Serial #:	35357107	11/8/2023	TRANSFER	412,073	4,173	1/1/2024	Last Reading
Head #:		9/7/2023	ACTUAL	407,900	27,350	10/1/2023	
Head Type:		6/16/2023	ESTIMATE	380,550	4,950	7/1/2023	Quick Entry 6/6/23
Walk Seq.:	6770	3/3/2023	ACTUAL	375,600	4,700	4/1/2023	Read Import on 3/8/2023
Dials:	8	11/30/2022	ACTUAL	370,900	5,900	1/1/2023	Read Import on 11/30/20
Brand:		9/2/2022	ACTUAL	365,000	8,900	10/1/2022	Read Import on 9/6/2022
Type:	Radio	6/1/2022	ACTUAL	356,100	4,100	7/1/2022	Read Import on 6/2/2022
Size:	NA	2/28/2022	ACTUAL	352,000	3,900	4/1/2022	Read Import on 3/3/2022
Exchange:	02	12/9/2021	ACTUAL	348,100	10,800	1/1/2022	Read Import on 12/13/20
Install Date		9/1/2021	ACTUAL	337,300	7,200	10/1/2021	Read Import on 9/16/202
Replace Date:	11/8/2023	6/11/2021	ACTUAL	330,100	5,800	7/1/2021	Read Import on 6/14/202
Status:	InActive	3/12/2021	ACTUAL	324,300	5,000	4/5/2021	Read Import on 3/23/202
Location:		12/1/2020	ACTUAL	319,300	0	2/24/2021	

Brenda Boudreau

From: Adam Griffin <griffinhallfarms@gmail.com>
Sent: Thursday, November 16, 2023 10:02 PM
To: Water
Subject: Request for November 20 meeting
Attachments: Screenshot_20231116-215853~2.png; Screenshot_20231116-215831~2.png;
Screenshot_20231116-215835~2.png; Screenshot_20231116-215914~3.png

Follow Up Flag: Follow up
Flag Status: Flagged

Hello,

I am so sorry. I meant to send this message weeks ago.

We spoke on the phone a few weeks ago. The water main to our barn broke and we currently have a \$3500 quarterly bill.

I was asked to send an invoice or pictures of the break and to try to get on the November 20th meeting.

We fixed the break ourselves so I don't have an invoice. I borrowed a tractor from a friend to dig it up, and I had the pipe on hand to fix it from a previous project. I bought some fittings and hose clamps from apple meadow, but they were only a few dollars and I didn't save the receipt. Attached are some pictures of the break.

I really apologize for the delay. The last three years we have been farming on the property full time, however this past year has been really rough and I have had to return to work off farm full time. I am still adjusting to the new job whilst running the farm part time and completely forgot to follow-up. The new water meter was installed last week.

Please let me know if we can still make the meeting.

Thanks!

38 West Elm.









Expense Worksheet

3.1

Department	Fiscal Year	Account #
Water	2025	61

Acct. #	Description	FY 2024	FY 2025	% Differential	Town Administrator Recommend
5201	Prior Year Unpaid Bills				
061-04-000-5210-0000-000	Energy	115,000	115,000	0.00%	
061-04-000-5240-0000-000	Repairs and Maintenance - Bldg	80,000	81,000	1.23%	
061-04-000-5245-0000-000	Repairs and Maintenance - Equip, Veh	45,000	46,000	2.17%	
061-04-000-5245-0006-000	Repair and Maintain SCADA System	17,000	17,000	0.00%	
061-04-000-5270-0000-000	Rentals	2,000	3,000	33.33%	
061-04-000-5300-0000-000	Professional & Technical Services	100,000	100,000	0.00%	
061-04-000-5300-0001-000	Backflow Prevention Survey and Testing	13,000	13,000	0.00%	
	Leak Detection Services	7,500	7,500	6.67%	
061-04-000-5300-0002-000	Professional Legal Services	0		0.00%	
061-04-000-5340-0000-000	Communication (Tel, Internet, Post, etc)	25,000	25,500	1.96%	
061-04-000-5380-0000-000	Other Purchased Services	2,730	2,730	0.00%	
061-04-000-5420-0000-000	Office Supplies	6,200	6,300	1.59%	
061-04-000-5430-0000-000	Building Supplies	3,000	-	#DIV/0!	
061-04-000-5435-0000-000	Emergency repairs	60,000	63,000	4.76%	
061-04-000-5460-0000-000	Groundskeeping Supplies	1,000	1,000	0.00%	
061-04-000-5480-0000-000	Vehicular Supplies	12,200	12,200	0.00%	
061-04-000-5530-0000-000	Public Works Supplies	120,000	125,000	4.00%	
061-04-000-5530-0001-000	Chemicals (Treatment)	27,327	35,000	21.92%	
061-04-000-5580-0000-000	Other Supplies	1,050	1,000	-5.00%	
061-04-000-5585-0000-000	Clothing Allowance	6,000	6,000	0.00%	
061-04-000-5710-0000-000	Travel, Mileage - In State	1,100	1,200	8.33%	
061-04-000-5720-0000-000	Travel, Mileage - Out of State	0	-	0.00%	close out
061-04-000-5730-0000-000	Dues and Memberships	10,000	12,500	20.00%	
061-04-000-5780-0000-000	Other Charges	525	525	0.00%	
061-04-000-5785-0000-000	Other Charges - State Water Assess.(DEP)	2,400	2,400	0.00%	Per DEP rates \$9.50/MG
061-04-000-5850-0000-000	New Equipment	12,000	12,500	4.00%	
061-04-000-5870-0000-000	Replacement Equipment	0	-		close out
061-04-000-5910-0000-000	LT Debt Service-MWPAT-Eastside Phase I	40,000	40,000	0.00%	Ends 2026
061-04-000-5901-0001-000	LT Debt Service-MWPAT- Eastside Phase II	58,000	58,000	0.00%	Ends 2027
061-04-000-5920-0000-000	LT Interest-MWPAT-Eastside Phase I	5,000	5,000	0.00%	Ends 2026
061-04-000-5920-0001-000	LT Interest-MWPAT-Eastside Phase II	8,000	8,000	0.00%	Ends 2027
	ST Borrowing-WT Main Rplcmt-Principle	75,000	75,000	0.00%	Main St water Main and PFAS engr
	ST Borrowing-WT Main Rplcmt-Interest	23,300	23,300	0.00%	interest on Ban
061-04-000-5975-0000-000	Intermunicipal Agreement				
	Total	877,955	898,655	2.30%	

needs updating

Budget Worksheet

Department Name	Department Number	Fiscal Year
Water	061	2024

Budget Description	FY 2023	FY 2024	% Change	Town Administrator Recommend
Personal Services	\$512,303.00	\$ 753,453.00	32.01%	
Expenses	\$733.00	898,655	99.92%	Inc. in Prof. & Legal serv. and interest for short term fdg.
Total Dept. Operating Budget	\$513,036.00	\$ 1,652,108.00	68.95%	

Acct. #	Budget Detail	FY 2023	FY 2024	% Change	Town Administrator Recommend
061-04-000-5100-0000-000	Salaries & Wages - Department Head	\$92,000.00	\$124,000	25.81%	consolidated items
061-04-000-5110-0000-000	Salaries & Wages - Operational Staff	\$385,000.00	\$423,500	9.09%	10 percent raises
061-04-000-5112-0000-000	Salaries & Wages - Office Staff	\$103,000.00	\$ 110,000.00	6.36%	
061-04-000-5120-0000-000	Salaries & Wages - Temp. Help(Summer Intern	\$25,000.00	\$ 25,000.00	0.00%	
061-04-000-5130-0000-000	Additional Gross-Overtime	\$30,000.00	\$40,000	25.00%	4 hours min plant operation/stations
061-04-000-5134-0000-000	Additional Gross - Reg. & Spec. On - Call	\$21,000.00	\$21,000	0.00%	
061-04-000-5190-0000-000	Additional Gross - Longevity	\$2,600.00	\$ 3,200.00	18.75%	4 worker longevity
061-04-000-5191-0000-000	Commissioners Stipends	\$3.00	\$ 3.00	0.00%	
061-04-000-5192-0000-000	Other-Stipends-Licenses & Certifications	\$5,750.00	\$ 5,750.00	0.00%	
061-04-000-5193-0000-000	Other - Retirement Benefits	\$0.00	\$0	0.00%	
061-04-000-5195-0000-000	Other - Supt. Clothing Allowance	\$600.00	\$1,000	0.00%	
061-04-000-5197-0000-000	Other - Supt. Vehicle Allowance	\$6,000.00	\$0		moved into 0000-00
061-04-000-5198-0000-000	Pentioned Supt Stipend	\$21,000.00	\$ -		moved into 0000-00
	TOTAL PERSONAL SERVICES	\$691,953.00	\$ 753,453.00	8.16%	

Note: There are a few changes;

1. It should be noted that the Intermunicipal Agreement expense is and has been omitted from reflecting it on the budget per Town Accountant several years ago.

This note is from last year. I keep the total the same until we have better info.

2025 Total Budget	\$1,652,108.00
Plus Intermunicipal Agmnt.	\$410,066.00
Total:	\$2,062,174.00 5.19 percent

Board Of Water Commissioners

Approved _____
Chairman,

Approved _____
Vice Chairman,



Office of the
Townsend Water Department
 540 Main St.
 West Townsend, Massachusetts 01474-0017
 978-597-2212
water@townsendwater.org

Schedule of Rates and Fees

Water Rates:	Unit Charge: \$47.25
	Residential-100 cubic ft (748 gals)
	1000 Gallon Mtr
Tier One:	\$5.44 per unit* 0-15 <i>5.77</i> \$ 7.27 <i>7.71</i>
Tier Two:	\$8.17 per unit* 15.001-30 <i>8.66</i> \$ 10.92 <i>11.57</i>
Tier Three:	\$10.89 per unit* 30.001-45 <i>11.54</i> \$ 14.56 <i>15.43</i>
Tier Four:	\$13.61 per unit* 45.001 and up <i>14.43</i> \$ 18.19 <i>19.28</i>
	Commercial/Industrial
Tier One:	\$5.44 per unit* 0-50 <i>5.77</i>
Tier Two:	\$8.17 per unit* 50.001 and up <i>8.66</i>
System Development Charges	1 inch service or fire line = \$3,150.00 <i>3350</i>
	1.5-inch service or fire line = \$4,200.00 <i>4450</i>
	2-inch service line or fire line = \$8,400.00 <i>8900</i>
	3 inch and over service line or fire line = \$26,250.00 <i>27825</i>
Overdue Accounts:	1 1/2% interest of amount due
Sprinkler Charges	Fee according to main size at a rate of \$26.25 per inch per quarter <i>29.00</i>
Turn on fee:	\$52.50 <i>55</i>
Turn off fee:	\$52.50 <i>55</i>
Labor Fee	\$78.75 per person per hour. <i>83.50</i>
Final Reading Fee;	\$78.75 <i>10 "</i>
Meter Testing	\$78.75 <i>10 "</i>
Backflow Testing Charge	\$78.75 <i>10 "</i>
Parts fee	Cost of parts and 10%
Fire Flow Tests:	\$252.50/Nozzle <i>265.00</i>
Hydrant Use:	\$210.00 + water used <i>225</i>
Unauthorized hydrant use:	\$210.00 for hydrant use and \$100.00 fine for water used <i>10 "</i>
Unauthorized connection:	\$210.00 for connection, \$100.00 fine for water used <i>10 "</i>
Meter Valve Replacement	\$78.75 for labor and Parts fee. <i>83.50</i>
Backhoe Rate:	With Operator \$157.50/hr.
Water Restriction Violations:	1 st notice ~ written warning N/C
	2 nd notice ~ \$52.50 <i>55</i>
	3 rd notice ~ \$105.00 <i>110</i>
	Each additional notice ~ \$105.00 <i>110</i>
Meter Tampering:	\$1,000.00/per offense and water usage averaged and repairs labor or triple amount of damages whichever is greater

Effective 3/1/2023 -

3/1/2024

FISCAL YEAR 24 SUMMARY
TOWNSEND WATER DEPARTMENT - ACCOUNTS RECEIVABLE
November 30, 2023

UNCOLLECTED FROM JUNE 30, 2023

157,128.61

<u>CHARGED</u>	<u>07/01/23</u>	<u>11/30/23</u>	<u>11/30/2023</u>	<u>Previous Balance</u>	<u>Total</u>
USER CHARGES			280.01	950,232.05	950,512.06
FEES			315.00	2,205.00	2,520.00
SERVICE CHARGES			17,955.00	19,472.06	37,427.06
BACKFLOW			0.00	7,717.50	7,717.50
SUBTOTAL			18,550.01		
TOTAL CHARGES					998,176.62
					1,155,305.23

<u>RECEIVED</u>	<u>07/01/23</u>	<u>11/30/23</u>	<u>11/30/2023</u>		
USER CHARGES			107,693.83	746,522.63	854,216.46
FEES			393.75	1,726.00	2,119.75
SERVICE CHARGES			18,612.47	17,574.18	36,186.65
LATE CHARGES			7.04	0.00	7.04
BACKFLOW			787.00	6,611.25	7,398.25
SUBTOTAL			127,494.09		
TOTAL RECEIPTS					899,928.15

SENT TO LIEN		56,943.51
LIENS COLLECTED		
ABATEMENTS		26,207.22
ADJUSTMENTS		-1,410.46
ADJ TO MASTER		
UNCOLLECTED		173,636.81
		1,155,305.23

<u>OUTSTANDING:</u>		
USER CHARGES	171,582.91	
FEES	450.25	
SERVICE CHARGES	1,209.70	
LATE CHARGES	0.00	
BACKFLOW	393.95	
TOTAL OUTSTANDING	173,636.81	0.00

TOWN OF TOWNSEND
WATER DEPARTMENT

NO. 24-5
11/30/2023

SCHEDULE OF BILLS RECEIVABLE

To the Accountant: Town Accountant

The following bills, amounting in the aggregate to
EIGHTEEN THOUSAND FIVE HUNDRED FIFTY AND 01/100 DOLLARS *****
are herewith committed for collection.

<u>DATE</u>	<u>USER CHARGES</u>	<u>FEE CHARGES</u>	<u>SERVICE CHARGES</u>	<u>BACK FLOW</u>	<u>TOTAL</u>
11/30/23	280.01	315.00	17,955.00	-	18,550.01

BOARD OF WATER COMMISSIONERS

<u>Todd Melanson, Chairman</u>	<u>Nathan Mattila, Vice-Chairman</u>	<u>, Clerk</u>
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Charge Book FY24

Date	Description	User	Fees	Service	Backflow	Adjustment	Abatement	Lien
11/2/2023	61776- 110 W Meadow Rd Final	52.53	78.75					
11/3/2023	60443- 309 Main St Spaulding Bas	0.27		52.50				
11/6/2023	4110-17 Ponderosa-Final	54.97	78.75					
11/7/2023	60903- 258 Main St Final	148.74	78.75					
11/8/2023	60803- 41 Worcester Rd Final		78.75					
11/9/2023	60318 Abatement						-19,550.81	
11/15/2023	4480- 4 Pine Turn Off Fee	23.50		52.50				
11/16/2023	61790-61791-61792-61793 94 Fitchburg Road			17,850.00				
11/17/2023	60318 Remove Interest					-41.76		
11/20/2023	60296 Abatement						-105.37	
11/28/2023	Liens 2023							-66,210.52
						-41.76	-19,656.18	-66,210.52
11/30/2023	To Town Accountant 24-5							
		280.01	315.00	17,955.00	Total	18,550.01		