



WATER & SEWER COMMISSION

3 North Main Street . P.O. Box 438 . Assonet, MA 02702
508.644.4000 . Fax: 508.644.2053

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Minutes of the Water & Sewer Commission meeting 1/23/2016

10:00AM Meeting called to order by Bob Parker

Members present: Bob Parker; Brad Paiva

Staff present: Steven Chandler and Keven Desmarais

Meeting being recorded by Steven Chandler

DEP Sanitary Survey

- Keven Desmarais stated that White Water, Inc. is working a component and will let him know when that has been completed.

Improvements to Filter Site

- Ryan Trahan of Environmental Partners Group (EPG) has sent a schedule for putting the by-pass valve project out to bid:
 - EPG to advertise in Central Register and The Standard Times by February 2, 2017.
 - Contract documents will be available at EPG February 8, 2017.
 - Pre-Bid meeting at Town Hall followed by a site visit February 22, 2017 at 10:00AM.
 - Bid date and time is scheduled for Thursday, March 2, 2017 at 2:00PM at Town Hall.
- Town Administrator and Selectmen's Office on board with this schedule.
- Chandler to get budget figure to Ryan Trahan.

City of New Bedford Water

- Bob Parker will contact New Bedford water the week of February 3, 2017 and set up an appointment to discuss water agreement.

Sewer History and Extension

- Commission to earmark funds from retained earnings from the Sewer Enterprise Fund to use for a feasibility study to extend sewer service further into Assonet.

Update on Fall River Water and Sewer Agreement

- Signed by all Fall River officials and is now in the Selectmen's office for their signatures. Once this is done copies will be made for the Town Clerk and Town Accountant as well as each water and sewer Commissioner.
- Bob Parker is going to contact John Friar regarding the repair of Fall River's meters that are used to calculate the amount of water being used/charged to Freetown.
 - Currently the meters are not giving accurate account of water used.
 - They have been fixed by the Freetown in the past but they are the responsibility of Fall River.

- Brad makes a motion to have Bob make a call to John Friar and then follow up that call with a letter to be drafted by Chandler. Chandler will draft letter and send to Bob for approval. Bob Parker 2nd. All in favor. Motion passed.

Update on Excel Recycling

- Keven Desmarais waiting to hear from them on when new meter will be scheduled for installation.

Water Customer Charges

- Based on the information provided at the 1.12.17 meeting, as well as today's discussion, the Commissioners present have put forward a reduction in charges to the customers that have had incorrect meter readings.
- Brad Paiva makes a motion to charge 20% of the total amount for the December reading for those customers identified as having incorrect readings and bring their account to zero as well as get the reading numbers correctly entered into the system. Bob Parker 2nd. All in favor. Motion passed.
- Chandler to draft a letter of explanation to send with bills. He will send draft letter to Bob Parker, Commission Chair, for approval. This letter will include an explanation and offer of Payment Agreement Plan.

Budget for FY2018

- Bob Parker would like Keven Desmarais to prepare the budget based on his knowledge and the figures from the FY2017 budget.
- Keven will have this proposed budget ready for the next meeting.
- Regarding the purchase of a new vehicle, the Selectmen have said that the cost and maintenance for this vehicle should come out of the Town budget as a Town expense.
- Keven has contacted the sales rep for the new vehicle and hadn't heard back so he emailed him again. If he does not hear from him in the next couple of days Bob would like him to make a phone call.

Approve Minutes

- Brad Paiva makes a motion to accept and approve the minutes from the January 12, 2017 meeting. Bob Parker 2nd. All in favor. Motion passed.

Review and Sign Invoices.

Meeting Adjourned

- Brad Paiva makes motion to adjourn. Bob Parker 2nd. All in favor. Motion passed. Meeting adjourned.

Next Meeting

- Friday, February 3, 2017 at 10:00AM at the Freetown Water & Sewer Commission office located in the Town Hall.

Respectfully submitted,



Steven Chandler

Senior Clerk, Freetown Water & Sewer Commission