



WATER & SEWER COMMISSION

3 North Main Street . P.O. Box 438 . Assonet, MA 02702

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Minutes of the Water & Sewer Commission meeting 08/12/2016

9:30AM Meeting called to order by Brad Paiva
Members present: Brad Paiva; Paul Sadeck
Staff present: Keven Desmarais; Steven Chandler
Guest: Ryan Trahan from Environmental Partners Group

Meeting is being recorded by Chandler and Paul.
No members of the public attending.

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FREETOWN TOWN CLERK
2016 SEP 26 AM 9:50

Improvements of water filtration site at South Main Street:

- Ryan presents preliminary design plans of the Emergency Bypass Valve.
 - This valve is a pilot valve system that responds to water pressure increase or decrease and works automatically which allows uninterrupted water flow to customers. Valve has the capacity to allow 7,000 gallons of water to flow through.
 - Warranty from valve manufacturing is 3 years against defects in manufacturing. Warranty from contractor doing the work is generally one year.
 - Discussion of how the valve works, how it will be installed, and how to maintain best function.
- Project has to be put out for public bid.
 - EPG will take care of the bid process.
 - Will advertise in local paper [Standard Times].
 - Will work on getting a pre-bid date so that contractors may visit the site. When there is a bid date set, the specs will be available in the EPG office for contractors to pick up.
 - Will give the standard minimum two week notice of bid date.
 - EPG will bring in plans to the Selectmen's office and have them stamped as received with date and time. Public bid opening will commence. Bids will be opened, check and make sure they are complete, call contractor references, talk to contractors and make sure they know the full scope of the project.
 - EPG will provide a recommendation to the Freetown Water & Sewer Commission who will need to meet soon after the bid date to vote to award the project to the lowest bidder.
 - EPG works with contractor to make sure they have all the paperwork necessary...contracts, insurance, bonds, etc.
 - Will send the executed contracts to Mark Reich, Town Council, to review. Town Council will send the approved contracts to Selectmen to sign and have the Accountant sign.
 - Schedule pre-construction meeting with contractor.
- Installation process will most likely take 7 weeks from bid process to live valve.
- EPG will coordinate and oversee all aspects of project.
- Carbon filter change out scheduled for Tuesday, August 23, 2016.

- Site visit for Commissioners, Keven Desmarais, and Ryan Trahan is scheduled for Tuesday, August 30, 2016 at 8AM. Will do a site visit and flow test on current line. Chandler send email to Commissioners, Keven and Ryan regarding this meeting.

Radio Read Computer:

- New computer needed.
- Current one does not work properly...keyboard only allows numbers to be typed; missing buttons; cannot connect to internet for updating software.
- Keven has received a quote from HD Supply of over \$8,900.00.
- Brad Paiva suggests asking Town Hall IT man, Charlie, if he can move software from old computer to a new computer.
- Paul Sadeck suggests buying a laptop on our own and installing the software separately. This would be a cost savings. If we currently pay for support from Master Meter, we should be able to buy any laptop we want and Master Meter will supply us with the software.
- Brad Paiva makes a motion to purchase a computer to replace the one that is broken. Paul seconds the motion but would like to speak with Master Meter to determine what is needed. All in favor.

Other business presented by Steven Chandler:

- Request by Keven Desmarais to have a sign made for the filter site. The sign lets anyone who comes to the site whom to contact. Chandler will contact Best Signs on Chace Road to have sign made.
- Chandler requesting to take a one day training workshop for Microsoft Excel to improve knowledge and skills. Workshop date is Thursday, September 15, 2016 and the cost is \$99. Would have to close the FWSC office for the day. Brad makes a motion to allow. Paul 2nd. All in favor.
- Patrick Matthews, owner, and Steven Bernard, tenant, of 7 West Public Street are delinquent with payments of water account. Letters have been send requesting payment for delinquent account and we have received no response or payment. Brad makes motion to shut off water and terminate service. Paul 2nd with the direction for Chandler to send another letter and send it certified and regular. All in favor.
- Would like to send out meter from Children's Daycare Center, 59 South Main Street, account #0432R, to be tested.
 - Customer challenges that the recorded usage is incorrect. The recorded usage does not always fit with the use at the CDC.
 - Keven has replaced the meter but the only way to know if the meter he removed is faulty, we need to send it out to be tested.
 - Cost is \$50.00 plus shipping.
 - Paul makes motion to allow Chandler to send the meter out. If the meter comes back faulty we have a document to show the customer and she is then required to pay the bill as is. Brad 2nd. All in favor.
- Received 2016 fiscal year-end budget from Accounting. Chandler scan and email to Commissioners.

Sign bill.

Approve minutes from July 15th meeting.

Next meeting will be Friday, August 26, 2016 at 9:30AM.

Paul Sadeck makes motion to adjourn meeting. Brad Paiva 2nd. All in favor. Meeting adjourned.

Respectfully submitted,

Steven Chandler

Senior Clerk, Freetown Water & Sewer Commission