



# WATER & SEWER COMMISSION

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## Minutes of the Water & Sewer Commission meeting 09/15/2016

7:02 PM Meeting called to order by Bob Parker  
Members present: Bob Parker; Brad Paiva; Paul Sadeck  
Staff present: Steven Chandler

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

### Minutes approved

- Board: August 26, 2016; August 12, 2016; June 20, 2016
- Executive: June 20, 2016

### Filtration Site

- Commissioners and Keven Desmarais met with EPG on 9.2.16
- Tested hydrants for the pressure and found there was less 10lbs with filters on and hydrant open. 55lbs with filters off and water was moving directly through and not through filters. Definitely need bypass valve and will continue to move forward with project.
- Regarding placement of the valve, Keven has found plans that more accurately show where sewer line and other lines lay. On 9.19.16 Keven, along with Ryan Trahan from Environmental Partners Group, will revisit the site to determine where exactly to put the valve.
- Carbon change had a hiccup...the machine broke down so Evoqua had to extend the work another day.
- A discount was given but Chandler will look up previous bills to determine if a discount was given due to the extension of work or if it is standard practice to give discounts to Municipal clients. Have for next meeting.
- There were two leaks, one at the filter and one in the ground, and Keven had those repaired by KRR.

### DEP Audit

- Was supposed to take place at the end of August but haven't received an update.

### Radio Read System

- Computer and software are due to arrive October 30 but HD Supply representative will see if he can get it to us any sooner. Master Meter will contact either HD Supply or FWSC to set up a two day training. Chandler and Commissioners will take part in the training.
- To keep reads and billing on schedule, Chandler has estimated reads for the routes that require use of the reading computer and software.

### **Articles for Special Town Meeting**

- Draft articles are approved for submission. Motions made and all in favor.
    - City of Fall River for outstanding balances from prior year.
    - City of Fall River for outstanding balance from Innovation Way.
    - Update indirect costs.
    - City of New Bedford for outstanding balances from prior year.
    - Purchase new vehicle for Freetown Water & Sewer Commission.
      - Motion made to have 60% of funds come from sewer and 40% of funds come from water.
- All in favor.

### **White Water Report**

- Latest report from Net Labs for water test of filter site after carbon change.
- Coliform, present; E Coli or fecal, absent.

### **Meter Test**

- The FWSC sent a meter from acct #0342R (Children's Development Center, Assonet, MA) to Regan Testing & Supply to determine if meter is faulty. Customer challenging her bill. Test came back that meter is in perfect operating condition.

### **Implementing Fee**

- Keven suggests adding a fee of \$50 for inspecting a service line repair. Will wait until next meeting to ask Keven for details.

### **Collecting Revenue**

- Chandler has sent out letters to customers with past due balances reminding them to bring their account up to date. For balances that are near or over \$400.00, and have been accumulating from prior years, Chandler has sent letters asking if they would like to participate in the FWSC's Payment Agreement Plan.
- For the months of July and August, \$11,839.39 has been received.
- Chandler will continue to reach out to customers to collect outstanding revenue owed.
- Chandler is compiling a list of accounts that need to lien at the then of this year. Any account that is carrying a prior fiscal year(s) balance (before July 1, 2016) will be sent to lien.
  - A letter to send to customers outlining the lien process will be drafted and presented for approval by the Freetown Water & Sewer Commissioners at the next meeting.

### **Clerical**

- Voted and approved to use letter outlining drinking water system infrastructure and responsibility when repairs needed.
- Voted and approved to use letter outlining 'Cold Weather Tips' in preparation for upcoming Winter season.
- Send both letters to customers in next billing cycle.

### **Senior Clerk Position**

- Paul Sadeck asks the Commissioners to consider making the FWSC Senior Clerk position a 36 hour per week position. Chandler has been doing a great job organizing and restructuring the operations of the FWSC office and Paul sees a lot more work that needs to be done. There is enough work and having Chandler in the office full-time will benefit the department.
- There is money in the town budget to replace Chandler in the Assessor's office with a 20 hour per week part-time associate.

### **Fall River Water**

- Before making payment to City of Fall River, Commissioners will make a visit and ask for reduction in fees charged.
- Have not heard from City of Fall River regarding new agreement. Bob will contact Town Counsel to check in.

### **Marketing Opportunities**

- Chandler talks about opportunity to utilize the Town's website to share information with our customers and the public in general. Currently there is very limited information on the website.
- Commissioners feel that Freetown Water & Sewer Commission should be listed on website under Departments as well as Boards & Committees.
- Voted and approved permission for Chandler to be able to access and manage the website pages pertaining to the FWSC.

### **Sign Bills**

*Brad makes motion to enter into Executive Session to approve minutes from Executive Session on June 20, 2016. Paul 2<sup>nd</sup>. All in favor. Members polled; yes.*

### **Executive Session**

Brad Paiva makes a motion to accept the ES minutes from June 20, 2016.

Bob Parker 2<sup>nd</sup>. All in favor.

Due to unresolved actions with the City of Fall River still ongoing, the minutes are not to be released at this time.

Bob Parker makes motion to adjourn meeting. Brad Paiva 2<sup>nd</sup>. All in favor. Members polled; yes. Meeting adjourned.

Next meeting will be Thursday, September 29, 2016 at 7PM at Council On Aging

Respectfully submitted,



Steven Chandler  
Senior Clerk, Freetown Water & Sewer Commission