



# WATER & SEWER COMMISSION

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2017 JAN 23 PM 11:00

JAB

## Minutes of the Water & Sewer Commission meeting 1/12/2016

7:05 PM Meeting called to order by Bob Parker  
Members present: Bob Parker; Brad Paiva  
Staff present: Steven Chandler and Keven Desmarais  
Guest: Ryan Trahan, Environmental Partners Group

Meeting being recorded by Steven Chandler

### Improvements to Filter Site

- Ryan Trahan talks about last time he met with Commissioners in the fall to discuss that plans. It was decided that the plans for the valve project would be updated, sent to Town Counsel for review, and they came back with some minor comments. The plans have been updated and we can probably set dates for the bidding process.
- Ryan explains the plans. An addition are blow off valves being added so that water can be blown out, if needed, without disruption to customers. There will be fine tuning of the valve once it is installed. Electricity is not required to the vault.
- Estimated cost for the project is around \$50,000-\$60,000. The Freetown Water & Sewer Commission has set aside \$75,000 for the filter site project. Funds have been used to pay EPG for services getting the valve project started. Bob Parker states that the town will be paying for a portion of this project.
- A record drawing will be created for future needs. This will allow the department to see and know exactly where the infrastructure is located. Keven will also be able to use the GPS equipment to locate pipes, etc.
- The time for the selected contractor to complete the installation of the valve and its housing is about a week. It will take longer for the preparation to get the project done, and testing after the valve is installed, than the actual installation itself.
- Ryan verbally outlines the bidding process. He will go back and begin putting together an outline of tasks to be completed with dates.
- A site visit will be scheduled for contractors who are interested in bidding on the project so they can see where to valve is to be located.

### Vehicle Acquisition

- Keven Desmarais has contacted the vehicle company to purchase a new truck but has not heard back as of today.

### City of New Bedford Water

- Bob Parker still has to connect with Paul Sadeck and pick a date for a meeting with the representatives from the New Bedford Water Department.

### **GPS Equipment**

- Keven still has to make a plan to get it up and running.

### **Radio Read System**

- The new system is reading some meters in whole numbers. The previous system was not reading the same way and due to this difference actual amounts of water used had not been accurately recorded and subsequently billed. This seems to have happened on only some of the meters and not all of them.
- Chandler has been entering the recent radio reads and noticed that something was not right. The read amounts and dollar amounts appeared to be extremely high and way off from the customers' usual usage.
- Chandler has set up appointments to have Keven visit the customers and look at the meter himself to make sure the numbers we received match the numbers on the meter. They match.
- As an example, one residence shows that they used over 2 million gallons of water and the bill would be over \$16,000. Due to sprinklers being used over a 5-6 year period, that amount of could have been used.
- Prior billing had been created using the mistake of the prior reading system.
- The FW&SC will most likely have to forgive a portion of the bill since the mistake comes from the department's end of things. A payment plan will have to be set up for the balances that the customer will be required to pay.
- Chandler and Keven will come up with some percentages for the next meeting.
- This problem is to be tabled until all of the commissioners can meet to discuss a plan of action.

### **Review and Sign Invoices.**

### **Update on Excel Recycling**

- A pressure test was conducted on the newly installed line and it passed. It's been chlorinated and will be tested and get results to Keven.

### **Approve Minutes**

- Brad Paiva makes a motion to accept and approve the minutes from the January 4, 2017 meeting. Bob Parker 2<sup>nd</sup>. All in favor.
- Minutes must be typed up at least 2-3 days. Can be a draft if needed until the final can be finished.

### **Meeting adjourned**

- Brad Paiva makes motion to adjourn. Bob Parker 2<sup>nd</sup>. All in favor. Meeting adjourned.

### **Executive Session Minutes**

- Jackie Brown, Town Clerk, received a request from Patrick Higgins for the release of all Executive Session Minutes for 2016. Drafts of the minutes from the Freetown Water & Sewer Commissions' Executive Sessions have been released to the Town Clerks office.
- Brad Paiva makes motion to release all Executive Session Minutes for 2016. Bob Parker 2<sup>nd</sup>. All in favor.

### **Next meeting to be announced.**

Respectfully submitted,



Steven Chandler  
Senior Clerk, Freetown Water & Sewer Commission