



WATER & SEWER COMMISSION

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Minutes of the Water & Sewer Commission meeting 12/19/2019

Meeting held at Town Hall, 3 North Main Street, East Freetown, MA

10:00AM Meeting called to order by Bob Parker
Members present: Bob Parker; Paul Sadeck; Brad Paiva
Staff present: Steven Chandler

Meeting being recorded by Chandler and Paul Sadeck

RECEIVED
FREETOWN TOWN ENGINEER
2020 JAN - 6 PM 2:19
J. Brown

Open Session

Fiscal Year 2021 Budget

- Bob Parker states that due to the absence of Keven Desmarais discussions regarding the Fiscal Year 2021 budget will have to be put on hold. Keven is out delivering boxes of food to folks as he does annually for the Karen Mello Annual Holiday Food Drive.
- Paul Sadeck asks, for the record, who authorized Keven to make deliveries and if he is working on water department time. He admires Keven for helping out and is not admonishing him.
- Paul Sadeck requests that Chandler draft a letter to Town Accountant and Town Administrator on behalf of the Commissioners stating that the Commissioners are unable to complete the FY2021 budget because City of Fall River has not yet sent figures for water charges less credit for bleeding. Several requests have been made to Fall River with the latest being today so include this in letter. Send draft to Commissioners for approval.

Liens and Collections

- Chandler reports that [beginning in June] he sent reminder letters to customers who have a past due balance from the previous fiscal year (which would be sent to lien if unpaid). He sent three reminder letters followed by a shut off notice sent via certified mail. The response was very good and only (3) accounts were sent to lien with a combined total of \$365.53 which is the lowest amount sent to lien in water department history.
- Chandler is continuing to send reminder letters to customers who haven't paid their FY20 2nd quarter bill with 92 letters sent in December. He states that because billing is quarterly some customers may forget to pay their bill and that the reminder letters help keep customers on track.

Water Meters

- MasterMeter had scheduled a pick up a couple weeks ago but it snowed that day and Town Hall was closed. Chandler called to reschedule and is still waiting for pick up.
- Chandler will begin identifying meter replacements in a proactive way. He and Keven will look at each route street by street to identify the oldest meters.

Water & Sewer Rate Study

- The contract was received but the signature page needed to be corrected. Chandler contacted EPG, they sent a new sig page, and Chandler sent both copies up to Selectmen's office for review and signatures at their next meeting.
- Commissioners will sign contract only after Selectmen sign.

Bills

- Payroll and bills reviewed and signed.

Minutes

- Paul Sadeck makes a motion to approve all minutes outstanding from November. Bob Parker 2nd. All in favor. Motion carried.

Executive Session

- Unable to go into executive session due to Keven not being present and lack of information needed for conversation.

Brad Paiva makes motion to adjourn at 10:52AM. Bob Parker 2nd. All in favor. Motion carried.

Respectfully submitted,



Steven Chandler
Senior Clerk
Freetown Water & Sewer Commission