



WATER & SEWER COMMISSION

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

Minutes of the Water & Sewer Commission meeting 1/10/2019

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

9:00AM Meeting called to order by Bob Parker
Members present: Bob Parker; Paul Sadeck; Brad Paiva
Staff present: Keven Desmarais; Steven Chandler
Meeting recorded by: Paul Sadeck and Chandler

RECEIVED
FREETOWN TOWN CLERK
2019 FEB 12 PM 12:11
Paul Sadeck

Budget

- Kim Fales, Town Accountant, had provided a budget worksheet for Fiscal Year 2020 (FY2020).
- Paul Sadeck has drafted the department budget for FY2020 based on Kim's worksheet, FY2019, and information provided by Keven and Chandler.
- Brad Paiva makes a motion to approve the proposed FY2020 budget. Paul Sadeck 2nd. All in favor. Motion carried.
- Chandler will make a copy and drop off original to Ali Golz in the Administration Office who will then submit to Board of Selectmen for approval.

Land at Ashland/ISP

- Another invoice was received from Penney Engineering for a final report that has yet to be received by the Freetown Water & Sewer Commission (FW&SC).
- Town Counsel had stated, on December 12th, that he "does not recommend that payment be made until the final report is received. The [FW&SC] can agree to make payment pending receipt of the report. If the report is owed as part of the contract, it should be provided prior to payment. Otherwise, the Town will have paid for services not rendered, in violation of the provisions of GF.L. c. 41, sec. 56, and will have a difficult time obtaining the promised report."
- Bob Parker said he spoke to David DeManche, Town Administrator, about this issue and he said whatever the FW&SC decides is fine.
- Paul Sadeck makes a motion to pay the invoice for the agreed upon amount once the final report is received by the FW&SC and/or Town of Freetown and only then. Brad Paiva 2nd. All in favor. Motion carried.
- Paul Sadeck recommends that a letter be written to Ralph Penney informing him of the decision by the Commission and Town Counsel. Bob will ask David to write the letter.
- Bob Parker will contact Eric Morin at Ashland and let him know that the Town is no longer in need of, or going to use, the report [as agreed upon by Town Counsel].

Assonet Sewer Extension Study

- Chandler and Keven Desmarais had pulled together the materials for the Request for Information (RFI) from Environmental Partners Group (EPG). Chandler has submitted all of the materials with the exception of water line plans for Water Street. There doesn't seem to be a set of as built plans in the office but Chandler and Keven will continue to look to determine if they exist. Ryan Trahan, EPG, is aware of this and is not concerned.

Innovation Way

- Keven Desmarais called the engineer who said he'd be in touch later in January to schedule pressure test.

Equipment

- The locator has arrived and Keven Desmarais hired Warren Verga to take him out and give Keven some instruction on how the locator works and how to use it.
- Commissioners told Keven to purchase anything else he needs.

Fire Hydrants

- Recently there were (3) hydrants replaced. We are still waiting for the invoice for the one on Assonet Boulevard that was damaged when a resident ran into it with their vehicle.

Termination of Service for Non-payment

- Chandler updated the letter for "Shut Off Notice" and sent it to Commissioners.
- Chandler ran a new report showing customers with outstanding balances for FY2019. The number of delinquent accounts went from approximately \$121,000 owed to approximately \$29,000 owed.
- Regarding the outstanding balance of \$6,033.10 owed by Dunkin Donuts on Chace Road, Chandler has called Louie at Sardinha (who owns the property) this morning to request that the owner of the franchise, Bruce Thomas, call the office regarding the outstanding balance. Because the management company for DD had not responded to prior communications regarding the account, Chandler reached out to Sardinha to help, again.
- Brad Paiva makes a motion to send a notice of intent to shut off water to all customers with a delinquent balance of \$250.00 or more. Paul Sadeck 2nd. All in favor. Motion carried.
- Chandler will draft a letter from Commissioners based on Massachusetts Billing and Termination Procedures of the Department of Public Utilities; 220 CMR 25.02. He will include in 3rd quarter billing.

Regular Business

- Approve minutes:
 - Brad Paiva makes a motion to approve minutes from 12.13.18. Paul Sadeck 2nd. All in favor. Motion carried.
- Sign bills
- Brad Paiva makes motion to adjourn at 10:00AM. Paul Sadeck 2nd. All in favor. Motion carried.

Respectfully submitted,



Steven Chandler
Senior Clerk
Freetown Water & Sewer Commission