



WATER & SEWER COMMISSION

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2022 JUN -8 PM 12: 59

Minutes of the Water & Sewer Commission meeting 5.17.22

Meeting held at Town Hall, Assonet, MA

9:00AM Meeting called to order by Bob Parker
Members present: Bob Parker; Paul Sadeck
Staff present: Steven Chandler; David Thibodeau
Member not present: Keven Desmarais

Meeting being audio recorded by Paul Sadeck

Bleeders

- Town Administrator sent posted project for bid. Chandler received one request and Town Administration received one request.
- We currently have four [temporary] bleeders set up.
 - Three meters are working and a fourth meter register is not working property.
 - Read numbers are collected monthly and Chandler records them on a tracking sheet and sends it over to City of Fall River so they can deduct the usage from our bill as part of the allotted bleeding volume of 220,000 gallons per day. For the meter not recording, David will calculate usage by using the gallons per minute formula.

MasterMeter

- Jonthan Velez has left the company and there is no replacement at the moment.
 - Chandler has been communicating with Chris Stebbins of Ferguson Waterworks, supplier for MasterMeter, who is looking into the requests FW&SC made to Jonathan.
 - Chris is following up with his boss on training for Harmony software, register pins, computer case, 2" meter registers, and 1" meter.

Hydrant Meters

- Paul Sadeck states we have one very old hydrant meter, and the meter body is working.
 - David Thibodeau states the register head is not working at all.
 - Should the FW&SC receive ARPA funds, two new hydrant meters will be purchased.
 - In June, Chandler will check the current years' budget to see if we have funds available to purchase a new hydrant meter sooner rather than later so David can flush water mains.
 - Regarding a hydrant to be repaired and installed on South Main, David will touch base with Jim Rezendes.

Billing

- Chandler drafted a letter to send to 10 Narrows Road regarding the previously unbilled usage amount.
 - The meter is in a pit and for years actual reads were not obtained for billing. David Thibodeau went over with a Commissioner to go into the pit and get an actual read so actual usage can be billed to customer.
 - Because the bill is very high, a letter of explanation from the Commissioners was drafted.
 - Commissioners have approved letter and Chandler will send to customer along with bill.
 - Chandler is to contact commissioners for approval to send letters of explanation to other customers who may have an extremely high bill.
- It was recently discovered that not all water being used at 17 Ridge Hill Road has been billed since the company opened.
 - Unbeknownst to the customer, the water being used directly from the hydrants is not metered.
 - At the direction of the FW&SC, the customer is to purchase and install three hydrant meters by the end of May. Once they are installed, David will take weekly reads for a month, get an average weekly volume, and give the information to Chandler so that he may determine what the bill shall be. Chandler will give the information to the Commissioners who will then decide how to proceed for recouping funds for water not billed since 2017. Knowing the amount of flow will also allow FW&SC to know how much is unaccounted for water.
- A meter located at 86 South Main was installed [not by the water department] in a very tight pit on the property and reads have been estimated since 2015.
 - In 2009 a radio read meter replaced the old meter, but it appears to have stopped sending a signal in 2015. The meter will have to be replaced.
 - The FW&SC is responsible for infrastructure from the water main to the curb stop; the property owner is responsible for from the curb stop to the house. The property owner will be responsible for installation of new meter. Meter will be provided by FW&SC.
- One of the two meter pits located at Copart is filled to the top with water.
 - Since 2004, bills have been created using actual and estimated reads.
 - David Thibodeau will pump water out and inspect meter.
 - Property owner will be responsible for repairs if needed, and installation of a new meter. The meter will be provided by the FW&SC.
- David has been actively working to contact customers whose bills have been estimated for a long period of time.
 - Nearly half the list of 24 accounts has been completed. David has contacted the rest of the customers on the list and will continue to make appointments to replace meter heads or complete meters when needed.
 - Chandler states that David should have all of meter replacements taken care of by next quarterly billing in July.
- Commissioners directed Chandler to double estimates in July for those customers who do not respond to David's phone calls.

Infrastructure Maps/Plans

- Chandler has sorted, catalogued, labeled all maps and plans there are in the office.
 - Morgan Records Management picked them up to be scanned and loaded onto a thumb drive by the middle of June.
 - Once Chandler gets the drive he will create a database [filing system] so that they can be easily accessed on the FW&SC computers, and a copy will be downloaded to the Town server which will ensure a backup is saved.
 - The physical maps/plans will be stored on site but outside the office for easy access.
 - Going forward Chandler will scan all new maps/plans that come into the office and upload them onto the server.

City of Fall River

- Nothing to report at this time.

Approve Meeting Minutes

- None at this time.

Sign Bills

- Bob Parker and Paul Sadeck signed bills.

Other business that properly came before the Board that was not anticipated:

Backflow Device Testing

- David Thibodeau states that there is a backflow device in a meter pit located at Excel and it does not look operational; the device is rusted and corroded.
 - He is questioning whether this device has been tested recently.
 - Chandler will contact WhiteWater and ask if it is on there list to test.
- Regarding testing at the MBTA site in Assonet, David met with the WhiteWater technician told David it is the first time he's been able to gain access to that building.

6 Quanapoag Road

- Customer called and asked about installation of a return for hydrant or new infrastructure and water filters.
 - Paul Sadeck and Lee Baumgartner met Keven Desmarais on site and could not turn and of the three curb stops because they are filled with sand. Keven was going to get them cleaned out. Bob Parker said Chuck Macomber offered to have them cleaned out. David will connect with Chuck and let Commissioners know when so they can be there.
 - Chandler will purchase filters and have David drop them off.

Abatelements

- Paul Sadeck makes a motion to approve the three abatements. Bob Parker 2nd. All in favor. Motion carried.

Sewer Infrastructure Fee

- Commissioners decide that the fee shall be titled 'Quarterly Infrastructure Fee'.

WhiteWater

- Massachusetts Department of Environmental Protection (MassDEP) Drinking Water Program (DWP) is notifying all Public Water Systems (PWS) that all PWSs must begin, or continue, to have their certified laboratories use eDEP for submittal of all applicable monitoring reports no later than the end of 2022.
- Chandler to find out if WhiteWater has taken care of this.

Paul Sadeck motion to adjourn at 10:14AM. Bob Parker 2nd. All in favor. Meeting adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Steven Chandler', with a long, horizontal, wavy line extending to the right.

Steven Chandler

Senior Clerk

Freetown Water & Sewer Commission