



WATER & SEWER COMMISSION

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TOWN OF FREETOWN

2016 JUL 28 AM 9:47

Minutes of the Water & Sewer Commission meeting 05/13/2016

9:00AM Meeting called to order by Bob Parker
Members present: Bob Parker; Paul Sadeck
Staff present: Jack Healy; Keven Desmarais; Steven Chandler
Guests: Kim Fales, Accounting; Warren Verga, resident

Kim Fales: Presented items that need Commission approval on authorization forms and signatures for uniform cleaning, NGR energy credits, and payroll. Approval and signatures have been given. Kim will provide copies of all forms.

Warren Verga: Presenting a proposal to bring water down New Narrows Road to his property which includes having a water line (main) large enough to be able to put in a valve, hydrant, cap, and so that other residents may tap into the line later. There could potentially be another twenty water customers in the future if Mr. Verga installs this line. To extend the water main, install his line, apply for permits, and any other costs associated with this project will be paid by Mr. Verga with an estimated cost of \$20,000. Instead of investing money into digging a well, it makes more sense for Mr. Verga to invest that money in a line that would directly supply his property with town water. This helps put the Town of Freetown in a position to gain water customers in the future.

In his plan to build his house, he wants to bring the water line in and once that is complete, he can bring it up the driveway and then Warren will apply for the building permit and move forward with the house. This project will be good for the town and residents in that neighborhood.

Paul Sadeck: We will present this proposal to town council and selectmen.

Makes a motion to allow Mr. Verga to install water service line as long as legal council approves the language in the proposal showing that the Town of Freetown owns this line and Mr. Verga absorbs the cost. Also, at a later date when Mr. Verga comes back with his final plan and permit, we will put it to another motion. Bob 2nd, all in favor, approved.

Keven Desmarais: In a previous Commissioners meeting, it was agreed upon that the system development and permit fees would be waived because Warren is giving the line to the Town.

Jack Healy: Mr. Verga may send him a set of plans so he can send them to town council. Requested contact information for Mr. Verga and his legal council. Mr. Verga is his own legal council at the moment. Jack requests that Mr. Verga also write a letter outlining his proposal for this project and that, along with the set of plans, he send it to Jack so that he may present the letter and plans to town's council for review, as well as to the building department in preparation for permitting.

Keven Desmarais: AmeriCann wants to install two 8" water lines and has accepted the cost of \$13,300 for fee.
Paul Sadeck: Asks what the status is with GPS system.

Keven Desmarais: Working on GPS system for GIS locating and waiting for a decision. Cartographics is working on a system that coordinates with their mapping system. They are close to a decision. Keven makes a call weekly and will continue to follow up with Cartographics.

Keven Desmarais: Present discussion at last South Coast Rail meeting. SCR wants to install sleeves under rail crossings that they are making improvements on.

Steven Chandler: Presents payment plans under the Water & Sewer Commission Agreements for approval.
Keven suggests sending a reminder letter for customers with past due balances.
Chandler will create letters for 30, 60, and 120 days past due for approval by Commissioners.

Paul Sadeck: Makes a motion to sign agreements. Bob second. Approved.

Paul Sadeck: Asks when the next reads will be done and how the system works.

Steven Chandler: Explains that Keven has broken down large routes into smaller, more manageable routes. This allows us to process reads, generate, and send bills during the same week and keeps a flow of income coming in regularly. Chandler has created read schedules through fiscal year 2019.

Steven Chandler: Presents letter from customer requesting consideration of waiving interest on account due to she being unaware that tenants had not paid the water bill for the duration of their lease. Customer has paid the full bill, \$2,700, but is asking us to waive interest in the amount of \$108.14 (as of April 25th).

Paul Sadeck: We cannot waive interest; the Tax Collector and Treasurer cannot waive interest. Paul calls Kim to ask about waiving interest. Kim will look into this and get back to us. Hold decision until next meeting.

Steven Chandler: Presents abatements that have been done and need approval with signature. Paul makes motion to approve. Abatements approved.

Steven Chandler: As the plan to update, create and improve all documents, collateral, etc., he would like to know how to proceed. Paul suggests emailing the Commissioners with old and updated versions of documents so they may be reviewed for making changes and/or approved.

Paul Sadeck: Looked at payroll last period and didn't realize that Keven works 9 hour days.

Keven Desmarais: States that he works 9 hour days so he can get out at noon on Fridays like the rest of Town employees.

Minutes from April 22nd meeting approved.

Sign bills.

Next meeting will be Friday, June 3, 2016 at 10:00AM.

Bob Parker: Makes motion to adjourn meeting. All in favor. Meeting adjourned.

Respectfully submitted,

Steven Chandler
Senior Clerk, Freetown Water & Sewer Commission