



# WATER & SEWER COMMISSION

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2016 JUL 28 AM 9:47

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## Minutes of the Water & Sewer Commission meeting 04/22/2016

11:00AM Meeting called to order by Bob Parker  
Members present: Bob Parker, Brad Paiva, Paul Sadeck  
Staff present: Keven Desmarais and Steven Chandler  
Guests: Kim Fales, Accounting

Kim: Speaking about budget request for FY2017. The enterprise funds needs to generate its own funds for revenue projections. Recommends that the Water & Sewer Commission works on ways to ensure that funds are coming in on a regular basis to meet budget for rest of FY2016 and going forward for FY2017. Board made the decision to reduce service fees to customers based on the Town contributing funds in the past to help offset cost of debt for projects. The WSC is now losing \$25,000 in revenue due to that decision. Areas to work on to bring in funds are billing and liens. Recommends that the budget amount for FY2017 be dropped to \$550,000 from the proposed \$600,000. If we are able to have a great rest of the FY2016 we would have retained earnings certified in September and at a Town Hall meeting we could ask for additional appropriations in order to supplement the budget.

End of June, take any accounts outstanding from FY2015 and FY2016 and send them to lien.

Bob: Review budget and see where we can cut until we can get certified for FY2016.

Chandler & Keven: Explain how they have restructured how we bill which is based on Kim's recommendations. Routes have been divided into smaller numbers which allows Keven to read and get info to Chandler in a shorter amount of time. Subsequently, this allows Chandler to enter info, generate bills, and get them in the mail quicker. We are able to keep cash flow coming in regularly. Any account with an outstanding balance will receive a letter demanding payment. Goal is to get as much money in as possible by June 30, 2016.

Brad: makes a motion to cut budget by \$50,000

Paul: second with discussion. Is \$50,000 enough?

Kim: With revenue coming in it should be enough.

Keven: Having the new contract with Fall River will help.

Bob: All in favor. I

Paul: Discussing filter site changes that need to be done per DEP.

Upgrading the filter site would allow the town to bring in more businesses and add lines for residential use later on. This will benefit the whole town and the cost of the changes needed can come from the taxpayers.

Brad: As a Commissioner, he will not support doing small fixes. Wants to be sure it's done the right way and be forward thinking. The Water & Sewer Commission has to meet with the DEP to determine what they will allow the Commission to do, or not do, at this time. We have had three years to upgrade the filter site and nothing has been done. If needed, the Water & Sewer Commission may have to appropriate money in emergency funds to do a small part of the upgrades. WSC has the option of preparing an article of warrant to subsidize needed funds through the general fund.

At the finance committee meeting Monday, Kim will suggest, based on today's meeting, that the warrant is going to be modified.

Sign bills.

Minutes from April 8<sup>th</sup> approved.

Next meeting will be Friday, May 13, 2016 @10:00am.

Motion to adjourn @ 11:35 by Brad, 2<sup>nd</sup> by Bob P. all in favor.  
Meeting adjourned.

Respectfully submitted,

Steven Chandler  
Senior Clerk  
Freetown Water & Sewer Commission