Foxboro Board of Water and Sewer Commissioners

Meeting Minutes

January 5, 2015

Members in Attendance:	Michael Stanton, Chairman, Richard Pacella, Vice-Chairman, Robert Garber, Clerk
Others in Attendance:	Roger Hill, DPW Director; Robert Worthley, Superintendent, Chris Gallagher, Town Engineer

The meeting was called to order at 7:00 p.m. by Chairman Stanton.

Matters Discussed:

Office Space on Elm Street

Roger Hill is working to negotiate a $3,000 credit. The entire bid is $501,000, and includes everything but furniture. Steve Madaus has the agreement to review. Roger will not sign any agreement until the Board has a chance to review the proposal and agreement.

Outdoor Advertising

The Board will look to get together with T.R. White.

Rules and Regulations

Discussion continued regarding further revisions to the Sewer portion. It was recommended to include a definition for ERU. The revisions will be made and the Board will review and approve them at the next meeting.

Richard Pacella made a motion to waive the open public meeting reading at 7:25 p.m. The changes will be posted and voted on at the next meeting on January 12, 2015.

The Board asked Steve Madaus to review the regulations with regard to the collection/shut off procedures for delinquent water bills. Steve Madaus submitted the amendment to the Board and Mike Stanton read the proposed amendment into the record. Upon motion duly made by Richard Pacella, it was unanimously voted to approve the amendment as written.

Asset Management Program for Reservoir

The proposals were opened on January 5, 2015. The bids will have to be reviewed.

Budget

Roger is going to sit down with Bill Keegan to discuss.

Water and Sewer Issues

Steve M. prepared a letter regarding the 40B request. The Board will take this under advisement and review it for the next meeting.

The resident at 106 Mechanic Street has been having water issues for quite some time. He has been flushing his service, but it does not seem to help.

Miscellaneous

The Assistant Town Manager is going to look into the payroll processing procedures to try to assist in streamlining the process.

Upon motion of Richard Pacella and seconded by Michael Stanton, it was unanimously voted to adjourn at 7:50 p.m.

Respectfully Submitted,

Suzanne L. Zinni

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These minutes of January 5, 2015 were approved on March 3, 2015

Robert T. Garber, Clerk

6. Shut-off Procedures

a. The Department shall issue, by first class mail, a "Notice of Overdue Account" to any customer with an account that is more than 45 days past due. The Notice of Overdue Account shall inform the customer that it must, within seven business days of the date of the Notice, either (i) pay the balance of the delinquent account or (ii) enter into a payment plan acceptable to the Department, or water service to the property will be terminated. If a payment plan is subsequently approved, any breach of such plan by the customer will result in a termination of water service.

b. In the event a delinquent account has not been paid in full or a payment plan for the same has not been approved after the expiration of the term specified in the Notice of Overdue Account, then the Department may proceed with terminating water service as set forth herein. At least three (3) days before shutting off service, the Department shall place a Shut-off Notice tag on the door of the delinquent property, indicating that water service will be shut off within 72 hours due to a failure to pay for service.

c. After expiration of the 72 hour term, if the subject account has not been paid in full or a payment plan has not been approved, the Department may terminate the water service.

d. Once the water service is shut off, the Department will send an email, along with a copy of the Shut-off Notice, to the Health Director for the Town of Foxborough Health Department.

7. Eligibility Requirements for Water Shut-off Protection (refer to the current Department of Public Utilities Financial Hardship Guidelines).

The Department may pursue alternatives to the termination of water service to collect a delinquent account upon a finding of any of the following circumstances involving the customer:

a. A residential customer with a financial hardship attributable to a personal illness, as documented by a doctor's written statement about the illness.

b. A residential customer with a financial hardship and an infant (child under the age of one-year old) resides on the premises.

c. During the winter months (November 15 through March 15), any household with a financial hardship and would be without heat if water service was shut off.

d. A residential customer in which all residents are age 65 years or older, whether or not there is a financial hardship (according to state guidelines).

e. A tenant whose landlord is responsible for providing water service but has not paid the bills.