



# TOWN OF HALIFAX, MASSACHUSETTS BOARD OF WATER COMMISSIONERS

500 PLYMOUTH STREET  
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## MEETING MINUTES April 28, 2020

4:00 p.m. Daniel Bosworth made a motion to open the meeting.  
Seconded by Donald Bosworth

*Motion Passes*

Present: Richard Clark, Chairman  
Daniel O. Bosworth, Jr., Clerk  
Donald Bosworth  
Keith Swanson, Superintendent  
Kathleen O'Neil, Administrative Assistant

### Meeting Minutes

Daniel Bosworth made a motion to approve the meeting minutes from March 10, 2020, as written. Second by Donald Bosworth.

*Motion Passes*

### Upcoming Bill Collection Procedures

Kathy informed the Commissioners that bill collection procedures need to be amended due to the COVID-19 pandemic. The Governor has instructed municipalities that they should waive penalties and fees and accrue no interest for an additional two months past the due date. Towns are also not allowed to turn off anyone's utilities' including water due to non-payment. With that being said, bills will be issued on their usual dates with thirty-day due date and an additional 60-day grace period. No collection efforts will be made on behalf of the Water Department for first half 2020 billing.

### Usage Issue – 15 Doris Road

A decision needs to be made on the amount of unbilled usage at this residence totaling over 460,000 gallons. After some discussion, Dick suggested we split the usage with the homeowner since the Water Department is responsible for underestimating their bill for several years and the homeowner is responsible for not allowing us to replace their meter.

Richard Clark made a motion to split the past usage equally between the Water Department and homeowner. Second by Donald Bosworth

*Motion Passes*

### Gordon Andrews

Keith told the Commissioners that Gordon Andrews stopped by the office to express his anger that Alan Dias was allowed to install a water line up on Pine Street North when he was not allowed to do the same thing on River Street. Dick stated that Dias' work was all on private property where Gordon's project was on public and private lands.

Discussion – New Commercial Water Installations

As discussed at a previous meeting, Keith would like to have the contractor install the water line for the new O'Reilly Auto Parts on Plymouth Street. Keith does not feel comfortable shooting a torpedo with all the obstacles in the area, especially the gas main. Keith spoke to the contractor who had assumed he was installing the line. The install is for the service line only as there are no sprinklers required for the building. Keith plans to charge O'Reilly's the service development charge and meter fee only.

Dick said it's going to be up to the applicant whether he wants to assume this responsibility as it is really Keith's job to do.

Pandemic Staffing

Keith stated that surrounding Water Departments are working random schedules to accommodate social distancing and reduced workload due to the pandemic. He said this department is doing very well and staff has taken minimal time off. We are not entering businesses or homes and will continue this practice until the Governor lifts the 'stay at home directive.'

Union Negotiations

Kathy told the Commissioners that all union negotiations have been put on the back burner until this pandemic is entirely over and the town's fiscal picture is clearer.

Status – Purchase of Used Backhoe

The trade-in value of the used Highway Department backhoe is \$20,000. However, the Highway Surveyor has decided to shelve the article to purchase a new one as the town's fiscal picture is unknown at this time.

Well #4

Dick asked Keith for an update on well #4. Keith said it has been cleaned and will be reinstalled on Thursday. Other than that, everything is in good shape.

Water Installations

Dick asked Keith if it is possible to hire a company to handle all water installs requiring a torpedo. Dick said it prevents creating a new ditch in the road and eliminates the fear of hitting a gas main. Danny suggested calling Xfinity as they installed a new line at his home and the work was done quickly and properly. Keith will look into it.

Adjournment

4:33 p.m. Donald Bosworth made a motion to adjourn.  
Seconded by Daniel Bosworth

*Voted Unanimously*

Approved,

A handwritten signature in dark ink, appearing to read "David L. B..." followed by a stylized flourish.

**NOTE: NEXT MEETING DATE IS MAY 12, 2020**