

LANESBOROUGH VILLAGE FIRE AND WATER DISTRICT

20 Bridge Street/P.O. Box 1504

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BOARD OF COMMISSIONER'S MEETING

November 17, 2023

20 Bridge Street, 10:00 a.m.

The Lanesborough Village Fire and Water District held a special meeting at 20 Bridge Street, Lanesborough, Massachusetts on Friday, November 17, 2023 to discuss and review the payment plan process and payment plan form for the Water District. Chair William Prendergast called the meeting to order at 10:00 a.m. The agenda was properly posted.

Roll call: Present: William Prendergast, Chair; Mary Reilly and Aaron Williams, Board Members; Mark Siegars, District Counsel; Kevin Swail, Superintendent; Katie Lemanski, Treasurer; Cindy Roughley, Clerk.

Also present: Linda Pruyne, Gina Dario; Town Administrator

William Prendergast opened the meeting at 10:00 a.m.

1. Discussion was held regarding the process for collection and payment plans.
2. The process for collection is:
 - A) If payment is not received by the 15th day after the due date - demand/shut off notice is sent out by the Collector.
 - B) If payment is not received following 10 days of demand/shut off notice, Kevin should be notified to shut off the water. Shut offs will occur year-round.
 - C) Payment plan is to be available to those who voluntarily request it. Collector to authorize and keep track of those payment plans.Mary Reilly made a motion to accept the rules as discussed. Aaron Williams seconded the motion. All in favor, motion carried.
3. Linda Pruyne to work on a spreadsheet for the Collector. Mark Seigars to look into purchasing payment coupon booklets. Cindy Roughley to write up a one page document of the process for review and approval at the next regular meeting on December 01, 2023.
4. Cindy Roughley to send an email after meetings on items that were voted on during those meetings.
5. A regular item on future agendas should be added for disputes. Any customer who has a complaint or dispute can email cindy@lvwd.com in order to be placed on the agenda for discussion at the next regular meeting of the Water District.
6. Mark Seigars presented an agreement form regarding payment plans. Mary Reilly made a motion to accept the agreement for payment plans of past due water bills(s)/charges that was presented by Mark Seigars. Aaron Williams seconded the motion. All in favor, motion carried.
7. Discussion regarding writing off the balances of seven accounts that had small balances ranging from \$ 3.08 to \$ 56.72 that was sent to the Board by Sarah DeZess.

Mary Reilly made a motion to accept those account adjustments received by Sarah. Aaron Williams seconded the motion. All in favor, motion carried.

8. Discussion of Target billing. It was reiterated that the process of billing to Target should be to continue to use the same formula as used for the billing of the mall.
9. William Prendergast adjourned the meeting at 11:10 a.m.