

**Bradford Water & Sewer Commission Minutes**  
**February 16, 2015 at 6:30 pm**  
**Bradford Academy Building**

**Attending:** Larry Drew, Robert W. Nutting, Lunnie Lang, Robert Lefebvre, Ron Moore & Bridget Simmons  
**Visitors:** n/a  
**Absent:** Seth Bean, Jonathan Thornton

Meeting called to order by Larry Drew at 6:39 pm

**Visitors & Public Comment:**

- No public comment.

**Minutes:**

- **Motion made by Robert Lefebvre to approve minutes from January 13, 2015 as written. So voted. Motion passed unanimously. (4-0)**

**Chief Water & Sewer Operators Report:**

- **Motion made by Robert W. Nutting to approve the operators report. So voted. Motion passed unanimously. (4-0)**

**Sewer - New & Old Business:**

- No new or old business to report.

**Water New & Old Business:**

- No new or old business to report.

**Water & Sewer Orders:**

- **Motion made by Robert W. Nutting to approve the orders as written. So voted. Motion passed unanimously. (4-0)**

**Miscellaneous Items:**

**Annual Meeting:**

- Discussion ensued regarding the annual meeting on March 3, 2015. Clarification on some items in the annual report.

**Credit Cards:**

- Discussion ensued regarding credit cards. Bridget has been working gathering information to accept credit card payments as per requests from customers at last town meeting and several requests throughout the year, as well as instruction from the Commission. Bridget has spoken with several other towns and ACI Universal Payments is the company they use.
- There are two different ways for the fees to be assessed. The commission can "pass the fee" back to the customers, who would be directly charged to the customer using the credit card payment option, however they could not use Visa. This option is very expensive for the customer at nearly \$4.00 per credit card transaction and \$2.00 per debit card transaction. The commission could make the decision to "absorb" the costs, which would be a flat \$1.95 fee across the board, credit card payment, debit card payment and eChecks. There are no set up fees. There would be a one-time cost of \$120 to have an in-house credit card machine.
- **Motion made by Lunnie Lang to start accepting credit card payments in the water/sewer department, using the 2<sup>nd</sup> option presented (see attached) - \$1.95 per transaction fee paid by the water & sewer commission. So voted. Motion passed unanimously. (4-0)**

**Motion made by Larry Drew to adjourn.**

Meeting adjourned at 7:22 p.m.

Respectfully submitted:

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Bridget Simmons, Recording Clerk