



## TOWN OF MENDON WATER COMMISSION

20 Main Street

Mendon, Massachusetts 01756

Phone: (508) 473-2547 Fax: (508) 478-8241

Email: [watercom@mendonma.gov](mailto:watercom@mendonma.gov)

DEP Public Water Supply (PWS) ID #217900

[mendonma.gov/water](http://mendonma.gov/water)

---

**Meeting Date:** 5/16/2017

**Meeting Location:** 3<sup>rd</sup> Floor Meeting Room, Town Hall, 20 Main St. Mendon

**Minutes Approved:** 6/7/2017

**Members Present:** Allan Kent, Dean D'Alessandro, Kevin Rudden

**Water Clerk:** Dan Byer

**Others:** Tanya Bureau (Town HR Coordinator)

*The meeting was called to order at 1pm.*

Kevin explained the background of the issues with our certified water operator position for Tanya. At some point he was made an employee without the water commission's input. Dean says he was involved and Rich Schofield "took care of it" when the DEP required the town to have an operator for their PWS wells. Kevin explained some of the issues, including subbing out the meter readings. Tanya explained that to have grounds to terminate an employee we would need documentation and reviews. Kevin asked about outsourcing the position. Tanya says we could restructure the department. The commission is concerned that there was no formal hiring and the position was never advertised. Kevin feels it would be cheaper to outsource the position. Alan researched the state laws and found standards stating an operator's duties are 12-24 hours a year. Kevin says we need a certified operator plus repair work.

Dan has reached out to RH White for a quote to outsource the position. Tanya asked if Tim is a full-time employee. Dan and Kevin said he gets a \$350 a week stipend but is classified as an employee. Allan explained we have the draft contract from 2012 but it was never updated. Kevin says the selectmen ultimately have to set the rate. Dean says the functions include 4, quarterly meter reads, plus the monthly sampling and reporting. Kevin explained that Rich set up everything when he was on Fin Com but couldn't attend our meeting. Dean says the Water Commission wasn't involved in the initial set up. All feel Tim should be reporting his actual hours worked and be paid an hourly rate. Dean feels Tim may be overqualified for the position and be requesting more money. Kevin says we need to write an updated job description and ask the Selectmen to approve it. Dean says the position only requires a VSS certification. Tanya says we need to figure out the going rate for water operators. Dean suggests prevailing wages. Dan checked but there isn't a prevailing wage schedule for a water operator. Kevin says he will ask Milford. All agree the next step is to draft a job description. The commission also thanks Tanya for her assistance.

*Tanya leaves the meeting.*

Allan says he briefly discussed the possible Bellingham water agreement with Rich. Dan is working on locating our ASR reports for Bellingham. He explained that because they are filed electronically we don't have copies.

The commission discussed the car wash at 21 Cape Rd. Kevin says he has been keeping an eye on the construction. It looks like they are paving but there is no sign of a well yet. Dan suggests reaching out to Tim Aicardi to make sure a well is installed.

The commission asked Dan to make sure the leak detection survey checks the newly repaired hydrant on Whitten Rd.

The commission discussed the shut off notices. Dan explained 2 of the properties are in foreclosure and entering bankruptcy. He has been in contact with the bank for 47 Cape and they may be planning to pay off the balance. He has also heard from the 3 occupied properties. All three have proposed payment agreements to make partial payments. The commission agrees.

Dan asked the commission to sign 3 vouchers. Mass Rural Water, NE Water Assoc. and RI Analytical.

Dan asked about the 55 Cape fire lane. He spoke with the property owner who is still interested. Allan says he would either need a larger service line or a storage tank. Dan will ask Tim for more info.

*The meeting was adjourned at 2:30pm*