



## TOWN OF MENDON WATER COMMISSION

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DEP Public Water Supply (PWS) ID #217900

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**Meeting Date: 6/7/2017**

**Meeting Location:** Water Commission Office, Town Hall, 20 Main St. Mendon

**Minutes Approved: 10/6/2017**

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

**Water Clerk:** Dan Byer

**Others:**

*The meeting was called to order at 11:03am.*

The commission reviewed the previous meeting minutes.

**Dean made a motion to approve the minutes of 4/28/17, 5/5/17, and 5/16/17. Kevin seconded and all approved.**

Dan updated the board on the DEP GIS mapping. Allan asked if they would get data layers. Dan thinks we will get both digital and paper maps. They are not creating new maps but rather compiling the info from our various sources into 1.

The commission discussed the leak detection. Dan has not heard back on a date yet but did send the contractor maps. He emailed him again during the meeting.

The commission discussed the leak at 36 Bates. Dan explained a contractor was replacing a driveway and hit the water serviceline for 36 Bates. Dan presented a draft letter ((**Exhibit A**)) and asked the board to review. All are in favor of billing the customer and/or contractor for the damages.

**Kevin makes a motion to approve and send the letter, Dean seconds, all approves.**

Dan discussed registering for Dig Safe. As part of the leak issue he discovered we are not registered with Dig Safe. He presented the board with the registration info. The cost is \$1 per call and we either have to submit maps of our system or receive all calls for Mendon/ The commission agrees we should register.

**Kevin makes a motion to join DigSafe, Dean seconds, all approves.**

The commission discussed the 2016 Consumer Confidence Report (CCR). Dan has discovered we are able to send a postcard with a link rather than mail the full document. Kevin would rather us mail the complete report and the commission agrees. Dan is working on collecting the info from Tim and will forward a draft to the commission.

Kevin voices his concern that Mendon was not notified of Hopedale's recent water issues. They had a failure and used up 90% of their stored water. The DEP ordered Milford to sell Hopedale emergency water. The commission was informed after the fact by an email from Tim several days later. The commission discussed communication.

Dan discussed the meter replacements. He will double check the decimal issues before entering any new meters. Kevin says we are on track to complete the replacements by July 1. Dan thinks there will be a few hold-outs and Allan says there always are.

Dean asked if we have noticed a decrease in water loss. Allan says that after his review of the recent billing we actually have billed for more water than Hopedale billed us for. The commission discussed calibrating meters. Dean explained they have 2 meters at the Housing Authority and they switch them out and have them calibrated yearly.

The commission discussed the master meters from Hopedale. Kevin says we should have a future discussion about calibration. Allan thinks they are owned by Hopedale. All agree we should request calibration records. Dean says there was talk of Mendon installing a 2<sup>nd</sup> meter on the 16 line but he thinks it was never done. Kevin says this should be an issue for future discussion. Allan also mentioned he thinks there is an unmetered connection at one end of Dudley for emergencies. Kevin discussed the set up of Ballou Rd and Dudley Rd. The commission agree we should have some sort of meter at all connections and should request more info.

Dan updated the commission on Bellingham. He talked to their DPW director and was able to get him the usage info he needed but it is the whole system. Allan says his spread sheet has them broken out. Kevin says we should give them a few months before reaching out again. The commission discussed with Christian and explained the background. They explained the contract require us to do due diligence in locating additional supplies. Dean suggests we should also talk to Uxbridge and Northbridge. Dean asked if there are any direct connections between Milford and Mendon. Kevin says only through Bellingham at Depot St. Allan says he has a list showing the distances to other town's water. He things the next closest one was several miles.

The commission discussed the certified operator position. Kevin said Tim asked for an update and he thinks we need to respond. He asked the board for permission to contact Tim and explain the process and the steps the board is following.

Kevin sent out a draft of the Certified Operator job description. Allan had some comments on state requirements that should be incorporated. He found a provision requiring 24 on call with 1 hr notice for emergencies. Kevin will review and update. Allan also asked about the water records. Dan showed him where they are stored. We may need additional storage soon. The commission asked if there were any plans to move water. Dan doesn't think so. He thinks it would follow Parks if Parks moved somewhere else.

Dan asked the commission how to address the cross connection surveys. The cost is \$25 for testing the 2 properties with fire sprinklers. Tim suggested passing the cost on to the customer as that is what Hopedale does. The commission agree. Dan also thinks there are properties with irrigation that should be tested. Dean explained the issues with possible contamination.

Dan asked the board about the request from 55 Cape for a fire line. He asked Tim and Tim says Mendon needs to first determine if our contract allows fire sprinklers. The commission discussed and think it does. Tim then suggested they would need to approach Hopedale for permission if there is a need to increase the service side. Dan thinks the property has a 2 inch line but is not sure if that is sufficient for a sprinkler system. Allan says 55 Cape needs to hire a fire protection engineer to determine his needs. Dan will reach out to the property owner.

Dean asked about the car wash/garage at 21 Cape. Kevin says they are active and he has not seen any signs of a well. Dan called the Board of Health Office and spoke with Missy. She said they did file a well permit.

Dean asked about reverse 911 calls for emergencies. Dan will ask Chief Kurczyk for info.

Kevin asked about water bans. Dan says he just talked to Tim after a customer asked and we are on a mandatory odd/even ban with no daytime watering. Allan thinks they used to send them out to customers. The commission discussed and agreed to put an insert in the next mailing reminding customers of the water ban.

Dan asked the commission to approve a voucher for postage. He discussed certified mail options. Kevin explained he learned about certificates of mailing at an assessor class. The post office will certify letters are sent to certain addresses for a small fee. This could help with customers complaining they did not receive their bill. Dan will look into it.

**Dean made a motion to adjourn, Kevin seconded, all approved.**

*The meeting was adjourned at 12:15pm*