

Allan Kent
Chairman



Kevin Rudden
Matthew O'Brien

TOWN OF MENDON WATER COMMISSION

20 Main Street

Mendon, Massachusetts 01756

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

Email: watercom@mendonma.gov

DEP Public Water Supply (PWS) ID #217900

mendonma.gov/water

Meeting Date: 10/4/2018

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

Minutes Approved: 12/6/2018

Members Present: Allan Kent, Kevin Rudden

Water Clerk: Dan Byer

Others:

Absent: Matt O'Brien

The meeting was called to order at 7:04pm.

The meeting was re-located to the old library building. (in keeping with open meeting law, a notice was left on the water dept. office door informing the public of the change in location)

The commissioners met with the Police Station Building Committee to discuss the plans for the renovation of the old fire station into the new police station. The building committee explained the plans and shared some plans with the commissioners (**Exhibit A**). There will be a 40,000-gallon tank with pump for fire suppression and a sprinkler system in the new building. They are proposing a new 2" line to run water from the existing well in Town Hall to the new station. The commissioners agree with the plans and ask the committee to keep them informed. Dan requested they work with the Commission for any new water meters to be installed to make sure they are compatible with our system. Kevin explained we are responsible for the testing and compliance with the state regulations for the PWS systems in town. Once this project is complete, we will need to file some paperwork with the state to update the sample locations. Mary Bulso (project manager for the project) explained they will coordinate with Water any work that is done on the water system.

The meeting was relocated back to the Water Dept. Office.

The commission discussed the water receipts for FY18 and 19. We received a memo from Jean stating our FY18 estimated receipts were short by \$8,500 (**Exhibit B**). The commission discussed and agreed to use \$120,000 for the FY19 estimate. Dan stated our usage is down 13% and he thinks people are just using less water. Additionally, the new meters are more accurate so we are more accurately accounting for the water in the system.

The commission discussed the proposed language for the Taft Library PWS well.

Kevin made a motion to approve the following language for the November STM warrant. Allan seconded and all approved.

To see if the town will vote to transfer a sum of money to Line 450 C2 to fund the costs to operate the new Taft Library well as a Public Water Supply in FY19 and to transfer a sum of money to a special article to fund any upgrades and repairs to the new Taft Library well as mandated by DEP.

Explanation: In 2017 the Town was informed by DEP we never requested an official determination as to the status of the new Taft library well. A letter was sent to DEP back in the spring of 2017. They have recently responded to us and informed us they will be requiring Mendon to classify the new Taft Library Well as a town owned public water supply. This means we will need to comply with specific testing and other requirements (currently 3 other town buildings are PWS wells, Town Hall Campus, Senior Center, and Memorial Park/Beach Complex). There will be an annual cost for a certified operator to manage this well (White Water). We are working on getting a quote from them. Added cost will likely be around \$2,500 a year (prorated for the remainder of FY19). This will be an annual expense and the water dept will have to add it to our FY20 budget as well.

Additionally, there may be some one-time expenses to bring the well in to compliance. We are awaiting more info from DEP on this. It sounds like we will NOT be required to take down the detached garage as initially thought but are awaiting formal notice from DEP.

We are awaiting a formal memo from DEP as to the exact requirements, this is just a placeholder article right now. No action will be taken until we get a letter from DEP. They will also likely require the Board of Selectmen/Library Trustees to enter into an Administrative Consent Order regarding the operation of this well. (not TM related, just an FYI)

The commission discussed the 30 Cape Hydrant and water meter upgrades. There are no updates at this time.

The commission tabled the discussion on alternative sources of water for this meeting.

Kevin talked to Kim about the enterprise fund and we are waiting on Lisa to send us a proposal for the indirect costs.

The commission discussed a request from Brittany DeFrancesco regarding a late fee for 15 Edwards Rd. (**Exhibit C**) The commissioners discussed and agreed to abate the \$25 fee.

Kevin made a motion to abate a \$25 late fee for 15 Edwards Rd, Alan approved and all approved.

Dan discussed an issue with the new meters. He has discovered a decimal issue with the new meter replacements. Some of the new meters transmit their readings in 0.0 format (to the 10th of a cubic foot) with 1 decimal place, and others transmit 00._ (1 cubic foot) with no decimal place. Both types still read to the 100th's place (100th cubic foot, 0.00) Dan spoke with Badger and it appears there was a mix-up when we ordered replacements and we were sent different meters and some of these were installed in the field without us knowing. Since we bill in cubic feet it is not a big deal, however we need to program the correct settings into the billing software to ensure the reading is interpreted correctly. After some review of serial numbers, Dan discovered 12 accounts with this issue. Kevin said we should not penalize customers for past bills if we made a mistake, Allan agrees. Dan said the error is minimal since we caught it early enough. All agree. Dan will send the customers a letter explaining the issue and warning them they may see higher water usage now that we have corrected the billing software.

The commission discussed the FY18 Lien process. Dan has sent out 12 certified letters for past due accounts warning them of pending water liens.

Alan asked for an update on the hydrant flushing and gate valves. Kevin asked Dan to get an update from White Water.

The meeting was adjourned at 9pm.

DESIGN DATA :

1.) ESTIMATED HYDRAULIC LOADING:

| | | |
|----------------|-----------------------------|--------------------|
| TOWN HALL | (3500 SF) 75/1000 SF = | 250 |
| FIRE STATION | (2310 SF) = | 200 |
| POLICE STATION | (2 HOLDING CELLS) 200/BED = | 400 |
| LIBRARY | (1350 SF) 75/1000 SF = | 102 |
| LIBRARY | (1350 SF) 75/1000 SF = | <u>952 GAL/DAY</u> |

2.) ACTUAL WATER METER READING = 50 GAL/DAY

READINGS WERE PERFORMED FROM JUNE 1, 2005 THROUGH JUNE 1, 2006,
CALCULATIONS WERE BASED UPON A FIVE DAY WORK WEEK.

$$\frac{(1713 \text{ C.F./YEAR}) \times (7.48 \text{ GAL/C.F.})}{(52 \text{ WEEKS/YEAR}) \times (5 \text{ DAYS/WEEK})} = 49.3 \text{ GAL/DAY}$$

3.) SEPTIC TANK SIZING (H-20 LOADING)

REQUIRED: (952 GAL.) (200%) = 1904 GALS.

PROVIDED = 2000 GALS.

| Existing Sanitary Daily Flow Calculation | | | Garcia-Galuska-DeSousa | | | | Exhibit 1 |
|---|------------|--------------------|------------------------|-----------------|------------------|-----------------------|-----------|
| Project: Mendon Town Hall | | | 370 Faunce Corner Road | | | | 1 of 1 |
| Address: 20 Main Street, Mendon, MA | | | Dartmouth, MA 02747 | | | | |
| Property ID: 11_174_18_0 | | | Tel.: (508)998-5700 | | | | |
| Calc. By: NCK | | Date: 08/03/2018 | | | | | |
| Chk. By: CMG | | Date: 08/03/2018 | | | | | |
| Comments | Date | Meter Reading (CF) | Consumption (Gal) | Duration (Days) | Daily Flow (GPD) | 200% Daily Flow (GPD) | |
| | 1/20/2016 | 142700 | | | | | |
| | 2/17/2016 | 143100 | 2,992 | 28 | 107 | 214 | |
| | 3/16/2016 | 143600 | 3,740 | 28 | 134 | 267 | |
| | 4/20/2016 | 144000 | 2,992 | 35 | 85 | 171 | |
| 146000 Written | 5/17/2016 | 144600 | 4,488 | 27 | 166 | 332 | |
| | 6/23/2016 | 145100 | 3,740 | 64 | 58 | 117 | |
| | 7/26/2016 | 145400 | 2,244 | 33 | 68 | 136 | |
| | 8/23/2016 | 145900 | 3,740 | 28 | 134 | 267 | |
| | 9/13/2016 | 146500 | 4,488 | 21 | 214 | 427 | |
| | 10/13/2016 | 146900 | 2,992 | 30 | 100 | 199 | |
| | 11/11/2016 | 147500 | 4,488 | 29 | 155 | 310 | |
| 147000 Written | 12/13/2016 | 147800 | 2,244 | 32 | 70 | 140 | |
| | 1/10/2017 | 148100 | 2,244 | 28 | 80 | 160 | |
| Missing Data Between 1/10/2017 to 7/26/2017 | | | | | | | |
| | 7/26/2017 | 151405 | | | | | |
| | 8/15/2017 | 151771 | 2,738 | 20 | 137 | 274 | |
| | 9/11/2017 | 152269 | 3,725 | 27 | 138 | 276 | |
| | 10/2/2017 | 152598 | 2,461 | 21 | 117 | 234 | |
| | 11/14/2017 | 153265 | 4,989 | 43 | 116 | 232 | |
| | 12/5/2017 | 153570 | 2,281 | 21 | 109 | 217 | |
| | 1/8/2018 | 154013 | 3,314 | 34 | 97 | 195 | |
| | 2/7/2018 | 154481 | 3,501 | 30 | 117 | 233 | |
| | 3/6/2018 | 154859 | 2,827 | 27 | 105 | 209 | |
| | 4/3/2018 | 155363 | 3,770 | 28 | 135 | 269 | |
| | | | | | | | |
| | | | | Average= | 118 | 236 | |



TOWN OF MENDON
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MEMORANDUM

TO: Daniel Byer

FROM: Principal Assessor Jean Berthold

DATE: October 3, 2018

RE: Fiscal Year 2019 Estimated Receipts

As in the past, we are commencing work on the tax recap and need some information regarding receipts.

In Fiscal Year 2018 your office collected \$124,461.68 in "Water Charges." The previous year you had estimated a collection amount of \$133,000. The DOR wishes to obtain an explanation as to the decrease in said collection amount.

Further, what would you recommend be utilized as an estimate for FY2019?

Also, in FY18 your office collected \$11,686.00 in "Park Dept Revenue." You had estimated that amount to be \$10,000. Again, the DOR will need as written explanation as to the increase.

Further, what amount would you recommend we utilize for FY2019?

Your prompt response to the inquiry will be greatly appreciated.

Thank you.

Daniel Byer

From: Brittany DeFrancesco
Sent: Tuesday, September 18, 2018 2:44 PM
To: Water Commission
Cc: brittanywiest@yahoo.com
Subject: 15 Edward road - water bill

Hi Dan,

Thank you for speaking with me yesterday about my past due notice on my water bill. As we discussed, I never received my water bill the first time (bill date 7/23/18) and received a past due notice Saturday 9/15/18- I then drove down to the town Hall that Monday and paid the past due water bill in full.

I am writing to you as I am asking for an abatement for the \$25 late fee plus interest accrued.

If you look at my history of payments; I have never been late and in fact pay my bill within one week of receiving it.

Please review this with the board at the next meeting and thank you for your time.

Brittany defrancesco
15 Edward road
Mendon

Sent from my iPhone