

Allan Kent
Chairman



Dean D'Alessandro
Kevin Rudden

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: 2/23/2017

Meeting Location: Old Taft Library

18 Main St, Mendon, MA

Minutes Approved: 4/20/2017

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

Water Clerk: Dan Byer

Others: none

The meeting was called to order at 7pm.

The commission reviewed the minutes of 1/12. Allan pointed out a typo on pg 2 and Dan fixed it.

Kevin made a motion to approve the minutes of the 1/12 meeting as amended, Dean seconded, all approved.

The commission discussed the certified water operator position. Kevin explained that Tim is a Town employee. He got info from Rich, when the town had to start testing their PWS wells, Tim agreed to do the work as an employee rather than contractor. Dan explained Tim is paid from 2 line items, one for the water from Hopedale for our customers, and a second for the Town building PWS'. Dan discussed with Kim (Town Administrator) and her recommendation is to create a job description for Tim and classify him on the payroll and compensation chart. Dean says we should write it and need to determine if Tim is an employee or contractor. Kevin says the Selectmen have classed him as an employee. Dan explained how the school does their testing, they use a custodian who has his water operator's license, and he gets a stipend. *Kevin will get more info from Rich on how things were set up. Dan will work on getting some sample job descriptions.* Kevin had talked to Tim and told him we need to do some research. The commission discussed the position. Dean asked who the appointing authority is; Dan thinks it is the Water Commission. Allan says Tim has all the info on our system, there are no maps that we can find. Dean is concerned there is no structure or oversight. The commission all feel they want to make some changes on how things are run but need to do the groundwork first. The Commissioners are also concerned since Tim also works for Hopedale, there could be ethics

issues. Kevin feels the Town took the easy way out when they needed to appoint an operator and just picked Tim since he was already doing the work for the customers.

The commission discussed the meter replacements. There was some concern if the installer, David Butler, is insured. Tim believes he is covered under mutual aid.

Alan discussed sending a letter to the various Town boards and departments. There are communication issues and the commissioners are concerned they are being left out of the loop. Dan shared the current draft of the letter with input from Kevin and Allan. **(Exhibit A)** Dan explained the routing slip process. The commission should have been notified about the 35 Cape Rd. proposal. Allan says they used to send routing slips; he is not sure why they stopped. Dan asked about the process to respond to slips. The commission agrees Dan can respond if the request is just the availability of water but other questions should come back to the commission.

Kevin made a motion to approve the letter, Dean seconded, all approved.

Dan will send it.

The commission discussed the water connections for 35 Cape and 16/28/28-1 Cape. Kevin talked to Tim about 35 Cape. The proposal is for 7-8 commercial lots. Tim believes Hopedale will allow one hookup in place of the old house. They will not be permitted to sub-meter the other lots. The commission agrees the owner needs to discuss with the water commission.

The commission discussed 16 Cape. Dan found an old connection for that property. Allan says the contract is for 138 connections and there are only 136. Dan reviewed the list of addresses and identified 2 properties who do not have water but are listed (10 Talbott, 3 Mill River) Allan says 3 Mill River installed a well several years ago. Dan was unable to locate a well permit for either property or any records. Dan has also identified 2 properties not accounted for, 3 Cape (when Greenhouse and the house lot were split) and 16 Cape. The commission discussed drafting a letter about the connection. Allan asked about payment of back fees and Kevin says that is the new owner's problem.

The commission discussed connection fees. Kevin says he paid \$50 to turn his water back on when he bought the house on Cape Rd. Dan shared a draft of the application for the "Request for New Service" with updated fees **(Exhibit B)** Allan discussed the differences between commercial and residential connections. Dan explained he took the fees from the old forms and tried to simplify them. He suggested basing the commercial connection rate on the Title V Flow rate so it's based on use. He also recommends requiring all new services to pay for any possible meter costs. The commission discussed and agreed on \$1 per gallon of flow per day as the rate plus the actual cost of the new meter (if any).

Kevin made a motion to approve the form and new rates, Dean seconded, and all approved.

Dan discussed the issues with 55 Cape and 30 Cape's meters. They are both large commercial meters that will cost several thousand to replace. He has asked Tim/David to

determine if the existing meters are functioning. The commission feels they should save these meters for last.

Dan asked about a fee for fire sprinklers. The regulations list a \$50 per year fee but we've never charged it. Allan says they are metered there's no need to charge extra. Dean asked about cross connection surveys. He says we are responsible to protect the water source. He explained his son's condo has yearly testing. Dan looked it up and it appears we pay for testing at the Bethany Assembly of God for their sprinkler system. Dean asked if we are relying on the plumbing inspector to insure backflow preventers are installed, Kevin says yes.

Dan asked about a turn on fee for 21 Cape. Allan and Kevin say yes, we should charge the \$50 fee.

Kevin gave an update on the Town PWS Sanitary Survey. Kevin explained Tim has taken care of the upgraded well caps, signage, and paperwork. The DEP requested we send a letter requesting a formal determination for the new library's well (29 North Ave). He worked with Kim and Tim to get the letter drafted and it should be going out. Dan thinks the DEP was not clear we needed to request an official determination when the project was planned. Kevin talked to Tim and he says if DEP required the well to be a PWS then the Town will have to do it. The cost could be \$10K-\$30K for just the design/plans. Kevin researched and found nothing in the EPA regulations about bathrooms needing to be PWS.

The commission discussed the next meter read cycle. Tim is requesting we send out high estimates or penalty fees for customers who have not responded to meter replacement letters. Kevin feels this is not fair to the customers. He thinks we should be done with the replacements by June/July. Kevin suggests we start calling customers. The commission agrees we should try and have 80% of them replaced by the Annual Town Meeting. Dean asked if we have enough meters, Dan says we do and are ordering as we go. Kevin suggested we take out an ad in the Crier as well if we are not getting responses.

Dan updated the board on the KVS training. He has been unable to get a reply from KVS. In the mean-time he has figured out the majority of the billing issues so for now the training is not needed.

The commission discussed the leak detection. They are in favor of doing the survey again. Dean asked if loss was decreasing. Allan thinks it is based on his spreadsheet comparing customer readings to Hopedale. Dean says our loss should be around 10% instead of the 30%-40% it is. The commission discussed the issues of leaks as well as old meters. They reviewed Alan's spreadsheet and loss info. Dan will look into the leak detection again for the spring. Dean asked about checking the lines going up to the houses as well as the mains. Kevin suggested we check 20% a year and get them on a cycle.

The commission discussed the search for alternate sources for water. Kevin asked if we want to contact Bellingham. Allan and Dean say yes, our obligation under the contract should be an ongoing search. Kevin will draft a letter. The commission discussed installing a well in Mendon. Kevin said the cost would be extensive and Dean said it would take years to

permit. Kevin says we would have to split the cost among the few customers. Allan suggested expanding. Dan thinks they did testing in Town and found no suitable sources. He talked to Missy and learned they only did shallow testing. Dean says in the 1940's they explored the corner of Hartford Ave E and Providence St. but it never moved forward. Ken thought they tested it more recently and that area was not good. Dan thinks there were endangered species there. Kevin thinks regardless it would be a multi-million dollar project and Allan and Dean agree. Dean says we looked at Uxbridge but they wanted mandatory hookups and Mendon was afraid of development on Rt 16. Kevin thinks Bellingham is the only option right now. It's not fair to assess the cost among the few water customers.

Dean suggests we try to find water from another town and increase our hookups to fund a Town source later on. The commission discussed mandatory vs options hookups. Kevin thinks the main demand for water is 140 and 16. Allan suggested additional storage might persuade Hopedale to allow more hookups. Dean says there was one planned in Hopedale at Dudley Rd. but they let the developer skip out on it. Kevin asked Dan to send him our water usage so he can use it in the letter to Bellingham.

The commission discussed the issue at 3 Joseph Rd. Dan has not gotten any response from the new residents. He is still working with the Treasurer's office to process the refund for the mistaken payment. Kevin says he is willing to go door to door. The commission agreed to have Dan send a certified letter. Ken asked if we notify the Board of Health for shutoffs. All agree we should, as a lack of water is a health issue. Ken explained the banks don't evict people anymore, they let the new buyers deal with it.

The meeting was adjourned at 8:48pm

Allan Kent
Chairman



Dean D'Alessandro
Kevin Rudden

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WATER COMMISSION

2/23/17 - Exhibit A Pg 1 of 1

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March 8th, 2017

Mr. Michael Soter
Chairman, Board of Selectmen
Town of Bellingham
Bellingham Municipal Center
10 Mechanic Street
Bellingham, MA 02019

Dear Chairman Soter:

The Mendon Board of Water Commissioners would like to meet with your board to explore the possibility of Bellingham providing water to our 138 residential and commercial users in the Cape Road (Route 140) area of Mendon.

Our current contract with the Town of Hopedale calls for us to explore all available options to replace it as our source of water for this subsystem. Historically, this Mendon water system was connected to Bellingham in the past, and it is our understanding that dormant connections are located at Hartford Avenue East and Cape Road at our towns' borders. This subsystem used 1,199,232 cubic feet of water in calendar year 2016.

We would appreciate it if you would put us on one of your meeting agendas in the near future.

Sincerely,

Allan Kent
Chairman



2/23/17 - Exhibit B Pg 1 of 1

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Mendon Water Commission - Request for New Service

Date: _____ Property Address (Lot # & Street): _____

Property Owner/Customer Info:

Name: _____ Phone: _____ Email: _____

Builder/Contractor Info (if applicable):

Name: _____ Phone: _____ Email: _____

Connection Size/Meter Size Requested: _____

Connection Fees *(Rates set by Water Commission at their 2/23/17 meeting)*

Existing Service - Restart	New Service – Residential	New Service – Commercial
\$50.00* Turn-on fee to restart service.	Residential Connections* <small>*Customers with irrigation systems or wells may be assessed additional fees.</small>	\$1 × Estimated Title V Flow Rate (gpd) + Actual Cost of new meter
<small>*owners may be liable for cost of meter replacement</small>	\$500 × # BR <i>Minimum Fee: \$1,500</i>	Flow Rate: _____ gpd
Total: \$ _____	#BR: _____ Total: \$ _____	Meter Cost: \$ _____ <small>*Contact Dept. for estimate</small> Total: \$ _____
-----Please select connection option-----		

Once approved by the Mendon Water Commission, this application shall establish a contract between the Town of Mendon and the applicant, obligating the applicant to pay all rates and fees set by the Commission as well as comply with Mendon's Rules and Regulations as may be amended by the Commission from time to time.

Applicant (Property Owner)

Water Commission Approval

Name (Print)

Allan Kent, Chairman

Signature

Kevin Rudden, Commissioner

Dean D'Alessandro, Commissioner

OFFICE USE: TOTAL \$ _____ CASH CHECK (# _____) Pd: _____