

Allan Kent  
Chairman



Kevin Rudden  
Matthew O'Brien

## TOWN OF MENDON WATER COMMISSION

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DEP Public Water Supply (PWS) ID #217900

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**Meeting Date: 2/14/2019**

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

**Minutes Approved: 3/7/2019**

**Members Present:** Allan Kent, Kevin Rudden, Matt O'Brien (remote)

**Water Clerk:** Dan Byer

**Others:**

**Absent:**

*The meeting was called to order at 7pm with all in attendance. Matt O'Brien participated by phone.*

The commission discussed the meeting minutes.

**Kevin made a motion to approve the minutes of the 11/1/18, 12/6/18, 1/3/19 meetings, Matt seconded and all approved.**

The commission discussed cross connection surveys. Dan explained he has been looking into the requirements for surveys and our old records. In the past we have been surveying Bethany School and FlatOut yearly at \$25 each. They both have testable devices on their fire lines. Dan thinks we may be required to survey all commercial properties especially if there has been a change in ownership or new permits pulled. The commission discussed.

Dan also discussed the emergency response plans. White Water has been working on the issues identified in the Sanitary Survey and the paperwork for the new library. Currently we have an emergency response plan for the Town Hall system and public system. The parks, library, and senior center all have paperwork stating they will close if there is an emergency but no plan. Dan thinks we should probably write a plan for the other PWS systems. Kevin asked Dan to send the plans we have on file. He is also concerned our plan for the public system requires us to go door to door with emergency notices.

The commission discussed and agree we should work on these projects over the summer once the rate and enterprise issues are settled. The commission would like to invite Eric to come to a future meeting to discuss these issues.

Dan updated the commission on the mapping project. He heard back from CMRPC and they are able to finish the updates to our maps. He recommends we wait to compile all the info from the recent work by WW and verify a few more items. Dan also reviewed the data from White Water's (WW) hydrant flushing and valve maintenance with the Commission. He has started a master list of the hydrants and valves and is working to get all of the system info into a

single binder so it is all together. WW located several new valves we did not know about. The goal for the next round of work will be to create a list of projects for WW to look into. Kevin thanked Dan for all his work on this project.

Dan updated the commission on the Taft Library project. The work is complete and we received the bill from White Water.

The commission discussed additional sources of water. Kevin suggests going back to Bellingham and trying to explain the benefits to them. All agree we should wait until after the May election season.

There are no new updates to the water meter upgrades. Dan explained he is trying to replace 1 or 2 here and there as he has time.

Kevin updated the Commission on 16 Cape. He met with Braza and they are willing to pay the fee. The Commission would like him to attend a future meeting to discuss his plans.

The commission discussed the proposed rate increases. Dan explained there is a \$11K deficit we need to cover. Dan has tried to model a few different rate systems. He feels a tiered rate with higher rates for big users disproportionately affects the few commercial customers. The commission thinks a tiered rate system is too complicated. Dan shared some other rate options. We have around \$40 of fixed costs per customer per quarter that need to be covered either by a flat service fee or water rates. There are 7 users with no usage paying just the impact fee. All agree they should pay their fair share of the fixed costs.

The commission discussed possible dates for the hearing. 5/23 or 5/30 were suggested. Dan suggests we include a letter in the 4<sup>th</sup> quarter bills. Kevin will draft a letter for review at the next meeting.

The commission discussed the issue with 16 Edward Rd. Dan explained they emailed about a late fee. He advised them to attend a meeting or send in a request for the commission to consider. He has not heard back. The commission tabled this request.

The commission discussed the issue with 5 Dudley Rd. Dan explained the customer is the new owner and there was some confusion between Hopedale's sewer bills and Mendon's water bills as the Hopedale bills state "water and sewer". Dan spoke with the customer and advised him to send in a letter or attend the meeting to discuss. Nothing has been received to date. Dan explained we have mailed the new owner 3 bills, 2 late notices, and a welcome letter starting on 8/1/18 and finally received contact from the customer in Jan of 2019. The commission agreed to table this issue until they can speak with the customer to discuss.

The commission discussed the issue with 12 Edward Rd. Their payment was lost in the mail, finally arriving at a month later. The customer had no other late fees and paid their bill including the late fee in full. The commission agreed to waive the late fee.

**Kevin made a motion to abate the \$25 late fee for 12 Edward Rd, Matt seconded, and all approved.**

Dan discussed the issue of online payments. He explained he has been getting requests from customers for online payments. The commission agrees and don't understand why trash and water are not online. Dan will try and talk to Jenn. The Commission discussed bringing this issue to the Selectmen after the election.

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

*The meeting was adjourned at 8:37pm*