

Allan Kent
Chairman



Kevin Rudden
Matthew O'Brien

TOWN OF MENDON WATER COMMISSION

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DEP Public Water Supply (PWS) ID #217900

mendonma.gov/water

Meeting Date: 1/2/2020

Meeting Location: Old Taft Library, 18 Main St. Mendon

Minutes Approved: 2/6/20

Members Present: Allan Kent, Kevin Rudden,

Water Clerk: Dan Byer

Others:

Absent: Matthew O'Brien

The meeting was called to order at 7:03

Mark Allen was in attendance.

The commission discussed the minutes. Kevin noted the recently approved minutes are not posted on the website. Dan will post them.

Kevin made a motion to approve the minutes from the 10/4/19 meeting, Allan seconded and all approved.

The commission met with Mark Allen to review his proposal for 35 Cape Rd. (**Exhibit A**). Mark explained he is working on a proposal to build an office building along with some "flex space" vehicle bays on the property. He is going to need a water connection for the office building. The commission asked about fire sprinklers. Mark thinks they may need fire sprinklers in the vehicle area. He also said there may be interested in extending water service to some of the vehicle spaces. The commission discussed the project and explained the issues with the Hopedale Contract. Mark said he spoke with Tim Watson but was told any request needs to come through the Mendon board. Dan asked about the Title V flow rate and mark said it was around 400 gpd. The commission discussed the future of the property, the existing house is a 5 bedroom house. All agree to support this project.

Kevin made a motion to approve a fire connection for 35 Cape Rd as well as allow for the re-use of the existing connection for this new proposed facility, and to draft a letter to Hopedale with our decision for their review. Allan seconded and all approved.

Dan explained the issue with 6 Ballou Rd (32 Eight Rod Ext). He was contacted by the property owner looking for information on a water hookup. They are having issue with their well and wondering if they can connect to Hopedale Town water. Kevin explained he used to live over there and the water is bad. All agree to support this request provided there is a public

health issue with the current well and it is unusable. Dan will follow up with the property owner and draft a letter to Hopedale if needed.

The commission reviewed the FY21 budget. Dan shared the draft proposals (**Exhibit B**). Dan reviewed the proposed changes. First is to split the \$6,500 hydrant maintenance line between the enterprise fund and the town. This would reflect the town's share of costs to maintain the hydrants and valves as they contribute to town wide fire protection. This idea was discussed during the FY20 budget cycle but did not make into the budget in time. All are in favor. The next proposal is to decrease the town contracted services line by \$1,960 to reflect our actual costs. This line was increased to cover the addition of the Taft library PWS. After contracts were updated there is a small surplus in this account. Dan explained there is still a small cushion to cover the annual increases in the fees for the coming year. The final proposal is to increase the enterprise fund contracted services line by \$500 to cover contractual increases from White Water. All agree with the proposed budget. Kevin asked about the new fire sprinkler fees in the enterprise fund budget. Including the proposal for 35 Cape, we need to increase the line by \$600 to account for this new connection.

The commissioners discussed the enterprise fund. Dan said based on the numbers so far we are on track to meet our budget. The commission discussed how to report the balance in the fund in the annual report. Kevin explained the free cash certification process takes place in November so we will not have the final numbers in time. It was suggested to use the language "estimated free cash/fund balance as of 4/30" in the fincom report.

Dan updated the commission on the 16 Cape fire connections. He met with Paul and saw the new line installed. Paul told Dan he has pictures of the water main he will share. The old main appeared to be in good condition.

The commission discussed the replacement of the master meters. Dan explained he spoke with Tim Watson about the meters. DEP has asked for the meters to be replaced as they cannot be calibrated anymore. Both are around 15 years old. Dudley Rd was installed in 2002 and the Cape Rd meter was installed in 2005. Tim said the Dudley Rd replacement was fairly straight forward but there may be issues with the Cape Rd meter. The meter pit is very small and the meter would have to be disassembled to replace it. He recommends the commission consider installing a new meter pit on Plains Rd at the intersection of Talbott Farm and Hartford Ave E. The water main ends near 124 Plains Rd and the area is all sand and easy to dig. It would require a 500 ft extension of the water main. The commission discussed the advantages of having a second backup connection as the old Cape Rd meter pit could remain as a backup.

The commission discussed these proposals. Allan asked about the lifespan of the meters. Dan suggested whatever we do should have wireless read technology that Mendon has access to in addition to Hopedale. The commission also discussed splitting the costs with the enterprise fund and the town as the size and cost of the meters is partly due to the need for fire hydrants and to support fire flows. Dan said, Tim is asking Mendon for some direction on how they want to proceed so he can inform DEP. Kevin suggests we plan to do both meters in fiscal year 2022. This will give us time to research the options and prepare a budget to bring to the town. They discussed some funding options. Dan will reach out to White Water to find out if they can assist us in a quote on this project. The commission agree to notify Tim we will plan for the replacements in FY22 and are interested in the Plains Rd option.

Kevin updated the commission on the water study committee and a meeting with himself, Tom Merolli, Mike Merolli, and a contact with the state economic development committee. Their recommendation is for Mendon to seek an earmark in the state budget for a feasibility study to explore options. Tom provided some info on a school that may be able to assist at a

reduced rate. Once a study is done the next step would be to apply for state economic development grants. The commission discussed the next meeting and proposed 2/6 at 7pm after the regular water meeting at 6:30.

The commission discussed the water 5 year plan. Allan said we have done several of the items outlined in the plan he drafted a few years ago. The commission discussed updating the plan. Dan will work on a plan for taking action on some of the hydrant and valve work identified by White Water.

Dan asked for clarification on our billing process and late fees. He asked if a customer pays late, is charged the \$25 late fee, and does not pay the \$25 late fee, should they also be charged the \$50 admin fee. The system automatically applies late payments to penalties and interest first. This means that the water is left short if they pay late and they are then charged the \$50 admin fee if they don't pay the difference. All agree our current process is fine. We mail late notices and if the customers ignore them, that is their own fault.

Dan also asked for clarification on the final bills. How should we be handling the capital impact fees on final readings? Currently we are not pro-rating fees but based on a recent final reading question it may make more sense. All agree that in the case of the 26 Talbott final bills, they should pay the capital costs as the billing quarter is now over. We will also remove the capital costs from the subsequent quarterly bill to be sent to the new owner as they will have already been paid. Dan will talk to KVS and verify our options in the software.

Kevin made a motion to adjourn the meeting at 9:05pm and Allan seconded. All approved.

Water FY2021 Budget Proposal

			FY2021 Budget	% Change		FY2020 Budget
		TOTAL	\$172,100.00	1.07%		\$170,167.85
		%	1.07%			-6%
		Enterprise Fund	\$147,150.00	0.84%		\$145,900.00
		Town Budget	\$24,950.00	6.17%		\$23,660.00
						\$10,607.85
		<i>Enterprise Expenses Sub-Total</i>	<i>\$12,150.00</i>			<i>\$15,400.00</i>
Acct #	Line Item					
060-0450-5400-0303	450-B1	(Enterprise) Contractor Services	\$11,000.00	4.76%	\$500 increase due to contracts	\$10,500.00
060-0450-5400-0340	450-B2	(Enterprise) Postage	\$600.00	0.00%		\$600.00
060-0450-5400-0346	450-B3	(Enterprise) News Paper Ads	\$200.00	0.00%		\$200.00
060-0450-5400-0422	450-B4	(Enterprise) Supplies	\$600.00	0.00%		\$600.00
060-0450-5400-0430	450-B5	(Enterprise) Equipment Maint.	\$5,500.00	0.00%		\$5,500.00
060-0450-5400-0602	450-B6	(Enterprise) Water Tests	\$2,000.00	0.00%		\$2,000.00
060-0450-5400-0603	450-B7	(Enterprise) Hydrant Use	\$3,250.00	-50.00%	-\$3,250 to Public portion of budget	\$6,500.00
X	X	<i>Enterprise Expenses Sub-Total</i>	<i>\$23,557.85</i>	16.00%		<i>\$20,307.85</i>
060-0450-5400-0604	450-B8	(Enterprise) Purchase of Water	\$124,000.00	3.33%	+\$2,400 increase to cover new fees	\$120,000.00
001-0450-5405-0303	450-C3	(Public) Water Tests	\$2,000.00	0.00%		\$2,000.00
001-0450-5405-0303	450-C2	(Public) Contractor Services	\$10,000.00	-16.39%	-\$1,960 after review of contracts	\$11,960.00
006-0450-5405-0602	450-C1	(Public) Hydrant Fees	\$9,700.00	0.00%		\$9,700.00
001-0450-5419-0300	450-C3	(Public) Fire Hydrant Expenses	\$3,250.00	#DIV/0!	'NEW +\$3,250 from Private hydrant line	\$0.00
		ATM 5/6/16 Meter Retrofit	\$10,607.85	0.00%		\$10,607.85

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Revised 1/6/2020

FY2021 Water Enterprise Budget

ESTIMATED REVENUE	
Description	Budget Amount
Water Charges	121,600.00
Capital Impact	32,108.48
Local Capital Impact	7,600.00
Fire Sprinkler Fees	2,400.00
Penalties and Interest	3,200.00
Total - Estimated Revenue	166,908.48
Retained Earnings	0.00
DIRECT EXPENSES	
Description	Amount
Contractor Services	11,000.00
Expenses	12,150.00
Purchase of Water	124,000.00
Total - Direct Expenses	147,150.00
INDIRECT EXPENSES	
Total - Indirect Expense*	10,917.00
Surplus/(Deficit)	8,841.48

1/2/20
"B" 2022

*Please note, the proposed budget total in Article 12 (\$155,950) is \$10,917 LESS THAN the total revenue shown above (\$166,908.48).

This is because the \$10,917 in indirect costs are voted as part of the town's general budget in Article 3. They represent the water enterprise fund's share of town services and expenses

ESTIMATED FREE CASH/FUND BALANCE	
<i>as of 5/1/20</i>	
Estimated Fund Balance**	7,000.00

**Any surplus in the Water Enterprise Fund will be certified in the same process in which free cash is certified in November of 2020. This balance may only be spent by Town Meeting appropriation. The intent of the Water Commission is to keep these funds in reserve to cover the costs of future repairs to the system infrastructure.

Revised 2/6/2020