

Allan Kent  
Chairman



Kevin Rudden  
Matthew O'Brien

## TOWN OF MENDON WATER COMMISSION

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Mendon, Massachusetts 01756

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DEP Public Water Supply (PWS) ID #217900

[mendonma.gov/water](http://mendonma.gov/water)

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**Meeting Date:** 5/7/2020

**Meeting Location:** Remote Meeting via Zoom

**Minutes Approved:** 8/6/2020

**Members Present:** Allan Kent, Kevin Rudden,

**Water Clerk:** Dan Byer

**Others:**

**Absent:** Matthew O'Brien

*The meeting was called to order at 7:01pm via conference call per the 3/12/20 state COVID-19 Open Meeting Law Amendments.*

There are no minutes to approve.

The commission discussed the COVID-19 Pandemic. Dan said there is no risk of transmission through drinking water

Dan updated the Commission on the water clerk salary. He confirmed the new numbers and plan with Kim and has updated the draft budget to include these numbers. (**Exhibit A**)

The commission reviewed the status of the enterprise fund. Dan shared some numbers and explained we are on track to show a \$5,000 profit assuming we collect at least 90% of the 4<sup>th</sup> quarter bills in FY20. This is on par with previous years. Kevin confirmed we will not have a deficit.

Dan updated the commission on the water study. There are no grants or earmarks at this time due to COVID-19.

Kevin has not heard back from Hopedale on the letter we mailed.

There are no updates on the town hall well pump.

There are no updates on the master meters.

Kevin spoke with Braza and they will give us a price to complete the meter replacements. Dan said there are 47 remaining.

Dan updated the commission on the repair at 149 HAE. Braza completed the work. Unfortunately the issue was a leak further up the line and they had to dig up most of the front yard. It has all been repaired now but the cost will be higher than planned, around \$3,500.

Dan updated the commission on water bills. He has been working with the Treasurer/Collector's office and the bills will be available for payment online.

**Kevin made a motion to authorize Dan Byer to sign the FY20Q4 Billing Commitment on their behalf due to COVID-19, Allan seconded and all approved.**

The Commission discussed 4 Joseph Rd. All agree there's no way to allow this property to connect. Allan asked if there was any update. Dan has not heard any more from the owner. He has been invited to attend a meeting

**Kevin made a motion to adjourn the meeting at 7:43pm and Allan seconded. All approved.**

### FY2021 Water Enterprise Budget

ESTIMATED REVENUE	
<u>Description</u>	<u>Budget Amount</u>
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
<b>Total - Estimated Revenue</b>	<b>166,908.48</b>
<b>Retained Earnings</b>	<b>0.00</b>
DIRECT EXPENSES	
<u>Description</u>	<u>Amount</u>
Salaries	4,302.00
Contractor Services	11,000.00
Expenses	12,150.00
Purchase of Water	124,000.00
<b>Total - Direct Expenses</b>	<b>151,452.00</b>
INDIRECT EXPENSES	
<b>Total - Indirect Expense*</b>	<b>6,615.00</b>
<b><i>Surplus/(Deficit)</i></b>	<b><i>8,841.48</i></b>

\*Please note, the proposed budget total in Article 15 (\$160,293) is approximately \$6,615 less than the total revenue shown above (\$166,908.48).

This is because the \$6,615 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 6/5/20</i>	
Estimated Fund Balance**	<b>5,900.00</b>

\*\*Any surplus in the Water Enterprise Fund will be certified in the same process as free cash. This balance may only be spent by further 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 5/7/2020*