

Allan Kent
Chairman



Vincent Roy
Kevin Rudden

TOWN OF MENDON WATER COMMISSION

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DEP Public Water Supply (PWS) ID #217900

mendonma.gov/water

Meeting Date: 12/16/21

Meeting Location: Mendon Town Hall, Basement Meeting Room

Minutes Approved: 1/6/2022

Members Present: Allan Kent, Vincent Roy, Kevin Rudden,

Water Clerk: Dan Byer

Others:

Absent:

The meeting was called to order at 7:01pm with Kevin and Vincent in attendance.

The commission signed the following bills.

White Water Nov billing

JMR Leak Detection

Postage

Allan arrived at 7:12pm

The commission reviewed the proposed draft general fund budget (**Exhibit A**). They reviewed the lines with Vin. Dan is recommending an increase in the testing line to include the increases for the PFAS testing at Town Hall. This is \$300 a month. Hopefully the new well will resolve this issue. They discussed the hydrant line. They had previously requested \$3,250 or ½ of the total cost for hydrant and valve maintenance. This would split the costs 50/50 with the town and enterprise fund since they also serve the whole town for fire protection. Dan is also suggesting we increase the contracted services line to cover contractual increases.

The commission reviewed the draft enterprise fund budget (**Exhibit B**). We closed out FY21 with a surplus of \$26,258.04. Dan is recommending we set aside \$20,000 for any emergency repairs and then any additional funds would need to go to town meeting. The total balance of the fund after 2 years is \$55,260.88. He is also suggesting we increase the contracted services line to cover contractual increases and purchase of water by 3% to cover increases. The commission discussed revenue and will be budgeting for a \$10,000 increase (7%) based on past history. The town hall union contract is still in limbo. The commission will budget a 5% increase in the salary line and if it is not used then it will just roll over to free cash. This will avoid the need to re-open the enterprise fund budget later in the year if changes need to be made.

Kevin made a motion to approve the draft FY23 general fund and enterprise fund budget, Vin seconded, and all approved.

The commission discussed the Cape rd contract. It expires in 2021. We will need to meet with Hopedale to discuss a renewal. Dan also mentioned the issues with 23 Cape. There is a new proposed development of a warehouse on the back property of 23 Cape Rd. Because this lot is not listed in the contract, they will not be permitted a new connection. However, they are interested in the possibility of a fire connection. We had previously discussed this with another developer and this property is what started the fire connection discussion in the first place. There was an amendment to the contract regarding the fire lines, but it did not specify non-contract lots being permitted. Dan has been talking with the developer and they would like something in writing if they are permitted to have a fire connection. Dan also reached out to Tim Watson who said Hopedale would discuss it. Their meeting is also tonight, and it didn't seem to make it on the agenda. All agree we should send a letter to Hopedale

Lawrence Coletta joined the meeting (water customer)

Dan also discussed the proposed development at 23 Cape. Currently we have an easement through Whitten Rd for the water main. This is the line that supplies the back ½ of the system on Talbott Farm, Parker and Mill River plus the 2 houses on Hartford Ave East. It is likely this developer will want to negotiate a new easement to re-locate the water main as they don't want to build on top of it. All agree there should be no issue with this. The current line is 6" or 8" asbestos cement from the 70's so anything new is a definite improvement.

The commission also discussed the Plains Rd connection. Vin and Dan met with Tim Watson to talk about the master meters. Tim again suggested the commission look into a new meter pit at Plains Rd. It is possible this new connection will improve fire flows as these mains are newer on the Hopedale side. It would require 600' of new main and a new pit and could cost around \$300K. All agree this is too expensive as compared with just replacing the existing meter at Cape Rd/South Main St. Tim did suggest the new developer at 23 Cape might be interested in this option as it might save them some money. If they replace the Whitten Rd main, they would need to install a bypass. But if they installed a new meter at Plains Rd they could just split the system in ½ during construction and then install a new main when they are done rather than worrying about a by-pass that would come with service disruptions. All agree this is worth pursuing if the developer is interested. The board needs to send a letter to Hopedale to discuss further.

The commission discussed the memo from the Select Board regarding hybrid meetings. Kevin stated that as an elected board the Water Commission answers to the residents and not the Select Board, however all agree that transitioning to hybrid meetings (allowing both in person and remote access) is good for public involvement. Dan said they are hopefully adding additional meeting spaces, so we don't all need to use the main meeting room.

The commission discussed the Select Board's request for items for a town newsletter. Dan will draft something for the commission to review.

Kevin discussed the water study and state funds. He found out the Select Board worked with the state to secure a \$150K grant from state ARPA (American Rescue Plan Act) funds. They did not talk to the Water Commission first. Dan had emailed the commissioners letting them know of a planned discussion on a water study at the 12/15 Select Board meeting however this meeting was cancelled. The commissioners are concerned there has been no coordination of efforts. Kevin also brought up the previous grant application through EDC and Jack Hunter. Dan said he had met with Jack Hunter (interim town planner) and Kim Newman (town administrator) about the water system and suggested they need to set up a joint meeting to discuss further. All agree to invite Jack to the next meeting to discuss the next steps.

The commission discussed the possible connections with Bellingham. Vin said its definitely a political discussion. Someone at the top in Mendon needs to reach out to their counterpart in Bellingham to discuss. Dan had shared this info with Kim and Jack and suggested they reach out. Kevin said the previous discussion was positive, it was a good deal for both sides but stalled out because they didn't try and present it to their select board.

The commission discussed the leak on Talbott Farm. We were informed by Tim of an increase in water use. We subsequently scheduled a leak survey and found a large leak near 7 Talbott Farm Dr. They thought it might be the curb stop for the house based on the location but after further investigation it is in the street. Kevin will call Paul Braza and see if they can get this on the schedule to fix ASAP. Vin said he bets it's at a joint in the pipe. They try and bend the line at the connections, and it creates weak points. Dan pointed out it is right at a curve in the road. Hopefully we can isolate the area with the gate valves to avoid a major disruption.

Dan asked about a hydrant issue. The hydrant at the top of Whitten Rd leaks when it is open. Vin suggests opening it fully and seeing if it still leaks. This is the one we had repaired back in 2018.

The commission discussed the master meter replacements. Dan and Vin still working on this. Dan will try HydraTech to see if they can give us a price.

The commission discussed the issues with the curb stops at 8 Bates and 38 Cape. Both have failed and need to be replaced. 38 Cape tried to winterize, and the inside valve is not holding. They need to turn the water off to replace the valve. 8 Bates has a small leak and the inside shut off doesn't work. We had gotten pricing on 8 Bates before, but COVID came up and this project was set aside. Dan is trying to get Braza to do the repairs, but they are busy. The commission discussed buying a freeze kit so we can at least get the inside valves replaced now. Vin said they have one in Sudbury. The cost is around \$600 plus \$200 for a CO2 tank. All agree and Dan will order.

The next meeting will be 1/6/22.

The meeting was adjourned at 9:12pm.

FY2023 Water Enterprise Budget

ESTIMATED REVENUE	
Departmental Receipts	
Description	Budget Amount
Water Charges	160,000.00
Capital Impact	32,136.00
Local Capital Impact	7,650.00
Fire Sprinkler Fees	1,600.00
--Late Fees	1,500.00
--Admin Fees	1,500.00
--Interest	200.00
--Betterments	-
--Misc Fee	-
--Water Liens	-
Penalties and Interest	3,200.00
TOTAL DEPT RECEIPTS	204,586.00
Appropriation from Retained Earnings	20,000.00
TOTAL EST. REVENUE*	224,586.00

7% +\$10,000 increased revenue, collected 130K in FY21

0% \$52.81 x 4 x 153

0% \$12.50 x 4 x 153

0% \$150 x 2 x 4 + \$100 x 1 x 4

0% same

5%

-31%

0%

DIRECT EXPENSES	
Description	Amount
Salaries	4,700.00
Contractor Services	12,500.00
--Postage	600.00
--Newspaper Ads	200.00
--Supplies	600.00
--Equipment Maintenance	6,850.00
--Water Tests	2,000.00
--Hydrant/Valve Maint.	3,250.00
Expenses	13,500.00
Purchase of Water	160,000.00
Water Infrastructure Repair/Replacement Fund	27,271.00
TOTAL DIRECT EXPENSES	217,971.00

5% +\$225 for COLA pending negotiations

4% +\$500 due to contractual increases

0%

0%

0%

0%

0%

0%

0%

3% +\$5K due to increased costs and usage

55,260.88 ← -15%

0%

0%

INDIRECT EXPENSES*	
TOTAL INDIRECT EXPENSES	6,615.00

Surplus / Deficit	
TOTAL NET	-

Total retained earnings after 2 years
\$31,999 is part of FY22

\$26,258.04 free cash from FY21

*These indirect expenses are not voted as part of the Water Enterprise Fund budget, instead they are voted as part of the Town's General Budget. They represent the Water Enterprise Fund's share of town services and expenses related to the Water Dept. The actual vote taken in the enterprise fund vote will be \$6,615 less than the total above.

**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 12/16/2021

12/16/21
Exhibit B
Pg 1 of 1

Enterprise Fund History

<u>Description</u>	<u>2022 Actual</u>	<u>2022 Budget</u>	<u>2021 Actual</u>	<u>2021 Budget</u>	<u>2020 Actual</u>	<u>2020 Budget</u>
Water Charges	61,548.65	150,000.00	130,278.87	121,600.00	120,288.05	121,600.00
Capital Impact	15,642.09	32,136.00	31,768.23	32,108.48	31,987.06	32,108.48
Local Capital Impact	3,705.08	7,650.00	7,522.75	7,600.00	7,384.49	7,600.00
Fire Sprinkler Fees	830.00	1,600.00	1,750.00	2,400.00	550.00	-
--Late Fees	1,455.00	1,500.00	3,430.00	1,500.00	1,700.00	1,500.00
--Admin Fees	600.00	1,500.00	1,300.00	1,500.00	1,675.00	1,500.00
--Interest	270.97	200.00	461.41	200.00	754.09	200.00
--Betterments			-	-	-	-
--Misc Fee	25.00		525.95	-	1,419.00	-
--Water Liens			3,565.40	-	3,320.52	-
Penalties and Interest	2,350.97	3,200.00	9,282.76	3,200.00	8,868.61	3,200.00
TOTAL DEPT RECEIPTS	84,076.79	194,586.00	180,602.61	166,908.48	169,078.21	164,508.48
Appropriation from Retained Earnings		29,003.00	-	-	-	-
	84,076.79	223,589.00	180,602.61	166,908.48	169,078.21	164,508.48
TOTAL EST. REVENUE*						
<u>Description</u>	<u>2022 Actual</u>	<u>2022 Budget</u>	<u>2021 Actual</u>	<u>2021 Budget</u>	<u>2020 Actual</u>	<u>2020 Budget</u>
Salaries	1,918.99	4,475.00	4,286.36	4,302.00	-	-
Contractor Services	5,878.44	12,000.00	11,102.25	11,000.00	11,331.75	10,500.00
--Postage	150.00	600.00	337.94	600.00	165.00	600.00
--Newspaper Ads	73.00	200.00	-	200.00	-	200.00
--Supplies	116.65	600.00	48.89	600.00	44.98	600.00
--Equipment Maintenance	-	6,850.00	5,548.22	5,500.00	5,073.00	5,500.00
--Water Tests	732.60	2,000.00	307.61	2,000.00	293.74	2,000.00
--Hydrant/Valve Maint.	-	3,250.00	-	3,250.00	-	6,500.00
Expenses	1,072.25	13,500.00	6,242.66	12,150.00	5,576.72	15,400.00
<i>total expenses</i>	<i>8,869.68</i>	<i>29,975.00</i>	<i>21,631.27</i>	<i>27,452.00</i>	<i>16,908.47</i>	<i>25,900.00</i>
Purchase of Water	100,601.24	155,000.00	132,713.30	124,000.00	123,166.90	120,000.00
Water Infrastructure Repair/Replacement Fund	-	31,999.00			-	-
TOTAL DIRECT EXPENSES	109,470.92	216,974.00	154,344.57	151,452.00	140,075.37	145,900.00
TOTAL INDIRECT EXPENSES	-	6,615	0	6,615	0	10,917
TOTAL NET	\$ (25,394.13)	\$ -	\$ 26,258.04	\$ 8,841.48	\$ 29,002.84	\$ 7,691.48

12/16/21

Exhibit B

Pg 2 of 2

Water FY2023 Budget Proposal

		FY2023 Budget	% Change		FY2022 Budget	FY2021 Budget	FY2020 Budget	FY2019 Budget	FY18 Budget	FY2017 Budget	FY2016 Budget
TOTAL		\$25,722.00	11.19%	NOTES	\$46,958.00	\$174,586.00	\$170,167.85	\$181,207.85	\$181,207.85	\$205,350.00	\$154,900.00
%		11.19%			4.57%	4.51%	-6.09%	0.00%	-11.76%	32.57%	
Enterprise Fund						\$151,452.00	\$145,900.00	\$149,700.00	\$149,700.00	\$149,700.00	\$135,500.00
Town Budget		\$25,722.00	-45.22%		\$46,958.00	\$23,134.00	\$23,660.00	\$20,900.00	\$20,900.00	\$20,900.00	\$19,400.00
							\$10,607.85	\$10,607.85	\$10,607.85	\$34,750.00	\$0.00
Acct #	Line Item										
001-0450-5100-0100	450-B	(Public) Water Dept Salary	\$1,522.00	-93.73%	- \$22,736, mistake last year in budget	\$24,258.00	\$1,434.00	\$0.00	\$0.00	\$0.00	\$0.00
001-0450-5405-0303	450-C2	(Public) Contractor Services	\$10,500.00	5.00%	+ \$500 contractual increases	\$10,000.00	\$10,000.00	\$11,960.00	\$9,200.00	\$9,200.00	\$9,200.00
001-0450-5405-0602	450-C3	(Public) Water Tests	\$4,000.00	33.33%	+ \$1K, PFAS testing	\$3,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
006-0450-5405-0603	450-C1	(Public) Hydrant Fees	\$9,700.00	0.00%		\$9,700.00	\$9,700.00	\$9,700.00	\$9,700.00	\$9,700.00	\$9,700.00
		ATM 5/6/16 Meter Retrofit	\$10,602.00			\$10,602.00	\$10,607.85	\$10,607.85	\$10,607.85	\$10,607.85	\$34,750.00
											\$0.00

Revised 12/16/2021

12/16/21
Exhibit A
p 1 of 1