



TOWN OF MEDWAY  
WATER & SEWER COMMISSION  
MEDWAY, MASSACHUSETTS

**Commissioners**

Leo O'Rourke, Chair

Francis E. (Ted) Kenney  
Jr., Member

Meeting Minutes

**APPROVED 10/23/17**

September 11, 2017

DPS Conference Room  
45B Holliston Street  
Medway MA 02053

Leo O'Rourke makes a motion to open the Water/Sewer Commissioners meeting at 5:00 PM. Ted Kenney seconded, unanimous vote.

Leo O'Rourke makes a motion to approve the minutes with modifications from the 08/21/17 meeting. Ted Kenney seconded the motion. Unanimous.

**Abatement Requests: None**

**Irrigation Fine Appeal - 316 Village Street – Greg Amante**

Mr. Amante stated that he was not aware of the water ban and has never been assessed a fine. He feels that the \$100 charge he received on his most recent bill is the cost of a second offense fine. The Commissioners were informed that Mr. Amante had indeed been fined \$50 for a first offense last year and paid the fine. This year's irrigation usage was considered his second offense. The Commissioners were also informed that the Water Division left a "hanger" on his front door making him aware of the DEP mandated water ban. Mr. Amante stated he never received the hanger and he did not realize he had previously paid a fine.

Leo O'Rourke makes a motion to waive the fine. Ted Kenney seconded the motion. Barry Smith informed Mr. Amante that the water ban is DEP mandated and in effect from May 1<sup>st</sup> through September 30<sup>th</sup> every year. Irrigation use is prohibited.

**Indirect Costs Allocations:**

The Finance Director Carol Pratt discussed the need to determine the value of indirect costs for the Enterprise Funds. The bulk of expenses are Operations & Maintenance of the Water & Sewer and benefits

employees receive such as health insurance. The Commissioners agreed with the Finance Directors Indirect Cost Allocation Agreement and signed the agreement.

**Directors Report:**

Mr. Smith informed the Commissioners that he has scheduled a demonstration of the Aquahawk, Software which is a software reporting system similar to the Water Smart technology. This has been scheduled for Monday, October 23, 2017 at 4PM in the DPS Conference Room which is located at 45B Holliston Street.

Mr. Smith informed the Commissioners that we continue to replace valves and that we are utilizing the new valve turning equipment. He also informed the Commissioners that we are preparing for hydrant flushing, to being in early October. We are waiting until the DEP Mandated Water Ban is lifted. We will flush Zone 4 and if time and weather allow we will move on to Zone 5. The mixer motor at the Lovering Tank is working well. Mr. Smith also informed the Commissioners that bids for the Highland Water Tank Inspections are due tomorrow.

**Open Discussion:**

Commissioner Kenney would like to discuss the process of decisions being made when dealing with abatements and requests. He would like to see all action item decisions taken under advisement until sufficient deliberation has occurred to consider the best course of action. Commissioner O'Rourke states that he is agreeable to this process.

Commissioner O'Rourke mentioned that when the Commissioners send out Water Conservation packets to residents that Rodenhiser Plumbing has offered to donate the Dye Tabs.

Commissioner O'Rourke would like to obtain a copy of the Compliance Coordinator Job Description. Mr. Smith states he will get it to him once it is ready to be posted.

Commissioner O'Rourke asks how much of the Integrated Water Resource Management Article, which was for \$500,000.00 has been expended. Mr. Smith notes the approximately \$420,000.00 has been expended to date and this was costs related to data finding.

The next meeting is scheduled for October 23, 2017 at 4PM. The meeting will be held in the DPS Conference Room, 45B Holliston Street, Door 9, Medway, MA. The Aquahawk software demonstration will be prior to the meeting at 4PM.

**Leo O'Rourke made a motion to adjourn at 5:55 PM. Ted Kenney seconded the motion. Unanimous.**

Respectfully submitted,

Judi LaPan