



TOWN OF MEDWAY
WATER & SEWER COMMISSION
MEDWAY, MASSACHUSETTS

Commissioners

Leo O'Rourke, Vice Chair
Steven Burke, Member
Michael Callahan, Member

Meeting Minutes

APPROVED 08/05/19

June 25, 2019
Medway Middle School
45 Holliston Street, Door # 9
Medway MA 02053

In attendance: Leo O'Rourke, Acting Chairperson
 Michael Callahan, Commissioner
 Steven Burke, Commissioner

Also in attendance: Dave D'Amico DPW Director, Peter Pelletier DPW Deputy Director, Barry Smith Water
 & Sewer Superintendent and Judi LaPan Program Administrator and Recording
 Secretary

Acting Chairman O'Rourke called the Water & Sewer Commissioners meeting to order at 6:30 PM.

Commissioner O'Rourke made a motion to approve the minutes from the 06/03/19 meeting as amended.
Commissioner Callahan seconded the motion. Motion carried unanimously

FY2020 Enterprise Indirect Cost Allocations

Carol Pratt, Finance Director explained to the Commissioners what indirect costs are and why they are charged against the W & S Enterprise Fund. An enterprise fund establishes a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. Under enterprise accounting, the revenues in expenditures of services are separated into separate funds with its own financial statements, rather than integrated with all the other revenues and expenses of all other government activities. The Indirect Cost Allocation allows the General fund to recoup costs based on the direct costs and the proportion to the budget.

Commissioner Callahan made a motion to approve the Enterprise Indirect Cost Agreement as written.
Commissioner Burke seconded the motion. Motion carried unanimously.

Abatement Requests 3-4 Pine Ridge Drive

This is a water and sewer account. This account was pulling into the regular leak reports. Staff left numerous phone messages. Followed up with certified return receipt letter. Mr. Bean immediately contacted the office upon receiving his February Utility Bill and then the certified letter.

It was determined that an outside hose had been running from 01/08/19-03/08/19. It appears that the leak represented 17,578cf of water that did not enter the sewer system. The leak crossed over two bill cycles. On the February bill the leak represents 13,164cf of water, Deduct the average normal consumption of 217cf and the leak is estimated at **12,947cf**. The breakdown is as follows: 2,000 cf @ \$7.89 = \$157.80 + 1,499cf @ \$9.49 = \$142.26 + 9,446cf @ \$11.96 = \$1,129.74 for **a total of \$1,429.80 for water charges** and 2,000 cf @ \$6.70 = \$134.00 + 1,499cf @ \$7.63 = \$114.37 + 9,446cf @ \$10.13 = \$956.88 for **a total of \$1,205.25 for sewer charges**.

Commissioner O'Rourke made a motion to abate sewer charges as listed above (\$1,205.25) and 50% of the water charges (\$714.91) as listed above. Commissioner Burke seconded the motion. Unanimous.

On the May bill, the leak represents 4,848cf. Deduct the average normal consumption of 217cf and the leak is estimated at 4631cf. The breakdown is as follows: 2,000 cf @ \$7.89 = \$157.80 + 1,499cf @ \$9.49 = \$142.26 + 1,130cf @ \$11.96 = \$135.15 for **a total of \$435.21 for water charges** and 2,000 cf @ \$6.70 = \$134.00 + 1,499cf @ \$7.63 = \$114.37 + 1,130cf @ \$10.13 = \$114.47 for **a total of \$362.84 for sewer charges**.

Commissioner O'Rourke made a motion to abate sewer charges as listed above (\$362.84) and 50% of the water charges (\$217.61) as listed above. Commissioner Burke seconded the motion. Unanimous.

3 Grace Terrace-

After speaking to the Mahan's, it appears they have had an intermittent toilet leak since they bought the home in November of 2016. All but two bills since they purchased the home averaged in the 3,000 cf range. The Mahan's believe that May & August are high due to topping off their pool. They thought that was just normal consumption. Staff had them die tab their toilets and all toilets were leaking. They did not realize the intermittent toilet leak was causing their usage to be so high. The toilet leak got worse in the fall and they shut the valve off in the toilet that was leaking the most. They are requesting relief for the Nov. 2018 bill cycle as it creates a financial hardship. In order to determine their average consumption without a leak we will need to wait to see a few bill cycles which will allow us to determine an abatement value. In January 2019 they replaced both toilets. Their consumption has already dropped quite a bit.

UPDATE 05/30/19 we now have consumption history for the May 2019 bill. Their consumption dropped as soon as they replaced the toilets. Based on the past three months of usage with no outside use it appears they use 532cf per month or 1,596cf per quarter during the fall and winter months. It is still difficult to determine if the

high consumption in Nov. 2018 was from a leaking toilet or outside usage. If we presume it was the toilet and base use on past same like bill cycles it appears that the leak represented 663cf of water. The breakdown is as follows: 524cf@ \$9.49 = \$49.73 + 139cf @ \$11.96= \$16.62 for **a total of \$66.35 for water charges** and 524cf@ \$7.63 = \$39.98 + 139cf @ \$10.13= \$14.08 for **a total of \$54.06 for sewer charges**.

Commissioner O'Rourke made a motion to deny the abatement as he did not feel there was enough evidence that the high consumption on the November bill (usage from mid- August to mid- November) was due to the leak. Commissioner Burke seconded the motion. Unanimous.

Water Conservation Rebate Program

The Commissioners asked Ms. LaPan to mock up a new application to include the Plumbing Permit as a requirement of the program.

Action: Due to time constraints this will be tabled and addressed at the next meeting.

FY20 Budget Discussion:

The FY20 budget was approved at May 2019 Town Meeting. The Commissioners need to set the Water & Sewer rates at their next meeting.

Action: Director D'Amico will provide additional data for review at the next meeting

Rates: / Rate Target:

The Water & Sewer rates need to be set by the Commissioners prior to July 1, 2019. There were four scenarios discussed. Commissioner O'Rourke disagrees with the percentages of debt service and indirect cost and how they affect the rates.

Action: Director D'Amico will provide additional data for review at the next meeting

Directors Report:

Director D'Amico gave a brief update on the engineering estimate for the satellite wells. There was a discussion regarding the 15 million dollar Water Quality Improvement project in regard to resident's perceptions as to the rational of utilizing Enterprise Fund versus General Fund to finance the project. As the town is engineering the project which will improve water quality some residents' question why some of the funding necessary doesn't come from the general fund rather than the Enterprise fund? They question if the increases to the water and sewer rates would not be so dramatic if it was not all paid for from Enterprise funds. Other residents question why the general fund would be used as they may have a well. They discussed that all residents need quality water for fire protection, the schools need properly treated water for our children, and water quality increases our property values.

The next meeting is scheduled for Monday June 24, 2019 at 6:30 PM. There will be a Public Rate Hearing at 7:00PM. The meetings will be held in the DPS Conference Room, 45B Holliston Street, Door 9, Medway MA.

Commissioner Callahan made a motion to adjourn at 6:48PM. Commissioner Burke seconded the motion. Motion carried unanimously.

Respectfully submitted,
Judi LaPan