



TOWN OF MEDWAY  
WATER & SEWER COMMISSION  
MEDWAY, MASSACHUSETTS

**Commissioners**

Cranston Rogers, Chair  
Robert Wilson, Member  
Peter Gluckler, Member

## Meeting Minutes

January 14, 2013 – 6:30pm  
Tom Holder's Office  
155 Village Street, Medway MA

Present: Chan Rogers, Peter Gluckler, Robert Wilson, DPS Director Thomas Holder, and Business Manager Sarah Pawluczzonek. Also residents Sean Anderson and Joseph Lusk.

**The meeting was called to order at 6:30pm by a motion from Robert Wilson.**

**Peter Gluckler seconded.**

**Motion approved, unanimous vote, 2-0.**

### Betterment Abatements

Robert Wilson suggested that we begin with the abatement for the resident who was present at this time, Sean Anderson, of 11 Waterview Drive.

Sarah Pawluczzonek handed out the legal opinion from Town Counsel regarding the abatements for both 9 and 11 Waterview Drive, which did not support the use of an arbitrary or corner method to reduce these betterment assessments. Sarah explained that in addition to the initial abatement requests, there was new information submitted to support an assessment miscalculation in which Tom Holder would speak to.

Tom Holder explained that the Andersons had brought in documentation recently to support an error on the frontage figure used to calculate the betterment for 11 Waterview Drive. Tom had then researched the matter and determined that the frontage was indeed overstated as 275 feet, when it was actually only 190 feet. He recommended to the Board that they approve this new abatement request. He pointed out that we had already drafted new abatement forms for both 9 & 11 Waterview Drive, in anticipation that they would be needed.

Robert Wilson asked how much the total abatement would be for.

Tom Holder answered that it would be for \$3,948.68, leaving his assessment at \$9,102.83.

Robert Wilson requested that if the new abatement were to be approved, Mr. Anderson should then re-file his original request with the newly revised figure.

Sean Anderson said that he would as he still wanted to pursue his initial abatement request citing that the amount was inequitable.

Tom Holder pointed out that Town Counsel's opinion was not favorable to applying the corner lot formula or for determining inequity by comparing them to the other neighbors.

Sean Anderson disagreed stating that his research of the law states that there are grounds for the abatement if there is a disproportionate cost.

Tom Holder explained that the unit price method used to assess the betterments provides the best measure to handle all properties, so in that regard there is equity.

Sean Anderson said he spoke to a real estate agent and appraiser who submitted letters, which he handed out. He said they spoke to the fact that there was no significant return to the value of the property by having Town sewer, as opposed to a functional septic system. He also pointed out that the realtor states that their lots are actually valued less than their neighbors due to their odd frontage and small back yards.

Peter Gluckler reiterated that there has to be substantial inequity.

Sean Anderson responded that there is substantial inequity which is clearly defined in the two letters he had just handed out which claim no improvement to market value.

Peter Gluckler asked how old his septic system was and how much it would cost to replace.

Sean Anderson answered that he had no idea and that it was not even relevant.

Robert Wilson stated that his had cost about \$16,000, but he agreed it was not relevant.

Chan Rogers arrived at 6:45pm.

Robert Wilson brought Chan Rogers up to speed on the meeting so far.

Chan Rogers said that he believed abatement is due here, but how it is arrived at is the question.

Robert Wilson referred to Town Counsel Barbara St. Andre's legal opinion that the corner lot approach does not apply here, and that although not recommended, any other arbitrary decision was at the discretion of the Board.

Tom Holder offered to speak about 9 Waterview Drive as well since the abatement situations were similar. He explained that in researching the frontage figure used for 11 Waterview Drive, it appears that 9 Waterview Drive is also incorrect. They should be assessed for 218 feet, not 275 feet. They would be due an abatement of about \$2,600.00.

Sean Anderson thought that the reason these mistakes were made was due to the adjustment back frontage not being used once the developments were in. They must have only kept in the original figure.

Chan Rogers remarked that the Town Counsel's opinion on the abatements for inequity suggest that an average could be applied.

Peter Gluckler suggested that the Board handle the matter of correcting the frontage errors before considering the inequity issue.

Tom Holder requested that the Board keep in mind that in considering the abatements for inequity that they should be mindful of the fact that there are 130 other properties as part of this betterment.

Chan Rogers stated that they had an obligation to all the other properties in what is decided with these abatements.

Tom Holder explained that we had each issue on separate abatement forms so that they could be decided on separately.

Resident Joseph Lusk of 9 Waterview Drive arrived to the meeting.

Chan Rogers told him that they were considering his argument of inequity.

Tom Holder told Joseph Lusk about the frontage error in which he was assessed for 275 feet of frontage when he actually only has 218 feet. He explained that on his behalf, we had created an abatement form for this separate issue to be voted on.

Robert Wilson said that the Board would like to take more time to review the inequity argument by looking at the other neighborhoods.

**Robert Wilson made a motion to approve the abatements for the frontage discrepancy for both 9 & 11 Waterview Drive, to process payment as quickly as possible, and to further review the other inequity abatement requests.**

**Peter Gluckler seconded.**

**Motion approved, unanimous vote, 3-0.**

Sean Anderson and Joseph Lusk left the meeting.

Robert Wilson does not feel supportive of averaging a neighborhood because it would not be fair unless all of the bettered properties were averaged, which is not something we wish to do.

Peter Gluckler stated that we already used one of the few legal methods of proportioning a betterment.

Chan Rogers asked if they could discuss the betterment for 18 Alder Street.

Tom Holder explained that the property has been determined to be dividable into 3 useable lots, and each lot would connect on Trotter Drive. Mr. Mele, the owner, had come in today to ask about his letter and what he needed to submit for his abatement request.

Sarah Pawluczzonek had seen Mr. Mele and explained that the Board was seeking a market value assessment for his property now vs. before the access to sewer was there.

Sarah Pawluczzonek explained the 1 Holbrook Street betterment abatement request. The reasons cited on the application were slow economy, poor job market, and poor house prices. She also noted that this homeowner had already tied into his new sewer stub and had been receiving the benefit of Town Sewer since 2010.

Tom Holder reminded the Board that they had previously denied similar abatement requests which used financial hardship as an argument, and so he did not recommend that they approve this one either.

Robert Wilson agreed that there were no grounds for abatement.

**Peter Gluckler made a motion to deny the request for betterment abatement for 1 Holbrook Street.**

**Robert Wilson seconded.**

**Motion approved, unanimous vote, 3-0.**

#### Utility Billing Abatements

Sarah Pawluczzonek explained the abatement request for 17 Florence Circle. They were seeking an abatement for the sewer charges due to a leak in the heating system in the slab which was repaired. Repair bill was provided.

Robert Wilson questioned how to determine what portion of the sewer charges was for the water leak and did not go down the drain.

Robert Wilson made a motion to approve the abatement for 17 Florence Circle which reduces the sewer charges down to an amount estimated by averaging the past three like cycles.

**Peter Gluckler seconded.**

**Motion approved, unanimous vote, 3-0.**

Sarah Pawluczzonek explained the abatement request for 19 Azalea Drive. They were looking for a sewer abatement because they had to replace a damaged pool liner and completely drain and refill their pool. Pool capacity and a repair bill were provided. The sewer abatement would be for \$186.78.

**Robert Wilson made a motion to approve the sewer abatement for 19 Azalea Drive.**

**Peter Gluckler seconded.**

**Motion approved, unanimous vote, 3-0.**

#### Approve Prior Meeting Minutes

Sarah Pawluczzonek asked if the Board was prepared to approve the meeting minutes from 12/10/12.

Robert Wilson asked if they could postpone the vote until the next meeting to allow for more time to review them.

#### Director's Report

Tom Holder discussed the IWRMP (Integrated Water Resources Management Plan) and how there is a community advisory task force that has been created for it. He had recently sent a letter to Chan Rogers, the Chair, asking for a representative from the Water/Sewer Commission to serve on this task force.

Chan Rogers requested that he be that representative as he was interested in serving as a member.

All agreed that Chan Rogers would serve on the IWRMP community advisory task force on the Water/Sewer Commissioners behalf.

Tom Holder told the Board that it was the time of the year when we start working on our Water & Sewer rates and so we were reaching out to the Abrahams Group again to get the FY14 planning started.

Robert Wilson asked how the consumption figures were looking now that the Town is on all new meters.

Tom Holder said that it is not the projected 10% increase we were told to expect, but it's probably a result of people conserving. We are probably about flat lined or marginally up in consumption.

Tom Holder explained that he was meeting with Tetrattech Rizzo tomorrow regarding demolition protocols, and changing time with regards to water & sewer regulations. We are addressing private ways in particular. We are considering not taking ownership of the water & sewer on private ways. He would like to see them treated like regular homes where our responsibility stops at the private property.

Robert Wilson asked if that meant that they would own their own mains, valves, and hydrants.

Tom Holder responded yes, they would have to have some type of association set up in order to manage and pay for their water and sewer system maintenance. They will be metered just like all other private residences.

Robert Wilson asked what Tom Holder recommended.

Tom Holder answered that he would like to see the water and sewer systems on private ways be owned by the development. This would alleviate the Town's responsibility and need for an easement.

Chan Rogers remarked that this whole issue has come to light since the Williamsburg Way project started.

Tom Holder said that the decision will be up to the Board and whether or not to grandfather existing planned developments will be a big decision to make.

Robert Wilson asked what this will save us in efforts.

Tom Holder answered that we would not have to flush the lines, or make any repairs to services, valves, or hydrants. The Town will still be responsible for water quality up to the last free flowing tap.

### Next Meeting

Tom Holder suggested that the next Water/Sewer Commission be held on February 11, 2013.

All agreed.

**Robert Wilson made a motion close the meeting at 8:15pm.**

**Peter Gluckler seconded.**

**Motion approved, unanimous vote, 3-0**

**Sarah Pawluczonek  
Executive Assistant  
Department of Public Services**



TOWN OF MEDWAY  
WATER & SEWER COMMISSION  
MEDWAY, MASSACHUSETTS

**Commissioners**

Cranston Rogers, Chair  
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## Meeting Minutes

February 11, 2013 – 6:30pm  
Tom Holder's Office  
155 Village Street, Medway MA

Present: Chan Rogers, Robert Wilson, DPS Director Thomas Holder, and Operations Manager Sarah Pawluczzonek. Also present were residents George and Lisa McMains.

**The meeting was called to order at 6:38pm by a motion from Robert Wilson.**

**Chan Rogers seconded.**

**Motion approved, unanimous vote, 2-0.**

Chan Rogers confirmed that Peter Gluckler, Board Member, is not going to be attending tonight.

Sarah Pawluczzonek said no, he would not be present.

### Betterment Abatement – 16 Granite St

George McMains introduced himself and his wife Lisa. He explained that they were seeking abatement because the new sewer system did not in fact better his property. He spoke about the estimate he received from PL Trufant to connect his home to sewer, which was \$132,000, and the market value increase letter from Realtor Marcia Kramarz, which said the property value would at best, increase by \$15,000. He stated that even if they wanted to hook up to sewer, they could not afford it.

Robert Wilson said that he agreed.

Chan Rogers said that he did as well, but would prefer to discuss it further and notify the McMains of their decision by mail at a later date.

George McMains said that the previous owner had attempted a driveway out to West Street but it was impossible with the wetlands.

Chan reiterated the Board's feelings that this connection does not seem feasible, and that they would decide and let the McMains know the outcome.

The McMains left.

Tom Holder said that he would like to get an opinion from Legal Counsel about disallowing any future connection to the sewer line should this property ever wish to do so, pending the payment of the betterment assessment.

Robert Wilson agreed that it would be a good idea.

Tom Holder said that since the nature of things can change, and the need to connect could arise in the future, it would not be fair for them to do so without paying the betterment.

Robert Wilson said that it is possible that septic could one day be outlawed.

Tom Holder explained that the situation at 16 Granite is exactly the same as 14 Granite and so judgement could be applied to both abatement requests. In the case of 4 Granite, though, the matter is different in that it is not nearly the connection issue that 14 and 16 have, it is a wetlands issue of a much smaller magnitude with regards to connection cost. The judgement made here would not really apply to 4 Granite Street.

Chan Rogers said that it seems that 14 and 16 Granite Street have no practical way to connect and he feels they should be abated.

Robert Wilson said he agreed but would like for Tom Holder to pursue the caveat of an entrance/betterment fee for connecting if so desired later on.

Tom Holder asked if the Board felt ready to vote regardless of legal opinion on the caveat previously mentioned.

Chan said he would prefer to wait for the resulting opinion before voting.

Sarah Pawluczzonek suggested enforcing some of the language in the Water and Sewer Regulations which state something to the effect that a sewer entrance fee will be assessed for all properties that have not paid a sewer betterment.

#### Utility Abatement – 74 Main Street

Sarah Pawluczzonek explained the abatement for 74 Main St, Unit #9, a commercial business in a plaza known as Duckfeathers. They were seeking abatement on the sewer charges generated from a large water leak on a sprinkler system which was discovered early in the morning on 6/6/12 and was unable to be stopped for 3 hours. They submitted the repair bills to show they had it fixed, and we provided a graph showing the increased usage for that two day time frame. Sarah suggested that since no exact figure of what did not truly go into the sewer can be calculated that the Board considers an approach to reduce the high sewer charge to the average of the past three same cycle sewer charges, which would result in an abatement of \$141.52.

Robert Wilson made a motion to approve the abatement for 74 Main St, Unit #9.

**Chan Rogers seconded.**

**Motion approved, unanimous vote, 2-0.**

#### Approval of Past Meeting Minutes - 10/01/12, 10/22/12, 12/10/12, 01/14/13

Robert Wilson said that he had read through all the minutes and was only concerned with transcribed minutes of the 10/22/12 meeting.

Chan Rogers said he would like more time to read through them all before voting.

Sarah Pawluczzonek said she would email the 10/01/12 minutes since those were recently typed and not yet emailed to the Board members.

### Directors Report

Tom Holder informed the Board that the I&I Report had been submitted to the Charles River Pollution Control District (CRPCD). Mentioned in it was the Town's intent to bid for the \$200k capital project to make repairs to the Chicken Brook Interceptor.

Tom Holder also informed them of the consideration to begin billing for utilities on a quarterly basis starting in FY14. He explained that he had recently met with the Abrahams Group to refresh our three year rate study plan. The bill cycle change will marginally impact our revenue stream positively, but the bigger benefit is the increased customer service allowing better budgeting and detection of leaks sooner.

Tom Holder mentioned the New England Water Works Association (NEWWA) is planning to offer a one hour seminar for "Being an Effective Water & Sewer Commission".

Tom Holder informed the Board of the Summer Street Easement associated with Norwood Acres which will be requested to be voted on soon. The Marshalls are going to build two homes for their sons. Our approach is to accept an easement and the responsibility of operating and maintaining that private portion of sewer main as a public system. The reason we are willing to accept this sewer as a public sewer is because we have been using it for public services already. This is unlike Speroni Acres, which is for private use only.

The Commissioners were receptive to this acceptance concept and will await additional information prior to vote consideration.

Chan Rogers asked what we were going to do with sewer systems in subdivisions. Where do we stand on the Neelon Lane issue with regards to sewer?

Tom Holder replied that he feels that once something is established as a private way he feels the services should be private as well.

Chan Rogers said the Paul Yorkis feels that if the services are private that they should not have to pay the same water and sewer rates as folks who tie in directly to the public mains.

Tom Holder said that we are still responsible for water quality and supply so it is just the same as any public to private system. We are responsible for water quality up to the last free flowing tap regardless of the size of the private system.

Robert Wilson concurred and offered an example that a 10 acre lot pays the same rate as a ½ acre lot.

Chan Rogers felt that both sides had good points, and that a decision will inevitably have to be made.

Robert Wilson asked what these private subdivisions do for fire protection.

Tom Holder answered that they have private fire hydrants which the Fire Department and Insurance companies require annual inspections on.

Robert Wilson asked if these subdivisions could be asked to put up a bond in case we are forced to make an emergency repair on the private system.



Tom Holder replied that in past cases we have just back billed the residents of the private way on their next utility bill.

Robert Wilson asked if private systems can be built with plastic piping.

Tom Holder said yes, but all public service piping is made of copper.

Tom Holder finished by saying that he planned to inform Susie Affleck-Childs, of the Planning & Economic Development Department, that the Water/Sewer Commission is open to the concept of taking an easement on the Summer Street private sewer system. Tom said that Mr. Marshall had proposed becoming a drain layer and doing the work himself, although he has never done this type of work before.

#### Next Meeting

Tom Holder suggested that the next Water/Sewer Commission be held on March 11, 2013.

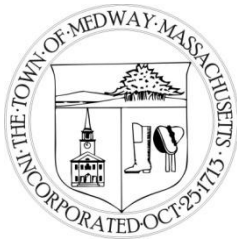
All agreed.

**Robert Wilson made a motion close the meeting at 7:38pm.**

**Chan Rogers seconded.**

**Motion approved, unanimous vote, 2-0**

**Sarah Pawluczonek  
Operations Manager  
Department of Public Services**



TOWN OF MEDWAY  
WATER & SEWER COMMISSION  
MEDWAY, MASSACHUSETTS

**Commissioners**

Cranston Rogers, Chair  
Robert Wilson, Member  
Peter Gluckler, Member

## Meeting Minutes

March 11, 2013 – 6:30pm  
Tom Holder's Office  
155 Village Street, Medway MA

Present: Chan Rogers, Robert Wilson, Peter Gluckler, DPS Director Thomas Holder, and Operations Manager Sarah Pawluczzonek. Also present were residents John Anderson and Joseph Lusk.

**The meeting was called to order at 6:40pm by a motion from Robert Wilson.**

**Peter Gluckler seconded.**

**Motion approved, unanimous vote, 3-0.**

### Betterment Abatements – 9 & 11 Waterview Drive

Sarah Pawluczzonek explained one of the abatement requests for 11 Waterview Drive which was to receive an interest payment from the Town based on the fact that he paid his betterment in full and then a portion of it was abated due to a frontage miscalculation. He had provided a letter with the MGL that explains he is due 6% on the amount of the abated portion for the time from his payment to his reimbursement. Town Council had been consulted and agreed that this was the law. The amount of the interest to be paid would be \$64.26.

**Robert Wilson made a motion to approve the interest abatement for 11 Waterview Drive.**

**Peter Gluckler seconded.**

**Motion approved, Unanimous vote, 3-0.**

Sarah Pawluczzonek explained the additional abatement requests for 9 & 11 Waterview Drive. They still had their initial requests for abatements citing the inequity and disproportionate share of their assessments versus their neighbors, and were seeking some type of further reduction. Legal Council had given an opinion previously, and was not supportive to a corner lot method approach, and was wary of the effect a different measure for their assessments would have on all the other betterments.

Robert Wilson recalled that they had discussed the fairness of averaging all of the Waterview Drive assessments or going beyond to include other neighborhoods, or the whole bettered area in the end. He was concerned that it had no clear end to how far the averaging could go and it would be like recreating the unit of measure from the original frontage method used.

John Anderson handed out the legal language referring to the disproportionate share argument.

Peter Gluckler added that Norfolk County Court might be the best place for this type of discussion as it was not something the Board should approve.

Chan Rogers stated that as a Board they had the authority to abate these assessments. He felt that there was discretion to make a judgment.

Robert Wilson said that there would need to be a decision based on some point of measure.

Chan Rogers said he felt they had an obligation but that they had to be fair across the board, as it affects all the other bettered properties. There had to be consistency.

Robert Wilson agreed that a decision should be rendered tonight. He asked Mr. Lusk and Mr. Anderson what the average of all the Waterview Drive assessments was and what their current assessments were after their last abatement.

Joseph Lusk said that the average was \$7,772 and that his assessment was now \$10,440.

John Anderson said that his assessment was now \$9,102.

Tom Holder said that when he did the averages he averaged all twenty two Waterview Drive properties, excluding #9 and #11 and came up with an amount of \$7,200.

Chan Rogers remarked that he felt the assessments to 9 & 11 Waterview Drive was inconsistent and higher than they should be.

Chan Rogers made a motion that their assessment be reduced to the average of all the lots on Waterview Drive.

Peter Gluckler said he was concerned the the formula used is correct even though it results in a higher number for some lots. This could raise the same issue in many areas where not all lots area assessed the same amount so where does it end. He does not feel they should change the formula and so taking it to Norfolk County Court may be the only option here.

John Anderson said he felt it should be addressed here by the Board, not in Norfolk County Court.

Chan Rogers answered that the Board would reach a decision here tonight and then it is up to Mr. Lusk and Mr. Anderson as to whether they take it to Norfolk County Court.

**Peter Gluckler made a motion to deny the abatement requests for disproportionality for 9 & 11 Waterview Drive.**

**Robert Wilson seconded.**

**Chan Rogers said Nay**

**Motion approved, 2-1.**

Joseph Lusk re-proposed having the assessment at least lowered to the next highest assessment.

Robert Wilson said that the issue is not the amount it is the way it is calculated, and it has to be consistent.

### Rate Setting Process

Tom Holder updated the group on the current study being performed by the Abrahams Group. He explained that it was in progress and that we have recently verified that our \$3.7 million Capital request for Water is supported by our rates. We currently have \$1.025 million in retained earnings, and agreed to let it reduce to \$911k by the end of FY15, although were ok if it was as low as \$750k. And in the latest scenario we have it going down to \$570k because we are buying a lot of equipment out of retained

earnings. He listed out the projects. Tom further explained that the Adams Street project is to put in a new water pipe creating a loop system at the High School.

Tom Holder went on to explain the newest issue which affects the rates being with the Charles River Pollution Control Districts (CRPCD) Operating and Capital costs for Medway. Last year we had anticipated an increase of 4%, 5%, and 6% to Sewer through FY13, FY14, and FY15, respectively. We found out from CRPCD that our assessment is proposed to be increased dramatically in FY14 from \$363k to about \$687k. Capital costs go from \$63k to \$107k to \$227k to \$351k from FY13-FY16. Then they plateau for a while. On the Operating side, they did an assessment study with CDM Smith where they came out with a proposal to change their formula, putting more emphasis on flow. Also, we found that this year our industrial strength was 30% higher this year than last. They sample at the Chicken Brook Interceptor, but have not sampled at the other two interceptors, which we share with neighboring towns, and so they have been under billing us by almost half. They are not intending to go after us for past billing, but will start charging us for all the interceptors' readings. Tomorrow, they are proposing the revised figures to their Board and then to us. We should all get together to discuss this and what we should do about it.

Robert Wilson asked if Tom Holder was planning to tell the Board of Selectmen (BOS) about this tonight.

Tom Holder answered yes, and that he would tell the BOS that the Water/Sewer Commission was supportive of being a part of the discussion team to develop a financial strategy.

#### Approval of Prior Meeting Minutes

**Robert Wilson made a motion to approve all prior meeting minutes from 10/01/12, 10/22/12, 12/10/12, 01/14/13, and 02/11/13.**

**Peter Gluckler seconded.**

**Motion approved, Unanimous vote, 3-0.**

#### Next Meeting

Tom Holder suggested that the next Water/Sewer Commission be held on April 8, 2013 at 6:30pm.

All agreed.

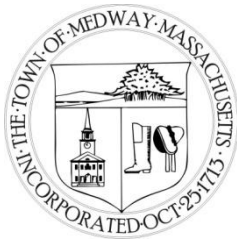
**Robert Wilson made a motion close the meeting at 7:35pm.**

**Peter Gluckler seconded.**

**Motion approved, unanimous vote, 3-0**

Respectfully yours,

**Sarah Pawluczzonek  
Operations Manager  
Department of Public Services**



TOWN OF MEDWAY  
WATER & SEWER COMMISSION  
MEDWAY, MASSACHUSETTS

**Commissioners**

Cranston Rogers, Chair  
Robert Wilson, Member  
Peter Gluckler, Member

## Meeting Minutes

April 8, 2013 – 6:30pm  
Sanford Hall  
155 Village Street, Medway MA

Present: Chan Rogers, Robert Wilson, Peter Gluckler, DPS Director Thomas Holder, and Operations Manager Sarah Pawluczonek. Also present were residents Natalie Hudon, James Baio, Dan Cence, and Joan MacDonagh.

**The meeting was called to order at 6:35pm by a motion from Robert Wilson.**

**Peter Gluckler seconded.**

**Motion approved, unanimous vote, 3-0.**

Betterment Abatements – 4, 14 & 16 Granite St, 14 Holbrook St, 93 West St, and 18 Alder St

Tom Holder explained that there were six abatements and most of them provided an estimate and a market analysis. The common theme among five of them is that there is substantial cost, wetlands complications, potential ledge, and long distances. There are a lot of challenges with installing pipe in wetlands.

Chan Rogers started off by reminding the Board that they are duly authorized to consider abatements. He explained to the residents that they are a part of the sewer betterment because a sewer line has been placed in front of their property. The assessments were based on frontage. Chan stated that the Board was here to hear the abatements. He also remarked that having a septic system is a thing of the past, and in time will likely be outlawed, and that having one now does not preclude you from being bettered from available sewer.

Chan Rogers asked for the order for going over the abatements.

Sarah Pawluczonek suggested that it be based on the order in which each person arrived for the meeting.

James Baio of 93 West Street explained that his property has a long driveway surrounded by wetlands. His market analysis showed that there would be no change in the value of his property with or without available Town sewer. He had compared his property to multiple other similar properties in his neighborhood with sewer and their value was no higher than his. His cost estimate was \$68,000 plus extraordinary costs above and beyond. If he was to sell his property now there would be no increase to the value because of the sewer because of the cost to connect to it. He also said that the contractor said that there was no stub, and that due to the grade it would probably need a pump system. These were his reasons for requesting a betterment tax abatement.

Robert Wilson asked how far off the road his house was.

James Baio answered 510 feet.

Robert Wilson explained that the betterment was not a tax, as Mr. Baio had worded it as such. It is a frontage calculation for determining a betterment assessment. Robert asked Tom Holder what Legal Counsel had said about adding language to an approval motion for a property who wishes to tie into Town sewer down the road.

Tom Holder answered that the Town is authorized to charge an entrance fee if this is abated now and they then wish to connect later on. We would be able to do this through our water and sewer regulations.

**Robert Wilson made a motion to abate the betterment assessment with the condition to charge an entrance fee should the desire to connect occur in the future.**

Chan Rogers seconded

Peter Gluckler asked the Board how they could make sure it could not be challenged later on.

Sarah Pawluczzonek mentioned that it is written into the water and sewer regulations that if a property wishes to connect to Town sewer and has not paid a betterment fee, that they shall be charged an entrance fee.

Robert Wilson remarked that it did not mention at what cost.

Chan Rogers stated that it is common for Town's to charge an entrance fee for a new sewer connection where no betterment has been paid.

Tom Holder said that he would expect that twenty years from now that the homeowner should be expected to pay at least what was originally assessed but there is no way to know now exactly what will be decided that far in the future.

Chan Rogers said that he wished to remind the Board that they can hear and approve abatements but that it should be at the director's discretion on what the entrance fee should cost at the time assessed.

Tom Holder suggested that the motion could include the language that the entrance fee shall be at least equal to the cost of the initial betterment.

Chan Rogers remarked that he felt the Board should only vote yes or no and not put a dollar amount on an entrance fee now.

Peter Gluckler agreed.

**Robert Wilson amended his previous motion to read as a motion to abate the betterment assessment with the condition to charge an entrance fee of at least the amount of the current betterment assessment should the desire to connect occur in the future.**

Chan Rogers said that he did not agree and that it should be up to the Director when the time comes.

Peter Gluckler made a friendly amendment to the motion that the language be kept clean and not specify an amount.

Chan Rogers said that they should just keep the original motion since the friendly amendment makes it essentially the same motion and leaves no mention of the entrance fee.

Robert Wilson suggested that someone make a new motion.

**Chan Rogers made a motion to abate the betterment assessment with the condition to charge an entrance fee should the desire to connect occur in the future.**

**Peter Gluckler seconded.**

**Motion approved 2-1.**

Chan Rogers asked Robert Wilson why he voted no.

Robert Wilson responded that he felt that the Town is losing money. He feels it is not fair to all of the other people who have paid their betterment assessment, to leave the opportunity for these abated properties to pay a lot less in the future. I am not clear that this will end up being fair down the road.

Chan Rogers said that it is our intentions to make it fair, but that it is not a perfect system. Some will pay more than others.

Natalie Hudon of 4 Granite Street explained that she submitted a letter, but was unable to get an estimate because the contractor said that she really needed an engineering plan. Her realtor said that having Town sewer available was not a quantifiable market value increase because some people prefer one over the other for different reasons. Some people do not like Town sewer because of the utility charges. She ended saying that she did state in her letter that she would withdraw her abatement and was comfortable doing so after realizing that an entrance fee down the road may be higher potentially.

Natalie signed that she withdrew her abatement.

Joan MacDonagh of 14 Granite Street explained that her assessment of about \$7,000 would not better her property because it will cost \$132,000 to connect her to the Town sewer. She feels that no one in their right mind would pay that.

**Robert Wilson made a motion to abate the betterment assessment with the condition to charge an entrance fee of at least the amount of the current betterment assessment should the desire to connect occur in the future.**

**Peter Gluckler made a motion to grant the abatement for the full amount and recommend to the department that should the petitioner choose to hookup to sewer at a later date, that they consider charging an entrance fee that is equivalent to the amount of the betterment.**

Tom Holder reminded the Board that on the very similar abatement request for 93 West Street, the Board voted a different way, so there would not be parody if this motion is accepted.

Peter Gluckler withdrew his motion.

**Peter Gluckler made a new motion to abate the betterment fee with the condition to charge an entrance fee should the desire to connect occur in the future.**

**Chan Rogers seconded.**

**Motion approved 2-1.**

Joan MacDonagh asked about the betterment lien on the property and how it will now get released.

Tom Holder explained that it will be removed and any credit on your tax bill will be refunded. You will receive a document in the mail from Norfolk County that you would bring to us, and then we would pay for the filing, but you would have to actually bring it to the Norfolk County in person.

Dan Cence of 14 Holbrook Street explained that his property has frontage on West Street and about 100 ft on Granite Street. He has the Algonquin Gas pipeline running through his property.

Chan Rogers asked if his lot could be subdivided.

Dan Cence answered no, because it is mostly wetlands. He explained that a contractor, Don Pettis, had given him a \$17,500 estimate which did not even include all the Engineering costs, wetlands costs, and unforeseen issues. He said he was 720 feet from the road itself.

Chan Rogers asked if he had ever considered gifting his wetlands to the Town.

Dan Cence answered no, because then he would not have the proper frontage of 150 feet. Also he said that the Zoning Board has never been interested. He wondered if the bettering of his property meant his taxes would be altered. He explained that he has found nothing in his market analysis that shows that Town sewer has any effect on the property value. He said it would be a considerable cost to him to connect needing several manholes, permission to cross wetlands, and a long distance run. If his septic ever failed, and he was not allowed to put in a new septic system his house would become unsellable as the cost to connect would bottom out the property value. He said that it would be grounds for a lawsuit if people are denied septic with no practical alternative.

Chan Rogers stated that he felt the abatement was obvious here. He also felt that it is likely that his situation would be granted an allowance for septic even if they were outlawed in the future because it is his only option.

Dan Cence remarked yes, it would be impossible to have another septic field should his fail.

**Peter Gluckler made a motion that the Board adopt the language from the previous abatement which is to abate the betterment fee with the condition to charge an entrance fee should the desire to connect occur in the future.**

**Chan Rogers seconded.**

**Motion approved 2-1.**

Dan Cence implored the Board to consider the costs this could become for him in the future when making any decisions about septic.

Chan Rogers said that they would not know now what restrictions on septic will occur in the future.

Tom Holder added that any septic restrictions would be federally enacted by the EPA, not the Water/Sewer Commission.

Sarah Pawluczonek explained the betterment abatement request for 16 Granite St, which is almost identical to 14 Granite St with regard to the long distance and wetlands issues.

**Peter Gluckler made a motion that the Board adopt the language from the previous abatement which is to abate the betterment fee with the condition to charge an entrance fee should the desire to connect occur in the future.**

**Chan Rogers seconded.**

**Motion approved 2-1.**

Sarah Pawluczonek explained the betterment abatement for 18 Alder St, which has submitted a market analysis of the property with sewer and without. He is seeking relief from his very large assessment.

Chan Rogers said he was not sure that abatement was due here because the lot can be subdivided.

**Robert Wilson made a motion to deny the abatement request.**

**Peter Gluckler seconded.**



**All in favor, motion approved 3-0.**

Approval of Prior Meeting Minutes

**Robert Wilson made a motion to approve the prior meeting minutes from 3/11/13**

**Peter Gluckler seconded.**

**Motion approved, unanimous vote, 3-0**

Director's Report

Tom Holder talked about the Sustainable Watershed Management Initiative (SWMI). We were awarded a grant in the amount of \$99,107.00. It was initially supposed to be awarded January 15, 2013 but sat until March 15, 2013. We only have the rest of the fiscal year to use it so we are crunched for time now. One thing we have to do by DEP mandate is to have a workshop to talk about a storm water utility. This meeting is planned for April 25, 2013.

Tom Holder talked about the joint water and sewer rate meeting with the Board of Selectmen in the last week of April. His plan is to kick around our concept, hear from everyone, have Abrahams revise with any suggestions, and then meet again at the end of May using that version for the rate hearing in June. He said that both Dennis Crowley and John Forresto are coming to the joint meeting. We are hoping to be able to hold our rates to our proposed percentages from last year.

Robert Wilson asked if there was some increase with the CRPCD assessment which we were worried about.

Tom Holder said, yes, but it was reduced as they need to further evaluate their system.

Tom Holder talked about the Chicken Brook Interceptor and the plan to begin the lining of the pipes, and manhole repairs.

Tom Holder mentioned that Quarterly Billing could roll out on July 1, 2013. It will be easier to budget, and easier to notice a leak sooner. It is much better customer service. We just sent out a round of leak post cards.

Next Meeting

Tom Holder suggested that the next Water/Sewer Commission be held on May 6, 2013 at 6:30pm.

All agreed.

**Robert Wilson made a motion close the meeting at 8:05pm.**

**Peter Gluckler seconded.**

**Motion approved, unanimous vote, 3-0**

Respectfully yours,

**Sarah Pawluczzonek  
Operations Manager  
Department of Public Services**



TOWN OF MEDWAY  
WATER & SEWER COMMISSION  
MEDWAY, MASSACHUSETTS

**Commissioners**

Cranston Rogers, Chair  
Robert Wilson, Member  
Peter Gluckler, Member

## Meeting Minutes

May 03, 2013 – 7:30am  
Sanford Hall  
155 Village Street, Medway MA

Present: Chan Rogers, Robert Wilson, Peter Gluckler, Dennis Crowley, John Foresto, DPS Director Thomas Holder, DPS Deputy Director David D'Amico, Town Treasurer Melanie Phillips, Town Administrator's Operations Manager Karen Kisty, DPS Operations Manager Sarah Pawluczzonek, and Rate Consultants Matt Abrahams and Mark Abrahams.

**The meeting was called to order at 7:30am by a motion from Robert Wilson.**

**Peter Gluckler seconded.**

**Motion approved, unanimous vote, 3-0.**

### FY14-FY16 Water & Sewer Rate Study

Tom Holder explained that there were two possible versions for Water and one version for Sewer, and that we were able to keep to the proposed increases for FY14 and FY15 from last year's study in all versions. He explained that you will see the retained earnings drop significantly due to rate relief. He also mentioned that the studies were designed for Quarterly Billing, which we were intending to begin doing this August, billing the whole Town at once four times a year.

Sarah Pawluczzonek explained that the bills would go out at the end of August, November, February, and May each year.

Tom Holder re-introduced the Abrahams Group and suggested that they start off by presenting the rate studies, and then after we could move on to quarterly billing.

Dennis Crowley asked if most other Towns billed quarterly.

Tom Holder said that he had found out that about 57% do bill quarterly.

Sarah Pawluczzonek said that residents complain often about the semiannual bills being too hard to budget for and easy to forget about.

Dennis Crowley asked if we had budgeted for the increased cost of billing quarterly.

Tom Holder answered yes.

Tom Holder said that since we were discussing Quarterly Billing that we could start with that. He referred to the Post Card that was handed out and explained that once the decision to bill quarterly was voted on, we would send these post cards to all customers within the next couple weeks. The reasons for this change are listed on the post card. He explained that the biggest reason was the ability to notice a potential leak, as well as better budgeting, and better tracking of bills. It was all around a major improvement to customer service.

Chan Rogers reiterated the importance of noticing a potential leak through an elevated usage amount on a bill.

Tom Holder asked the Abrahams Group to explain the Quarterly Billing Analysis which was also handed out.

Matt Abrahams explained that the spreadsheet presented showed that in FY14 only, there would be about a \$400k increase in revenue due to the switch causing less billing in arrears. There would be an initial billing in August which would be a lot higher than subsequent billings due to it capturing anywhere for 2 to 7 months of billing from all residents at once. Then there would be three more bills capturing 3 months of usage each. The following years would return to a more usual revenue stream.

Dennis Crowley asked how these billings would line up with tax bills.

Sarah Pawluczzonek answered that they are mailed a month before the tax bills are mailed and so there is no overlap. This was planned intentionally this way.

Tom Holder asked the Board of Water & Sewer Commissioners to vote on the adoption of quarterly billing in FY14.

**Robert Wilson made a motion to adopt the practice of quarterly billing for water and sewer utility bills.**

**Peter Gluckler seconded.**

**All in favor, Unanimous 3-0.**

Matt Abrahams explained the Rate Studies. He pointed out that the format was basically the same with the addition of a retained earnings balance for each year at the bottom of the summary page. You could see in all versions it decreases in order to provide rate relief. Matt explained that the only difference in the two water versions was that one showed the impact if we did a five year borrowing on about \$200k in equipment in FY15, and the other if we paid for it out of retained earnings. The sewer rates reflected the purchase of \$52k in equipment in FY15 out of retained earnings as well. He went over the Revenue and Expense lines referring to the back sheets the information feeds from.

Tom Holder asked Melanie Phillips if she had a preference on whether we borrow or fund from retained earnings.

Melanie Phillips replied that she had no preference but suggested that if the retained earnings balance was still sufficient, that it would seem best to pay for them from retained earnings. But still leave room to provide rate relief as well.

Sarah Pawluczzonek stated that the Abrahams Group recommends having 10-25% of your operating budget in retained earnings. And we would have at least the 25% left in water after we buy the equipment. We would have an even higher percentage, about 33%, in Sewer after purchasing the equipment.

Dennis Crowley asked if the Charles River increases were accounted for in the sewer study.

Tom Holder said yes, the Capital increase are pretty firm with a large jump from FY15 to FY16, and then a few more years of marginal increases, and then many years of a moderate decline until the 20 year bond is satisfied. He did mention that the operating costs could increase more than proposed a couple months ago. This year during CRPCD's own rate study they determined that they were only charging us the industrial strength on one of three interceptors. They are not planning to back charge us and are still reviewing this so we do not have final data yet.

Matt Abrahams talked about the second tab in the workbooks which shows the rate tables for each year, the cost increase, and the percent increase, which is 4% each year for Water, and 5%, 6%, 5% for Sewer FY14-16 respectively. He explained the new table on the bottom showing the amount of money each quarterly bill would increase by for the average customer.

Dennis Crowley asked what the average cost would be for a residential customer for the year.

Sarah Pawluczzonek said based on the average of about 8,000 cubic ft per year, it would be about \$280 for sewer and \$443 for water.

Dennis Crowley asked what other comparable Towns average annual costs are.

Sarah Pawluczonek handed out a comparison of Medway to Bellingham and Millis showing that Medway was the lowest.

Tom Holder told the group what the recent Tighe and Bond study showed for comparisons. Looking at Medway and six other Towns with public water and sewer, it shows that Medway is in the middle, however this does not take into account any base fees, service fees, or capital fees which many Towns charge to each bill in addition to the rate, and Medway does not.

Dennis Crowley asked how hard it would be to expand the comparison Sarah provided to include all six Towns on Tighe and Bond's survey.

Sarah Pawluczonek said she would just need to contact these other communities for their rates for FY13 and then calculate them on the spreadsheet. It should take a couple of days.

Dennis Crowley left the meeting stating that he would like more time to review the documents and get back to DPS with any questions or comments.

John Foresto asked how we could push CRPCD to reduce operating cost. He felt that their electricity costs are equal to those of the entire Town of Medway and if they were to install a one acre solar farm, it could cut their electricity consumption significantly.

Tom Holder asked what the CRPCD had said to that the last time John Foresto had met with them.

John Foresto said that they claimed to have no time to investigate that right now. He also requested updated capital plans with the various bonding schedules.

Robert Wilson asked if the Lifeline Discount was still in effect.

Tom Holder said yes, and it is included in the study. It is 25% off the whole utility bill.

A tentative meeting was proposed for May 31, 2013 at 7:30am. DPS will post it if there seems to be a need to have the meeting, pending additional rate study feedback or any significant amendments. A Rate Hearing is expected to be scheduled for the third week in June.

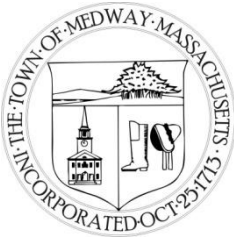
**Robert Wilson made a motion close the meeting at 8:30am.**

**Peter Gluckler seconded.**

**Motion approved, unanimous vote, 3-0**

Respectfully yours,

**Sarah Pawluczonek  
Operations Manager  
Department of Public Services**



TOWN OF MEDWAY  
WATER & SEWER COMMISSION  
MEDWAY, MASSACHUSETTS

**Commissioners**

Cranston Rogers, Chair  
Robert Wilson, Member  
Peter Gluckler, Member

## Meeting Minutes

May 06, 2013 – 6:30pm  
Tom Holder's Office  
155 Village Street, Medway MA

Present: Chan Rogers, Robert Wilson, Peter Gluckler, DPS Director Thomas Holder and DPS Operations Manager Sarah Pawluczzonek.

**The meeting was called to order at 6:35pm by a motion from Robert Wilson.**

**Peter Gluckler seconded.**

**Motion approved, unanimous vote, 2-0.**

### Utility Abatement – 4-1 Kingson Lane

Sarah Pawluczzonek explained the abatement for 4-1 Kingson Lane. It was a major leak due to two running toilets, which when discovered months after they were leaking, was repaired by a family member. They do not have receipts. The husband was very ill for a while which they believe is why the leak was not dealt with sooner. Sarah showed the Board the usage charts showing a major spike for several months and then a major decrease once repaired. The owner is seeking a sewer abatement on the past two bills.

Chan Rogers arrived.

Robert Wilson asked what the abatement amount would be.

Sarah Pawluczzonek answered that she took the average of the three same cycles prior to the leak starting to arrive at an average cubic feet to charge for sewer. She suggested abating the sewer charge down to the average usage times the current rate. On one bill it would be -\$481.71 and on the other it would be -\$446.29.

**Robert Wilson made a motion to approve the sewer abatements on both bills for 4-1 Kingson Lane.**

**Peter Gluckler seconded**

**Motion approved, unanimous vote, 3-0.**

### Vote on Prior Meeting Minutes – 04/08/13

Robert Wilson made a motion to approve the minutes from the 4/08/13 meeting.

**Peter Gluckler seconded**

**Motion approved, unanimous vote, 3-0.**

### Director's Report

Tom Holder discussed the recent rate study meeting with the Selectmen this past Friday, 05/03/13. He explained that we were still awaiting comments and will hold the tentative meeting for 05/31/13 if any comments are significant enough to warrant it.

Robert Wilson asked if anyone had offered a comment.

Tom Holder answered no, but was hoping to hear from people by this Friday at the latest.

Tom Holder brought up the upcoming Household Hazardous Waste Day Event and Medway Pride Day. He said Pam from Haley & Ward (water conservation expert) would be assisting us at Pride Day. Sarah Pawluczzonek and Judi LaPan would be working the table giving out free water & energy conservation and recycling type items for children and adults.

Robert Wilson asked if we had compost bins available and if there were any rain barrels left.

Sarah Pawluczzonek replied that all rain barrels were gone, but that we have a registration on our website for compost bins until May 31, 2013. We also have a sample of the "Earth Machine" to show off at Pride Day. The cost is \$40 a bin.

Tom Holder talked about SWMI (Sustainable Watershed Management Initiative) and a recent meeting where the possibility of a Storm Water Utility was discussed. He extended an invitation to the next meeting on May 29<sup>th</sup>, 2013.

Peter Gluckler asked how fees are assessed for a Storm Water Utility.

Tom Holder replied that it can be based on a few measures, one being impermeable surface such as roofs, walkways, driveway, etc. It promotes having more permeable surfaces. He explained the concern he has that it is estimated to cost about \$15 a month to residents.

Tom Holder discussed an issue of meter tampering recently discovered. It was found to be disconnected and a rubber hose rerouting the water.

Chan Rogers asked if we had any fines we could assess.

Tom Holder said yes, we have a \$500 system tampering fine voted on last year.

Robert Wilson mentioned the possibility of advertising the issue to make it clear that the Town is serious about system tampering.

Tom Holder felt that it may cause more harm than help.

Tom Holder discussed the Water Main Paving Project which is almost done. There are a few cross trenches to finish next week. The ride ability is very smooth now.

**Robert Wilson made a motion close the meeting at 6:55pm.**

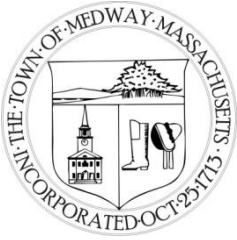
**Peter Gluckler seconded.**

**Motion approved, unanimous vote, 3-0**

**Next Meeting scheduled for June 3, 2013 6:30pm. Also have a tentative meeting for May 31, 2013 which could end up take the place of the June 3 meeting.**

Respectfully yours,

**Sarah Pawluczzonek  
Operations Manager  
Department of Public Services**



TOWN OF MEDWAY  
WATER & SEWER COMMISSION  
MEDWAY, MASSACHUSETTS

**Commissioners**

Cranston Rogers, Chair  
Robert Wilson, Member  
Leo O'Rourke, Member

## Meeting Minutes

June 24, 2013 – 6:00pm  
Sanford Hall  
155 Village Street, Medway MA

Present: Chan Rogers, Robert Wilson, Leo O'Rourke, DPS Director Thomas Holder, Operations Manager Sarah Pawluczzonek. Residents – Gloria Meredith, Angela, and Jessica Trufant from the Milford Daily News.

### **Water/Sewer Rate Hearing:**

**The Rate Hearing was called to order at 6:00pm by a motion from Chan Rogers.  
Leo O'Rourke seconded. Motion approved, unanimous vote, 3-0.**

Chan Rogers explained to the room that this would be a two part meeting with the first part being to review the FY14 Water/Sewer rates and then the second part being the regular Water/Sewer Commission Meeting.

Tom Holder and the group reviewed spreadsheets of the rates established and explained that the town tries to keep the increases to a single digit percentage. The rate increase in the sewer budget is based upon paying the Charles River Pollution Control District's assessment for the Sewer budget. The increase to the water rates was to include maintaining the water system infrastructure and water treatment. The increases broke down to 4% for water and 5% for sewer. The first billing cycle will fall into the last week of August. The town structured the billing cycle based on giving the residents alternate months in which the quarterly tax bill and utility bill are due. This decision was made between the DPS and the Town Treasurer.

Leo O'Rourke requested from Sarah Pawluczzonek the number of single family residences on water and sewer.

Sarah Pawluczzonek advised that there are approximately 4614 residences in Town but would need to research with the Assessor's Office which homes are single family versus multi-family.

Jessica Trufant asked why the tiers had changed.

Tom Holder explained that the change to the tiers is just that they are cut in half because the billing will be quarterly instead of semiannually. The tiers are ultimately the same just adjusted for the increased frequency of billing.

Angela (resident) asked if the rates were compared to other towns.

Robert Wilson answered that other towns were compared and that Medway had the lowest rates.

Tom Holder explained that when you compare other Towns you needed to take into account any flat fees such as base fees, administrative fees, meter fees, or capital fees, of which Medway has none. Billing for some Towns is not always just based on usage.

**Chan Rogers made a motion to accept the FY14 Water/Sewer rates as of June 24, 2013.  
Robert Wilson seconded, unanimous vote 3-0.**

**Robert Wilson made a motion close the Rate Hearing at 6:15pm.  
Leo O'Rourke seconded, unanimous vote 3-0.**

### **Water/Sewer Commission Meeting:**

**The regular Water/Sewer Commission meeting was motioned to start at 6:15pm by Robert Wilson. Leo O'Rourke seconded, unanimous vote, 3-0.**

The meeting started with an abatement betterment request from Gloria Meredith of 91 West Street. She stated that the board previously gave a sewer betterment abatement to her neighbors at 93 West Street, due to an extensive cost to connect through wetlands on their property.

Robert Wilson has a contention that if a property abated for the sewer betterment is eventually sold and the new owner wishes to connect to the sewer system, that the Board would want the betterment re-applied.

Tom Holder explained that the town cannot reapply a betterment but they can charge an entrance fee to the next buyer.

**Robert Wilson made a motion to approve the betterment for 91 West Street with a rider attached stating that when the property is sold that the new owner would be charged an entrance fee at least equal to the betterment assessment, pending legal counsel's opinion.**

**Leo O'Rourke seconded, unanimous vote, 3-0.**

Tom Holder said that he would ask Town Council to check the legality of attaching such a rider. He did reiterate the legal opinion that was supportive of us charging an entrance fee if the new owner decided to connect.

### **Utility Abatement Requests:**

#### **17 Malloy Street**

Sarah Pawluczzonek explained that the owner has requested an abatement of \$71.22 based on them being charged the minimum. They argued that the minimum fee is based on 1,000 cubic feet and they only used 186 cubic feet (1,391 gallons) over a period of 7 weeks.

Robert Wilson asked if we could roll back the reading on this bill to reflect zero usage and instead capture the 186 cubic feet used on the next bill cycle.

Sarah Pawluczzonek said that this could be done and stated that the minimum rates are \$53.90 for water and \$32.30 for sewer.

Tom Holder reminded the Water/Sewer Commission that it is standard practice to charge a minimum to cover the costs of reading and producing a bill.

Leo O'Rourke we should roll back the number in this particular case capturing it on their next regular billing cycle.

**Leo O'Rourke made a motion to roll back the meter reading and capture this usage and any additional on next billing cycle.**

**Motion seconded by Robert Wilson, unanimous vote 3-0.**

#### **1 Briar Lane**

Sarah Pawluczzonek explained that the owner has requested an abatement based on an ice skating rink fill up which used 1,521 cubic feet. She explained that this additional water usage was charged against the tier 3 rate. The owner is seeking an abatement of \$63.88 on their sewer charge. This case is similar to previous sewer abatements for complete pool fill ups.

**Robert Wilson made a motion to approve the abatement.**

**Leo O'Rourke seconded, unanimous vote 3-0.**

#### **332 Village Street**

Sarah Pawluczzonek explained that there were two abatement requests as they are on two separate bills for the same address. The owner requested a sewer abatement of \$190.94 (\$95.47 for each abatement) due to two pool repairs requiring a drain and refill. One was for the pool liner needing replacement. Shortly thereafter, the salt water system failed meaning the need to drain and fill again.



**Robert Wilson made a motion to approve both abatements.  
Chan Rogers seconded, unanimous vote 3-0.**

### **Approval of Meeting Minutes for May 6<sup>th</sup>, 2013 and May 31<sup>st</sup>, 2013**

Leo O'Rourke made a request to see a task list of water/sewer projects that are anticipated to have a significant cost.

Tom Holder responded that he will continue to include it in the Directors Report he verbally gives during Water/Sewer Commission Meetings. Also, a lot of what he may be looking for is included in the water/sewer capital reports.

**Robert Wilson made a motion to approve the past meeting minutes.  
Leo O'Rourke seconded, unanimous 3-0.**

### **Director's Report**

Tom Holder stated that he was approached a second time regarding the Casino proposed for Milford and was asked if Medway was receptive to providing partial water to the Casino if its construction is approved. The thing to consider was whether we want to extend our limits with a waiver for the out of town Casino project or preserve it for our own future development needs in Medway.

Tom Holder explained that one of the four wells (Oakland Street) is undergoing maintenance but should be running in a week due to high demands.

Tom Holder mentioned that plans were underway to install a mixing system at Lovering Tank.

Leo O'Rourke asked if we sell the water that is removed to clean the tank or if it is dumped.

Tom Holder answered that we let the tanks drop to as low a level as possible so we do not have to waste any more than necessary but the last of the water in the tank is too full of sediment to be used.

Tom Holder also stated that the Town is moving forward at 71 Oakland Street to allow for an easement on for the neighboring property so they can connect 244' of sewer pipe.

Leo O'Rourke asked if reminders are ever sent out for past due Water/Sewer bills.

Tom Holder stated that Demand Notices are sent each November prior to a lien of delinquent balances.

### **Future Meeting**

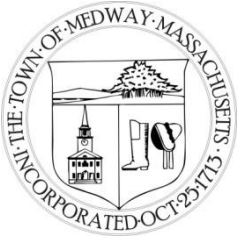
The next meeting has been proposed for August 19<sup>th</sup>, 2013 at 6:00pm, location to be determined.

**Robert Wilson made a motion to approve the next meeting date.  
Unanimous vote 3-0.**

**Robert Wilson made a motion to end the meeting at 6:53pm.  
Leo O'Rourke seconded, unanimous vote 3-0.**

**Respectfully submitted by,**

**Michele Grant  
Nightboard Secretary**



TOWN OF MEDWAY  
WATER & SEWER COMMISSION  
MEDWAY, MASSACHUSETTS

**Commissioners**

Cranston Rogers, Chair

Robert Wilson, Member

Leo O'Rourke, Member

## Meeting Minutes

September 9, 2013 – 5:00pm

DPS Office

155 Village Street, Medway MA

Present: Chan Rogers, Robert Wilson, Leo O'Rourke, DPS Director Thomas Holder, and Operations Manager Sarah Pawluczzonek. Resident – Mike Droeske

**The Water/Sewer Commission meeting was motioned to start at 5:05pm by Robert Wilson. Leo O'Rourke seconded, unanimous vote, 3-0.**

### Utility Abatement Requests:

#### 1 Pheasant Run Rd

Tom Holder suggested that we start with the abatement request for 1 Pheasant Run Rd, since the resident was present to speak on his own behalf.

Mike Droeske, the owner of 1 Pheasant Run Rd explained that he had not received his May bill twice in the past few years. He was not sure if it was the mail service or a billing software issue. He did feel it was odd that it occurred with his May bills. He explained that he felt it was not fair to charge him interest in the amount of \$11.74 on a bill he never received. He has a clean payment history and feels that it is unfair to expect anyone to remember when their semiannual bill is supposed to arrive. He feels that since the Town sends no reminders it means that people aren't even aware that they missed a payment.

Tom Holder stated that it is a Town Policy not to forgive interest for non-payment due to not receiving the mail. He said there was Massachusetts General Law governing such matters.

Leo O'Rourke asked what the repercussions of granting an abatement outside of the policy were.

Tom Holder said it could have legal repercussions.

Sarah Pawluczzonek showed the Board the statement printed on invoices that reads "Non-receipt of issued bills is not deemed an excuse for failure to pay".

Chan Rogers stated to Mike Droeske that he should understand that although we believe him, anyone could come in and say they did not receive their bill.

**Robert Wilson made a motion to postpone the decision until the Town Treasurer could inform us of any M.G.L. legal issues.**

**Leo O'Rourke seconded, unanimous vote, 3-0.**

Resident Mike Droeske left the meeting.

#### 363 Village St

Sarah Pawluczzonek explained the abatement for 363 Village Street which was for an initial fill up of a new 15,000 gallon above ground pool. Seeking sewer abatement based on the gallons of the pool.

**Robert Wilson made a motion to abate the sewer charges for 15,000 gallons.**

**Leo O'Rourke seconded, unanimous vote, 3-0.**

### **3 Lewis Drive**

Sarah Pawluczzonek explained the abatement request for 3 Lewis Drive. This property received a leak post card back on April 1, 2013, and immediately contacted the DPS Office. We went over her usage and mailed out a chart showing a severe spike in February and March of 2013. She immediately looked for the issue and found it to be a leaking pipe between the open valve and outside spigot inside of a shed on the far edge of the property. Nothing was showing outside of the shed plus she never went back there as it was inaccessible in the winter. She discovered water gushing from this leak in the shed and immediately turned off the valve, stopping the leak. She was instructed by our office to put in for an abatement once her meter was read and bill generated which is was this past August 30, 2013. Her usage was recorded as 42,315 cubic feet from 01/08/13 – 08/26/13. She is seeking abatement to the sewer charges since water did not go into sewer system. She is also seeking abatement to any part or all of the water charges due to the fact that she in good faith dealt with the situation as soon as she was made aware. Also, because she feels she would never have noticed a leak so far away from her dwelling. Mrs. Kahn is a recently divorced woman whose husband had previously been the person to deal with the outdoor spigots and winterization of such. She had no knowledge that valves had to be winterized in order to avoid this type of incident.

Leo O'Rourke asked what we have done with these types of issues in the past.

Sarah Pawluczzonek answered that we have given the sewer abatement reducing the charge to the residents average sewer charge on previous bills. We have never granted any water abatements in the three years she has been here. We often offer payment plans and occasionally interest free for a large bill situation like this.

Robert Wilson said that she should have been able to hear the water running through the house plumbing.

Tom Holder replied that we are used to seeing more clear negligence on part of the homeowner where they knew they had a leak and did not address it. This is not exactly like that. He recommended that the Water and Sewer Division do a site survey to determine the facts of the location and ability to have been aware of the leak.

Robert Wilson stated that her personal situation should not play a role in the Board's decision.

Chan Rogers added that he felt there might be some liability on the part of the owner.

Sarah Pawluczzonek recommended that the Board vote on the sewer abatement and delay the water abatement until our Department performs an inspection. She felt an interest free payment plan for 24 months would be acceptable.

Tom Holder remarked that she should make her typical payment to her bill in the meantime by the due date.

**Robert Wilson made a motion to reduce the sewer charges down to her last average sewer charge and to investigate the matter of the water abatement and postpone a decision on it until further research is done, and to offer her an interest free payment plan on her balance.**

**Leo O'Rourke seconded, unanimous vote, 3-0.**

### **10 Kelley St**

Sarah Pawluczzonek explained the abatement request for 10 Kelley Street. The owner, Kenneth Kourafas, put in his request just stating that he was a single parent with stage 4 terminal lung cancer receiving \$1500 a month on social security disability. It can be assumed that he is seeking some type of relief from his utility charges. She explained that she forwarded his information to the Assessor's Office so they can determine if he has any eligibility for a tax exemption, which we can use to offer him the utility lifeline discount of 25%. He would have to be approved by them first before we could automatically enroll him in our lifeline program.

Chan Rogers agreed that he should be seeking relief in general from the Town.

**Leo O'Rourke made a motion to refer him to the Assessor's to determine his eligibility for a tax exemption, and if he qualifies, can be given the lifeline discount.**

**Robert Wilson seconded, unanimous vote, 3-0.**

### **Narducci Bond**

Tom Holder explained that in 1994, the Town took a \$5,000 cash bond from Mike Narducci to ensure quality of water and sewer work he was performing back then. He has recently been back in to get permits for new construction projects and had wanted to repurpose the bond towards his 2013 drain layers license. He showed a form to sign to release and repurpose his bond.

The Board signed the release.

### **Directors Report**

Tom Holder went over the Water and Sewer Capital Plans. They show future capital requests from FY15-FY19. Starting with Sewer, he explained that the Sewer I&I line item alternates each year from a \$75,000 request for a study, to a \$200,000 request for repairs based on what the studies found for problems.

Leo O'Rourke asked if these are all To-Be-Determined requests.

Tom Holder answered yes, and right now in FY14 we have our approved funding for a Sewer I&I study of the Black Swamp Interceptor, and in FY15 you can see that we want \$200,000 which will go towards repairing the problems found there.

Leo O'Rourke asked if any of the \$200,000 is set aside for road repairs.

Tom Holder replied that the repair work done is essentially trenchless technology where they can access the sewer pipes from the manholes to get in and make repairs.

Tom Holder went over the \$52,000 being requested for Sewer Jetting Equipment so the Department can have its own vehicle instead of contracted the work out. It will be funded in part by Sewer Enterprise money and in part by the General Fund since it will also be used to clean storm drain systems.

Leo O'Rourke asked how the enterprise money is used.

Tom Holder answered that the Sewer Enterprise Fund can only be used for sewer activities, and the same logic applies with regard to the Water, Ambulance, and Solid Waste Enterprise Funds. We always aim to keep at least 5-10% of our operating budget in retained earnings.

Leo O'Rourke asked why we borrow money when we have so much in retained earnings.

Tom Holder replied that borrowing versus buying is a balance we have to keep so we don't deplete retained earnings by too much.

Robert Wilson remarked that we need to keep some retained earnings in case of an emergency such as a water main failure.

Tom Holder went over the project to install the Water Filtration System at the Village Street Well location. The money was for evaluation and design to build a centralized station that can eventually tie all the wells together.

Leo O'Rourke asked why the residents operating private wells couldn't pay for some of this project.

Robert Wilson said it would be hard to allocate an amount based on a perceived benefit for folks on private wells.

Tom Holder said he would have to determine the legality of it.

Leo O'Rourke responded that 51% of the residents pay for the school system and have no kids in the school system.

Tom Holder remarked that the difference is that the paying for school is a tax versus the paying for water or sewer projects being an enterprise user fee.

Leo O'Rourke said that half of the Town is on septic and they get to truck their sewage for a fee to the Charles River Pollution Control, yet they don't half to pay for the Capital Improvements to the plant. He then asked how the Industrial Park Sewer Extension Project was funded.

Tom Holder answered that it was paid in half by the residents benefited through a sewer betterment, and half by the Town, 1/3 of which was grant money.

Tom Holder went over the Various Water Production and Distribution Projects. He explained that they are financial articles which do not expire fiscally like operating budget items do. He went over the Gate Valve Vacuum Box, Water Main Replacement on Holliston St, and Replacement of trucks W4, W2 and W5.

Tom Holder brought up the FY14 Design for the water main installations on Adams, Winthrop, Village, and Highland St. These will allow us to get water over to the northwest corner of town, specifically the High School. We plan to fund these with an SRF loan at a 2% borrowing rate which is a much better rate than the current traditional loan rates at 4%. Fortunately our State Representatives are always rallying for us to receive the SRF loans.

Leo O'Rourke asked why our water operating budget had \$18,000 for vehicle maintenance because he felt like that was a lot. He suggested that maybe new trucks are the solution.

Tom Holder replied that we spend that much easily each year and we do replace the trucks costing us the most money first. We do have an old fleet and only have so much money to replace vehicles each year.

Chan Rogers asked if the Parks Division has a Board that meets to discuss their vehicle needs.

Tom Holder said that yes they had a Board of Parks Commissioners but that they discuss field use and permitting.

Leo O'Rourke asked about the \$25,000 for consulting in the water operating budget.

Tom Holder replied that we do rely heavily on consultants. One example is the water and sewer rate study. He explained that he would love to have a Town Engineer on staff and rely less on consulting someday.

Tom Holder discussed the large project not listed in the capital budgets, which is the building of a new DPW Facility. He said this project has been spoken about a little more actively lately with members of the Board of Selectmen.

### **Vote on Prior Meeting Minutes from 6/24/13**

Leo O'Rourke questioned the phrasing on the motion made by Robert Wilson on the sewer betterment abatement for 91 West Street. It was written as "**Robert Wilson made a motion to approve the betterment for 91 West Street with a rider attached stating that when the property is sold that the new owner would be charged an entrance fee at least equal to the betterment assessment should the property owner ever decide to connect to the Town sewer system**". He believes the last part of the motion did not have the part "should the property owner ever decide to connect to the Town sewer system".

Robert Wilson concurred and said that part should be removed and the missing part of pending legal counsel's opinion should be added.

Tom Holder pointed out that he needed to check with legal counsel on the legalities of attaching such a rider. He also asked why Robert Wilson would be inclined not to charge the current owner yet is inclined to charge the next owner.

Leo O'Rourke remarked that it would be because the next owner may intend to connect.

Robert Wilson feels it will ensure the Town does not lose the revenue if and when the property does tie in someday.

Leo O'Rourke asked Tom Holder to check the legal ramification of the rider on the motion.

Sarah Pawluczzonek said she would correct the motion and email it out for approval.

**Other Business**

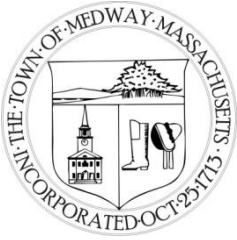
Robert Wilson suggested the next meeting be held on October 21, 2013 at 5:00pm in Tom Holder's Office.

**Robert Wilson made a motion to adjourn the meeting at 6:45pm.**

**Leo O'Rourke seconded, unanimous vote, 3-0.**

**Respectfully submitted by,**

**Sarah Pawluczzonek  
Operations Manager**



TOWN OF MEDWAY  
WATER & SEWER COMMISSION  
MEDWAY, MASSACHUSETTS

**Commissioners**

Cranston Rogers, Chair  
Robert Wilson, Member  
Leo O'Rourke, Member

## Meeting Minutes

October 21, 2013 – 5:00pm  
DPS Office  
155 Village Street, Medway MA

Present: Chan Rogers, Robert Wilson, Leo O'Rourke, DPS Director Thomas Holder, and Operations Manager Sarah Pawluczzonek.

**The Water/Sewer Commission meeting was motioned to start at 5:00pm by Robert Wilson. Leo O'Rourke seconded, unanimous vote, 3-0.**

### Utility Abatement Requests:

#### 1 Pheasant Run Rd:

Sarah Pawluczzonek read the abatement request for 1 Pheasant Run Road which was brought up at the last meeting and a ruling held off until further action. Customer was seeking abatement to interest charges due to non-receipt of mail. Since this was tabled at the last meeting we have researched the Massachusetts General Law that backs up the Town Policy that "Non-receipt of issued bills is not deemed an excuse for failure to pay". Sarah passed around the email from Melanie Phillips, Town Treasurer, citing this language.

**Leo O'Rourke made a motion to deny the abatement request for 1 Pheasant Run Road.**

**Robert Wilson seconded, unanimous vote, 3-0.**

#### 3 Lewis Drive:

Sarah Pawluczzonek read the abatement request for 3 Lewis Drive. The customer had been granted a sewer abatement at the last meeting due to an extremely major leak at her property which she was not aware of. The decision to further grant her an abatement to the water charges was held off pending an investigation by the Water and Sewer Division as to the validity of the claim that it was not noticeable.

Tom Holder read the report from the investigation which in summary stated that the leak was in a shed about 20 feet from the house and could not be heard through the plumbing within the house due to it being in a closet off the basement. He reminded the Board of Sarah Pawluczzonek's proposed idea to reduce the charges by using the tier 1 rates from FY13 against the usage which would be almost a \$1,000 reduction. He also offered a different method whereby the Department could determine the product cost of water calculating the cost to pump and treat water by the unit.

Robert Wilson was not in favor of the costing approach, saying it could set a dangerous precedent.

Leo O'Rourke disagreed that each situation can be treated case by case, not necessarily one setting a precedent for the other.

The decision was made to table the vote until after hearing some of the other similar abatements.

#### 3 Indian Creek Ln:

Sarah Pawluczzonek read the abatement request for 3 Indian Creek Lane. The customer had gone to Cape Cod for a week and came home to find their outside spigot had been broken. They believe it occurred in an attempt by some neighborhood kids to top off their swimming pool which was broken into and used. No Police Report filed that we know of. This caused the water to leak all week and flood into their basement as well. They provided a repair bill. They do not have Town Sewer, only Town Water and so this is a request for a water abatement.

The decision was made to table the vote until after all abatements were heard.

#### 4 Fales St:

Sarah Pawluczzonek read the abatement request for 4 Fales Street. The customer was seeking a sewer abatement due to a leak on the irrigation sprinkler heads. It was admitted that irrigation was used during the water ban, and evident by the usage graph as well. Repair bills provided.

Leo O'Rourke recommended an abatement on sewer down to their average sewer usage.

Robert Wilson remarked that it might cause the expectation to become that all outdoor use passing through the domestic meter be adjusted every time on all customers accounts.

Sarah Pawluczzonek suggested that in this case a \$50 irrigation violation fine be added on after the abatement.

**Robert Wilson made a motion to accept the recommendation to reduce the sewer charges to the average usage in three past like cycles plus add on a \$50 irrigation fine.**

**Leo O'Rourke seconded, unanimous vote, 3-0.**

#### 3 Indian Creek Lane (continued):

Sarah Pawluczzonek suggested that she calculate the actual water used in the week they were away so that the abatement can be based on the actual leaked water usage.

Robert Wilson asked what the average water use was here.

Sarah Pawluczzonek answered about 5500 cubic feet semiannually.

**Leo O'Rourke made a motion to approve the abatement, based on reviewing the circumstances and finding evidence of a speedy repair and having a clear history, by reducing the water charges to the average usage of the past three like bill cycles.**

**Chan Rogers seconded.**

**Robert Wilson voted No, motion approved 2-1.**

Leo O'Rourke requested that in the future we do try to calculate the cost of producing water.

#### 3 Lewis Drive (continued):

Leo O'Rourke stated that if we did nothing here we would be profiting from someone's ill fortune.

**Leo O'Rourke made a motion to approve the abatement by reducing the water charges to the average usage in three past like cycles.**

**Chan Rogers seconded.**

**Robert Wilson voted No, motion approved 2-1.**



### Fall Town Meeting Article:

Tom Holder discussed the Fall Town Meeting article to take \$67k out of the sewer enterprise fund to pay back the general fund for that amount which was paid towards the sewer betterment debt service. He also mentioned that it is possible that any Commissioners present, could be asked to speak about it.

Leo O'Rourke stated his concern for why the betterment was funded entirely out of the sewer enterprise.

Robert Wilson explained that it was because it is a sewer project.

### Vote on Past Meeting Minutes:

Leo O'Rourke asked about the legal opinion brought up at the last meeting with regards to the motion made two meetings ago on the sewer betterment abatement for 91 West Street.

Tom Holder read Town Counsel's opinion which in summary stated that once you abate a betterment, you cannot reassess it, but you can charge an entrance fee for the same amount (or another amount).

Robert Wilson asked what the abated amount was.

Tom Holder answered about \$7,000.

Sarah Pawluczzonek looked it up and came back with \$7,119.00 exactly. The entire assessment had been abated.

Leo O'Rourke asked what the cost per year was if apportioned over taxes for 20 years.

Sarah Pawluczzonek estimated it was about \$375 per year with the 5% interest.

**Robert Wilson made a motion to affirm the previously approved abatement with the revised caveat that should a connection be desired in the future, a sewer entrance fee equivalent to the betterment value be charged.**

**Leo O'Rourke seconded, unanimous vote, 3-0.**

### Director's Report:

Tom Holder discussed the matter of 132 Main Street in which the Board of Water/Sewer Commissioners was copied on a letter sent to the homeowner there. Tom then detailed the situation which started with a call on a Friday morning for an emergency water shutoff at this residential property. They had a leak and when we arrived they asked it to be left on a little longer, which we agreed to do explaining to them in detail about permitting, dig safe, and business hours. They called Friday afternoon again after hours for the shut off which we came out and did. On Saturday, they had a plumber dig down outside the foundation to make the repair, and hosed themselves over to a neighbor in the meantime. On Monday, after hours, they called and spoke to Judi giving her a hard time about paying for an after-hours service call. They opted to not have us come out and turn the water back on because they refused to pay a fee for it. On Tuesday morning, we went out to check and found that the water was on, and took pictures of the open hole where the dig and repair took place. We then sent a letter to the owner, Mr. Aoude, listing fees and fines totaling \$1310.00. One Friday at 8am, Tom Holder sat down with Mr. Aoude. Mr. Aoude was inaccurate in a lot of what he claimed, misstating a lot of details. Tom Holder stated his position as explained in the letter. Mr. Aoude tried to say that the repair was inside the foundation but we have photos that it is not, and is actually outside the foundation. Tom offered a reduction in the fines in case it was going to create a hardship. Mr. Aoude said that money was no object, and that it was the principle. He said he had done everything right and would spent \$50k in court to fight it. Tom Holder feels that this situation was egregious as they were given all the information and chose to ignore it.

Leo O'Rourke remarked that it was odd they were in such a hurry to have the water back on since they were hosed over to a neighbor already.

Tom Holder agreed.

Leo O'Rourke asked if a licensed plumber had done the work.

Tom Holder said yes, plumbing in the house needs to be done by a licensed plumber, but work such as this done outside of the foundation would have to be done by a licensed drain layer. Mr. Aoude had tried to say the work was plumbing only and that he did not need a permit.

Leo O'Rourke asked if the Town does this type of work for residents, as he thinks Holliston does.

Tom Holder answered no, as he does not have the staff to work on private issues. There is a backlog of work to do as it is. He also did not think Holliston offered these services either. He also mentioned that Mr. Aoude declined a payment plan as well.

### **Other Business**

Leo O'Rourke asked for copies of the FY14 budgets for Water and Sewer.

Sarah Pawluczzonek said she would send them.

Robert Wilson suggested that the next meeting be held on December 2, 2013 at 5:00pm in Tom Holder's Office.

**Robert Wilson made a motion to adjourn the meeting at 6:30pm.**

**Leo O'Rourke seconded, unanimous vote, 3-0.**

**Respectfully submitted by,**

**Sarah Pawluczzonek  
Operations Manager**



TOWN OF MEDWAY  
WATER & SEWER COMMISSION  
MEDWAY, MASSACHUSETTS

*Commissioners*

Cranston Rogers, Chair  
Robert Wilson, Member  
Leo O'Rourke, Member

## Meeting Minutes

**December 2, 2013 – 5:00PM**

DPS Office  
155 Village Street  
Medway, MA

Present: Chan Rogers, Robert Wilson, Leo O'Rourke, DPS Director Thomas Holder and Program Administrator Judi LaPan.

A motion was made by Chan Rogers to open the Water/Sewer Commissioners meeting at 5:00 PM.  
Bob Wilson seconded, unanimous vote, 3-0.

### Utility Abatement Requests:

#### 8 Little Tree Road:

Judi LaPan read the abatement request for 8 Little Tree Road. The customer was seeking an abatement because they had sprinkler heads in their irrigation systems that were leaking. The residents have a history of high usage during the summer months. The bill cycle for which they are requesting an abatement is not excessive when compared to like bill cycles. The Water Ban prohibits use of an irrigation system. For the above stated reasons this abatement is denied. The Commissioners requested the resident be cautioned that they could be fined in future if they continue to use their irrigation system during the water ban.

#### 7 Cutler Street:

Judi LaPan read the abatement request for 7 Cutler Street. The customer was seeking an abatement for high usage due to her washing machine overflowing. After looking in Sensus for high usage there is no data showing high usage during the timeframe she said the machine overflowed.

Leo O'Rourke makes a motion to deny the abatement as the data does not support the request. Bob Wilson Seconded, unanimous vote, 3-0

### Vote on Past Meeting Minutes:

The previous minutes for the Oct. 21, 2013 meeting were approved.

**Bob Wilson motions to approve the minutes of Oct. 21, 2013. Chan Rogers seconded, unanimous vote, 3-0**

### Directors Report:

The Lovering Street Tank is empty. It is empty in order to be cleaned and once cleaned a new mixing tank is being installed. The project is projected to take 3 or so weeks. Once the required water testing requirements are met to ensure the safety of the system, the Lovering Street Tank will be placed back online. The whole system is currently feeding off of the Highland Street Tank at the moment. Leo O'Rourke asks if there is any difference in pressure? Tom says no.

The FY 14 Water Main Replacement project is in the engineering phase. The streets improved by the project are Village Street, Adams Street, Winthrop Street and Maple Street. The state revolving fund deadline was met in order to maintain funding. Tom Holder will keep the board updated. On the Sewer side, Tom updated the board on his meeting with Cheri Cousins, Executive Director of the CRPCD regarding the 27 million dollar upgrade project at the CRPCD. The District noticed changes in our industrial strength that will increase our assessments. Tom Holder also discussed I & I. He will be discussing with Haley & Ward how we can evaluate and meter the black swamp interceptor. Tom has also asked for reports from Liz at CRPCD. He is hoping for a reduction in I&I equating about 50K gallon a day from our 900K Max capacity. The CRPCD operates on a National permit which is why the Capital investment in equipment and processes is needed.

There was a discussion as to whether or not phosphorus can be banned?

**Other Business:**

The cost of producing water and subsequently placing a value on water was discussed. This would be for the purpose of assigning a value to lost water. The large number of complex variables that make up drinking water operating costs makes this analysis time consuming and lacking in true analytical value. For these reasons this pursuit was felt unwarranted. Leo then states that he did not see the enterprise Retained Earnings figures. Tom says these numbers are calculated and certified annually. Water has approximately \$1M while Sewer has \$127K. Tom Holder explained that the rate setting will be starting January 2014 then forwarded to the Selectmen for the FY15 budgeting. Tom Holder will forward last year's rate setting documents to the Commissioners.

Leo O'Rourke asked to see the breakdown of expenses associated with repairs to the Water& Sewer Division's Fleet of equipment.

The next meeting is scheduled for January 13, 2014 at 5:00PM.

**Leo O'Rourke made a motion to adjourn the meeting at 6:07pm.  
Robert Wilson seconded. Unanimous vote, 3-0**