



TOWN OF MEDWAY
WATER & SEWER COMMISSION
MEDWAY, MASSACHUSETTS

Commissioners

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

Meeting Minutes

MINUTES APPROVED 5/04/15

January 5, 2015
DPS Office
155 Village Street

Present: Robert Wilson, Chan Rogers, Leo O'Rourke DPS Director Thomas Holder and Program Administrator Judi LaPan. Also present were residents Thomas & Juliann Lazetera and Nicole Haberman

A motion was made by Bob Wilson to open the Water/Sewer Commissioners meeting at 5:30 PM. Leo O'Rourke seconded, unanimous vote, 3-0.

Abatement request- 11 Temple Street - Thomas & Juliann Lazetera- Silent leak in a toilet located in back of the house. The homeowners are requesting an abatement due to the financial hardship this high bill creates and the fact that they were unaware they had a leak until they received the high bill. They contacted a plumber and shut the valve off to the toilet until they were able to buy a new flapper and make the repair. This is a water and sewer account. They were billed for 45,081 cf of water/sewer used. The leak represents approximately 42,676 cf of lost water. $42,676 \text{ cf} \times 7.48 = 314,160$ gallons of water was used for the quarter. $319,216 / 90 \text{ days} = 3,547$ gallons of water were used daily. If an abatement were granted the value would be approximately \$5,890.29. The breakdown is as follows: \$ 3,497.01 for water and \$2,393.28 for sewer.

After much discussion Bob Wilson made a motion to reduce the water and sewer amounts owed by 50% and to offer the Lazetera family a payment plan for up to 24 months due to the large amount owed. Leo O'Rourke seconded the motion. Unanimous vote, 3-0.

Abatement request – 224 Main Street – Nicole Haberman -Similar in nature to first abatement. Silent leak in toilet located in the first floor bathroom. They could not see or hear anything leaking. We sent an employee out who found the leak. This has since been repaired by replacing the flapper. This is a water and sewer account. They were billed for 6,650 cf of water and sewer. The leak represents approximately 5,109 cf of lost water. $5,109 \text{ cf} \times 7.48 = 38,215$ gallons of water was used for the quarter. $5,190 / 90 \text{ days} = 425$ gallons of water were used daily. If an abatement were granted the value would be approximately \$593.36. The breakdown is as follows: \$352.65 for water and \$240.71 for sewer. **After much discussion Bob Wilson made a motion to reduce the water and sewer amounts owed by 50%. Leo O'Rourke seconded the motion. Unanimous vote, 3-0.**

Abatement request – 104 Summer Street – Rob Pomponio –At the last meeting I was asked to calculate the abatement amount for this account. At the 10/27/14 meeting it was voted to abate this well account as the meter was not installed correctly, even though the owner requested it be plumbed so as not to capture his outside usage. See attachment for breakdown. **Bob Wilson makes a**

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motion to abate \$543.80 as discussed at the last meeting per the breakdown. Leo O'Rourke makes a motion to abate half this amount as he feels the owner has some culpability. Bob Wilson makes a motion again to abate \$543.80 as discussed at the last meeting. Leo O'Rourke then recollected that it was discussed that the owner did not have any culpability. Leo O'Rourke then seconded the motion. Unanimous vote, 3-0.

Abatement request - 3 Orchard Street – Pool Fill after replacing liner. All necessary paperwork was submitted. The calculations would set the sewer abatement at \$65.12 based on the size of the pool and cf of water used.

Bob Wilson made a motion to abate the sewer charges only for the pool fill. Leo O'Rourke seconded the motion. Unanimous vote, 3-0.

Abatement request– 1 Richardson Street – David & Pauline Lambirth – Their Outside spigot was leaking into the basement which went undetected initially. No water went into the sewer. See statement from David Lambirth. This property averages 3610 cf of usage each quarter. Based on an average of like cycles it appears the leak represents 1,107 cf of lost water. If an abatement is granted the value would be approximately \$108.92. The breakdown is as follows: \$ 63.98 for water and \$44.94 for sewer.

Bob Wilson made a motion to abate the sewer charges only for the leak. Leo O'Rourke seconded the motion. Unanimous vote, 3-0.

Abatement request – 15 Hemlock Drive - Similar in nature to first abatement. Silent leak in toilet located in the basement. The toilet has never been used since they bought the house 3 years ago. A contractor turned on the feed and they did not know it was running as this is a low foot traffic area. . This has since been repaired by replacing the flapper. This is a water and sewer account. They were billed for 5,634 cf of water and sewer. The leak represents approximately 4,479 cf of lost water. $4,479 \text{ cf} \times 7.48 = 33,502$ gallons of water was used for the quarter. $4,479 / 90 \text{ days} = 50$ gallons of water were used daily. If an abatement were granted the value would be approximately \$504.53. The breakdown is as follows: \$299.92 for water and \$204.61 for sewer.

After much discussion Bob Wilson made a motion to reduce the water and sewer amounts owed by 50%. Leo O'Rourke seconded the motion. Unanimous vote, 3-0.

The Commissioners need to accept prior meeting minutes. **Bob Wilson made a motion to accept the minutes of the December 1, 2014 minutes. Leo O'Rourke seconded the motion. Unanimous vote, 3-0.**

As the Commissioners were on the agenda for the Board of Selectmen's meeting, **Bob Wilson made a motion to close the meeting in the DPS office at 6:55PM and reconvene in Sanford Hall. Leo O'Rourke seconded the motion. Unanimous vote, 3-0.**

Respectfully submitted,

Judi LaPan
DPS Program Administrator

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TOWN OF MEDWAY
WATER & SEWER COMMISSION
MEDWAY, MASSACHUSETTS

Commissioners

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

Meeting Minutes

MINUTES APPROVED 5/04/15

February 11, 2015 – 5:00PM

DPS Office
155 Village Street
Medway, MA

Present: Robert Wilson, Chan Rogers, Leo O'Rourke, DPS Director Thomas Holder

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

Sewer Extension Moratorium:

Tom Holder provided an overview of the proposed Moratorium on future extensions of the Town's public sewer system. The following is the proposed March 9, 2015 Special Town Meeting Article language:

To see if the Town will vote to amend the General By-laws by inserting a new Article XXIX as follows:

29.1. Purpose: This by-law is adopted pursuant to the Home Rule Amendment. The purpose of this by-law is to conserve the town's limited available sewage disposal capacity in order to protect the public health and welfare.

29.2. Applicability: Any and all extensions of the town's municipal sewer system are hereby prohibited. No town board, commission, committee, official, or entity shall grant any permit or approval that would allow for the extension of the town's municipal sewer system beyond that currently in existence.

29.3. Connections: Nothing in this by-law shall prevent the grant of a sewer connection permit for property that abuts on that portion of a public or private way with an existing sewer line.

29.4. Severability: If any section of this by-law is ruled invalid by a court of competent jurisdiction, such ruling will not affect the validity of the remainder of the by-law.

or to act in any manner relating thereto.

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Leo stated he was in favor of the proposed article.

Bob voiced his concern that this proposal would disallow property owners from connecting to existing sewer systems already in place.

Tom stated that this article would pertain only to extensions of the system and have no bearing on connections to existing systems.

Leo made a motion to accept the proposal as written in the article language as presented.
Bob seconded the motion.

Commission voted unanimous (3-0) in favor of the proposed article as written.

The next meeting is scheduled for March 9th 5PM at the DPS office

Motion to adjourn Robert Wilson, Seconded by Leo O'Rourke at 5:45 PM

Respectfully Submitted,

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TOWN OF MEDWAY
WATER & SEWER COMMISSION
MEDWAY, MASSACHUSETTS

Commissioners

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

Meeting Minutes

MINUTES APPROVED 6/15/15

April 6, 2015
DPS Office
155 Village Street

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

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

Carol Pratt was in attendance to present the FY16 Water & Sewer Enterprise Funds Indirect Cost Allocations. The Commissioners need to vote on FY16 Water & Sewer Enterprise Funds Indirect Cost Allocations. *Bob Wilson made a motion to approve the Water & Sewer Enterprise Funds Indirect Cost Allocations as discussed. Leo O'Rourke seconds the motion. Unanimous. 3-0.*

Abatement Request - 10 Priscilla Road-Steven & Theresa Hodge. There was a silent leak in a toilet located in back of the house. The homeowners are requesting an abatement due to the financial hardship this high bill creates and the fact that they were unaware they had a leak until they received the high bill and a call from the town. They contacted a plumber and made repairs. This is a water and sewer account. They were billed for 8,450cf of water/sewer used. The leak represents approximately 4,128 cf of lost water. $4,128 \text{ cf} \times 7.48 = 30,877$ gallons of water was used for the quarter. $30,877 / 90 \text{ days} = 343$ gallons of water were used daily. If an abatement were granted bringing the usage down to an average of the last year or 4,322 cf, the value would be approximately \$639.54.

Robert Wilson makes a motion to reduce the difference of the water and sewer charges on their average bill and the last bill reflecting the leak owed by 50%. Leo O'Rourke seconds the motion. Unanimous. 3-0.

The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent allowable by law.

Tom Holder discusses the 5 year Water & Sewer Rate Forecast. He is primarily looking toward FY16, but we use a 5 year rate study. Tom explains that when we went from semi-annual billing to quarterly billing the consumption numbers were a bit higher. This was to allow for the different bill cycles to be caught up so that all customers were billed through August. This allowed for all customers to be on the same bill cycle when we started quarterly billing. Now it appears that the numbers are down a bit. 10% to 15% of operating costs will be maintained for retained earnings. This will allow rates to be more controllable as we will use retained earnings to provide rate relief. This means that the rate increase will be less significant due to this relief. Each tier has a different rate increase. The increases will be as follows: Tier 1 users will see a 5% increase. Tier 2 users will see a 6% increase. Tier 3 users will see a 7% increase. Customers who conserve will be “rewarded” with the lowest increase. Bob Wilson asks if the proposed rates take into account the new projects and are the numbers built into the rates? Tom Holder says yes, ie: the Sewer Extension and Millstone Village. Bob Wilson also asks if the cost for the DPS Facility are worked into the rates? What numbers were used? We currently we have 3277 residential Water users and 163 Commercial users. We currently we have 2476 residential Sewer users and 146 Commercial users.

The rate study discussion will continue next month. The May rate hearing will be discussed in the beginning of June. The Commissioners would like rate comparisons from surrounding towns.

The Commissioners were planning to approve past minutes. Not all of the Commissioners have had an opportunity to review the minutes and will table approval until the next meeting.

Director Report:

Tom Holder informs the Commissioners that we have exceeded the threshold for iron and manganese. We can still use and run both the Village Street and Oakland Street wells however we need to make long term plans to reduce both per the DEP. The long term plan is centralized filtration. Bellingham just built two filtration plants. The DEP is recommending that we start planning now. Bob Wilson ask if the filtration will reduce the chlorine smell? Tom says no it will not. We still need to add chlorinator boosters so the residual stay where they need to be. We would need to find other alternatives to reduce the perceived chlorine smell, all of which are extremely costly.

The Water Main project is moving along. The bids were opened and it appears that Gravity will be awarded the contract. The project will start on Highland Street, then Winthrop Street, to Main Street to Lovering Street.

Water Conservation Discussion:

John Foresto approached Bob Wilson to discuss options for water conservation. Bob recommended a Toilet Rebate Program. Bob explains how the program works in other communities. As the Town is only allowed to draw a certain amount of water per day per DEP, this program would help preserve the Aquifer. Leo asks how do we know? Tom recommends this become an action item for the next meeting.

Tom reminds the Commissioners that Town Meeting is May 11th.

The next Water & Sewer Commissioners Meeting will be held May 4, 2015 at 5PM.

Bob Wilson makes a motion to adjourn the meeting at 6:50PM. Chan Rogers seconds.
Unanimous. 3-0.

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TOWN OF MEDWAY
WATER & SEWER COMMISSION
MEDWAY, MASSACHUSETTS

Commissioners

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

APPROVED 06/15/15

Meeting Minutes

May 4, 2015
DPS Office
155 Village Street

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

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

Bob Wilson made a motion to approve the January 2015 and February 2015 minutes. Leo O'Rourke seconded. Unanimous vote, 3-0.

The April minutes need to be changed. Judi will add formal language and resend to the Commissioners for their approval. Abatement recovery: See synopsis. 50% of overage of the most recent bill

Abatement Request - 30 Highland Street –Jessica & Richard Scalzo. This is a Water /Trash account. They do not have town sewer. There was a silent leak in multiple toilets in the house. They replaced the flappers using universal flappers that they purchased at Home Depot. Two of the toilets continued to leak so they went online and orders flappers specific to their Toto toilets. The homeowners are requesting an abatement due to the financial hardship this high bill creates. The prior bill cycle had been very high (\$511.67) and they thought they had simply used more water. They did not realize they had a leak. It was not until they received the \$1204.77 bill that they and the fact that they were unaware they had a leak until they received the high bill and a call from the town. They contacted a plumber and made repairs. They were billed for 14542cf of water. If an abatement were granted bringing the usage down to an average of the last year of 2086 cf, the value would be approximately \$967.60.

Robert Wilson makes a motion to reduce the difference of the water charges on their average bill and the last bill reflecting the leak owed by 50%. Leo O'Rourke seconds the motion. Unanimous. 3-0.

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Action Items:

1. Bob Wilson would like reports run for high usage
2. Reformat the minutes for to show Action Items
3. Leo O'Rourke requested budget Actual to Year to Date
4. Run numbers for residential and commercial accounts
5. Post Rate Hearing, Public meeting and Legal posting

Rate Study Discussion Continuation - Tom Holder discussed the proposed numbers with Carol Pratt, the Town Accountant, and Melanie Phillips, the Town Treasurer. They are confident the numbers all look good. A 92% collection rate is factored into the revenue balance. Bob Wilson asked if the rate structure is still tiered. Tom Holder says yes and provided the rate chart information. Bob Wilson asks if the Board of Selectmen have seen these numbers? Tom Holder said yes they have and they understand there will be a rate hearing on June 15, 2015. There will be a regular Water & Sewer Commissioners Meeting at 5 PM, and then the Public Rate Hearing at 6PM.

Annual Town Meeting Discussion: Tom Holder reviewed each of the Town Meeting Articles pertaining to the Water & Sewer Enterprise interests.

Directors Reports:

The paving on Village Street is scheduled and will have structures adjusted and be reclaimed within the next week. The street will then sit at binder until the final top coat is placed sometime in late July. We will then move over to Adams Street and we will perform the same process. The final top coat on Adams and Highland Streets will be placed prior to the end of the paving season in November. Tom Holder reports that the leak on Lovering Street remains a bit elusive. We installed a valve, and replaced the piece of pipe. The water into 46 Lovering Street has slowed down. Tom Holder then states that he feels the need to discuss centralized filtration due to the high levels of iron and manganese. The Town is currently in the discussion phase with Department of Environmental Protection regarding where the centralized stations would be installed. The Village Street well site could be a good site, or Populatic Street. The Town would have to pipe all other stations to the new spot.

Member Perogatives:

Bob Wilson asks if we centralize the pump, will it change the pressure or the volumes? Tom Holder said that the only thing that will help with pressure is replacing the pipes. They could be cleaned, and relined, but many lines are undersized, so cleaning would not help with the pressure. Bob Wilson also asks about fluoridation. He is wondering if we still fluoridate the water? Tom Holder says yes we do, at 1.0milligram per liter. Fluoride is mandated by the Department of Public Health.

The next Water & Sewer Commissioners Meeting will be held on June 15, 2015 at 5PM. The Rate Hearing will then follow and will be held in Sanford Hall at 6PM.

Bob Wilson makes a motion to adjourn the meeting at 6:15PM. Leo O'Rourke seconds.
Unanimous vote: 3-0.

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TOWN OF MEDWAY
WATER & SEWER COMMISSION
MEDWAY, MASSACHUSETTS

Commissioners

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

APPROVED 07/13/15

Meeting Minutes

June 15, 2015
DPS Office
155 Village Street

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

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

Bob Wilson made a motion to approve the April 2015 and May 2015 minutes. Leo O'Rourke seconded. Unanimous vote, 3-0.

There were not any Abatement Requests this meeting.

Action Items:

1. Bob Wilson would like reports run for to help detect high usage
2. Automated Leak Notification? Reports?
3. Residential access to consumption data?

Rate Study Discussion Continuation – A Public Rate Hearing is scheduled at 6PM tonight. A formal rate sheet has been created. The rates were taken from the rate forecast for FY16. This was studied and discussed at great length prior to the creation of the new rates.

Directors Reports:

Tom Holders discussed the Exelon Plant and their water needs with the Commissioners. Exelon has been non-committal about how often the plant expansion will operate or run annually. They require 130 gallons per minute when they operate their expanded system. They are currently operating approximately 100 hours annually. Much of the water they will use evaporates. Significant environmental permitting is required.

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To the point of addressing permitted water uses, by definition, water to irrigate is considered non-essential. Water for the operational needs of a power plant is considered essential by definitions. The protectors of the aquifer are the Charles River Watershed Association and the MassDEP. They look to the future to ensure that 100 years from now future generations have clean accessible water. The Town is currently capped at our daily allowable withdrawal. We are allowed to pump 920,000 gallons per day. We had been exceeding this due to the leak that was found on Village Street. We have fixed this and are no longer drawing more than our daily allowable withdrawal. We have several projects that are being built or in the design phase that will use significant amounts of water. Millstone Village will use approximately 17K gallons daily, Salmon Health will use approximately 50K gallons daily and the proposed Timber Crest Estates will also have significant water and sewer needs.

The Water Main project on Highland Street continues. The main has been installed. The remaining work consists of installation of hydrants and service connections. Full depth road reconstruction will be completed this year. The Winthrop Street Water Main project has begun. The work is being performed North to South. They have started installation of the new mains. A temporary trench repair will be laid this year and next year after settling for the winter we will perform a full width mill and overlay road repair.

Member Prerogatives:

Toilet & Washing Machine Rebate Program: We surveyed other communities and then pulled recommendations that we felt we would like to institute in a toilet rebate program in Medway. Bob Wilson suggests we use the standard of 1.28 gallons or less per flush. Many current models have a vacuum assist. It is questioned how we will verify what is being replaced? Homeowners would have to send a picture of the old toilet along with proof of purchase of the new toilet. More thought will be given to this, standards for washing machines will be researched and added and the program will be refined prior to rolling it out. Bob Wilson says that he thinks we should approach Exelon and see if they would like to sponsor a toilet and washing machine rebate program for the town as PR for their company. This effort would help offset water use that Exelon will need in order to move forward with their proposed build out. Bob Wilson offers to put together some figures and data prior to the next meeting. Bob Wilson makes a motion to adjourn the Water & Sewer Commissioners Meeting at 5:59PM.

Bob Wilson makes a motion to open the Public Rate Hearing at 6PM. Chan Rogers seconds. *Unanimous vote: 3-0. The Commissioners are all given the proposed rate schedule. As of 6:15PM there have not been any residents in attendance for the Rate Hearing. **Bob Wilson makes a motion to accept the FY16 Water and Sewer rates. Leo O'Rourke seconded. Unanimous vote, 3-0.*** Bob Wilson makes a motion to adjourn the Public Rate Hearing Meeting at 6:30PM.

The next Water & Sewer Commissioners Meeting will be held on July 13, 2015 at 5PM.

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TOWN OF MEDWAY
WATER & SEWER COMMISSION
MEDWAY, MASSACHUSETTS

Commissioners

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

APPROVED 08/17/15

Meeting Minutes

July 13, 2015
DPS Office
155 Village Street

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

A motion was made by Bob Wilson to open the Water/Sewer Commissioners meeting at 5:00 PM. Leo O'Rourke seconded, unanimous vote, 2-0.

Bob Wilson made a motion to approve the June 15, 2015. Leo O'Rourke seconded. Unanimous vote, 2-0.

Abatement Request – 18 Cottage Street – John Williams. This is a Water/Sewer /Trash account. There was a broken float valve which caused continuous running. The toilet was replaced as soon as he was able to afford to purchase it and get it installed. The homeowners are requesting an abatement due to the financial hardship this high bill creates. The August 2014 bill cycle had been higher than usual but they thought they had simply used more water. They did not realize they had a leak until they received the extremely high November bill (7,765 cf- \$380.23 for water/ \$259.55 for sewer). They bought a new toilet at the end of December but were not able to install it until February which resulted in another cycle of high consumption.

Robert Wilson makes a motion to reduce the difference of the water charges on their average bill and the last bill reflecting the leak owed by 50%. Leo O'Rourke seconds the motion. Unanimous. 2-0.

Action Items were discussed.

1. Bob Wilson had requested reports be run for to help detect high usage. Reports were run and given to the Commissioners to review.

The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent allowable by law.

Action Items Continued:

2. Automated Leak Notification? Reports? This can be done however the software platforms necessary to do this are incredibly expensive. Tom Holder is not sure the costs are justified. Would residents understand the data? Bob Wilson asks if Sensus has a platform for this? Tom Holder indicates that Sensus does not have a platform for this purpose. Judi and Jill will continue to run reports manually.
3. Residential access to consumption data? This is the same as the automated leak notifications. This can be done however the software platforms necessary to do this are incredibly expensive. Again, Tom Holder is not sure the costs are justified.

Directors Reports:

Kleinfelder is performing a Water Supply and Resource Evaluation. They will take existing water obligations into consideration in order to determine how much water the town has available to give to Exelon. Bob Wilson asks how much water we are currently drawing per day? Tom Holder says that the permit allows for 920,000 gallons a day. Millstone will require 17,000 gallons a day. Salmon Health will require 56,000 gallons per day and Timbercrest will require 65,000 gallons a day. That will put us over the permit withdrawal limit. Bob Wilson feels that these companies who are requesting the water for their projects need to pay fees to help with the I & I. They need to offset the needs. If the proposed marijuana facility were approved, how much water would they require?

Member Prerogatives:

The Toilet & Washing Machine Rebate Program was reviewed at the last meeting. A few changes were requested. The Commissioners would like to add the verbiage "How Much Can I Save?" Bob Wilson would like residents to see the difference between how many gallons an old machine currently uses versus how many gallons a High Efficiency machine will use. He offered to provide data on typical anticipated savings.

The next Water & Sewer Commissioners Meeting will be held on August 17, 2015 at 5PM.

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TOWN OF MEDWAY
WATER & SEWER COMMISSION
MEDWAY, MASSACHUSETTS

Commissioners

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

Meeting Minutes

August 17, 2015
Sanford Hall
155 Village Street

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

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

Bob Wilson made a motion to approve the July 13, 2015 minutes. Leo O'Rourke seconded. Unanimous vote, 3-0.

Abatement Request – There were not any abatement requests.

Action Items were discussed.

There was a continuation of the Toilet-Washing Machine Rebate Program. Bob Wilson provided the Commissioners with a cost savings analysis. Leo asked if we can do more in regards to public relations/ outreach indicating that we have a mission behind the program. Our mission is to help customers save money and extend our limited resources by reducing the draw on the allowable daily limits. There are still changes necessary before we can implement the program. The first change will be adding a purpose and mission statement to the Rebate Program literature. The other changes will be reflected on the flyer. Tom would like the Commissioners to vote to implement a Toilet & Washing Machine Rebate Program conditional to the changes above at the next meeting. Revisions will be made to allow a vote. The Commissioners also discussed shower head and aerator programs. At this time we will not be adding these items to the program. The Commissioners questioned as to whether or not Exelon has an existing water reduction program?

The Commissioners discussed the need for deposit fees for hydrant meters/backflow devices to be increased. The increase is necessary to cover the cost of replacement if the meter is damaged or not returned. Tom Holder recommended the cost be increased to:

- 1" or less \$600- breakdown \$200/meter, \$400 backflow device
- 1" or greater \$2,000- breakdown \$800/meter, \$1,200 backflow device

The water will continue to be charged at the current rate while the hydrant meter is in use.

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Action Items Continued:

Bob Wilson made a motion to amend the current fee structure to properly cover the costs of the hydrant meter and backflow device. Leo O'Rourke seconded. Unanimous vote, 3-0.

Directors Reports:

Tom Holder discussed the request to return the 5K Bond for sewer work that had been performed at 70 Oakland Street. The Department of Public Services is supportive of the bond being returned as all work has satisfactorily been completed.

Bob Wilson made a motion to return the bond for 5K to William Roberts. Leo O'Rourke seconded. Unanimous vote, 3-0.

Tom Holder updates the Commissioners on the status of the Water Main Project: Highland Street has been completed. Winthrop Street is almost done. Once we have completed Winthrop Street the contractor, Gravity Construction, Inc., will install a 4" line into Cassidy Complex for the concession stand and the new bathrooms.

Tom Holder informed the Commissioners that we have reached out to the Abrahams Group to provide us with a proposal for Inflow & Infiltration (I & I) research. They will put together a proposal with different scenarios that will allow the town to implement an Inflow & Infiltration (I & I) fee.

Member Prerogatives:

Leo asked how the manganese levels are? Tom states that the levels are down below 0.3 mg/l since the wells and screens were cleaned.

The next Water & Sewer Commissioners Meeting will be held on September 14, 2015 at 5PM.

Bob Wilson made a motion to adjourn at 6:35 PM. Chan Rogers seconded. Unanimous vote, 3-0.

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TOWN OF MEDWAY
WATER & SEWER COMMISSION
MEDWAY, MASSACHUSETTS

Commissioners

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

Meeting Minutes

September 29, 2015
Sanford Hall
155 Village Street

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

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

The Commissioners reviewed the minutes from the August 17, 2015 meeting. Leo O'Rourke made a motion to approve the August 17, 2015 minutes. Bob Wilson seconded. Unanimous vote, 3-0.

Abatement Request –

Abatement Request – 4 Buttercup Lane – William & Deborah Kingsbury - There was a leak in a toilet in the basement. The homeowners are requesting an abatement due to the financial hardship this high bill creates and the fact that they were unaware they had a leak. His wife heard the toilet running and shut the valve off on July 30, 2015. The valve will stay turned off until the homeowner replaces the toilet. This morning documents were provided indicating the toilet has been replaced.

This is a water and sewer account. They were billed for 14,491cf of water/sewer used. The usage for the August 2015 quarter was 14,491, and the previous Aug. 2014 the usage was 3,195 cf. If we were to abate the difference between these two like bill cycles it would be for 11,296cf. In water charges that would be \$928.07 and in sewer charges that would be \$752.45. Total abatement = \$1680.52

If an abatement were granted and the Commissioners were to vote as they have in the past to *reduce the difference of the water and sewer charges on their average bill and the last bill reflecting the leak owed by 50% the abatement would be for \$840.26.*

Leo O'Rourke makes a motion to approve the abatement for \$840.26 as stated in the paragraph above. Robert Wilson seconded. Unanimous vote, 3-0.

The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent allowable by law.

Abatement Request – 17 Main Street – Steven & Kathleen Perkins - This is a relatively new home. The Perkins hand watered for 3 months trying to establish a new lawn. They did not realize how much water they used while establishing the lawn. This is a onetime request as they now understand how much water a hose uses. If we were to abate the sewer charges only based on the difference from the same quarter in 2014, it would be 8,158 cf minus 4,777 cf = 3,381 cubic feet. This would be a total abatement of \$177.67.

Leo O'Rourke makes a motion to approve the abatement for \$177.67 as stated in the paragraph above. Robert Wilson seconded. Unanimous vote, 3-0.

Action Items were discussed.

There was a continuation of the Toilet-Washing Machine Rebate Program. The outreach flyer was discussed and is mostly completed.

Bob Wilson makes a motion that we accept the program as written with semantic changes to the brochure and application to be made. Leo O'Rourke seconded. Unanimous vote, 3-0.

Bob Wilson asked how much money has been allocated to the rebate program? Tom Holder explained that the Water Division budget will have to absorb the costs this fiscal year. Next year it will be worked into the budget or may be a program offered by a local business.

Directors Reports:

The Inflow & Infiltration Study (I & I) has not been approved. Tom Holder is negotiating the price with the Abrahams Group.

The Exelon Forum will be held at the Medway High School on Wednesday October 21, 2015 at 7PM. There will be a brief presentation and a question and answer period. The three main concerns are as follows:

1. Air Quality - The exhaust tower and emissions
2. Fuel Source- Exelon initially stated they would be using natural gas when they started the expansion project. They are now requesting to utilize oil as the backup fuel source. Residents are concerned about the size and holding capacity of the oil tanks
3. Water- Residents are concerned that the town does not have enough water. The Town has stated we will NOT be providing water for the expansion.

Exelon has approached the Town of Millis to discuss the potential of purchasing water from Millis. Millis has a well that is not utilized to capacity. Millis Selectmen are investigating the possibility of selling water to Exelon.

With the discussion on water, Leo O'Rourke asks why the water from the CRPCD that goes out to the Charles River is not captured and filtered back into the aquifer?

Leo O'Rourke is requesting a copy of the Kleinfelder report on the Exelon Expansion. Tom Holder will forward this to the Commissioners.

The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent allowable by law.

Directors Report Continued:

Fall Town Meeting has been scheduled for November 16, 2015. The DPS-Water Division has an article on the warrant. The article is to re-appropriate monies not spent on the AMR project to the Water Main Project.

Hydrant Flushing has been scheduled for early October. Postcards were mailed to all residents to notify them. The flushing will be north of Route 109 and east of Holliston Street. All flushing will be done at night.

Demand Notices for delinquent accounts will be mailed out toward the end of October. Liens will Occur in early December. DPS will no longer be offering payment plans. Residents will have the options of making payment arrangements with the Treasurer-Collectors

Water Ban Violations and fines were discussed. Two builders were fined for blatantly violating the water ban.

The Salmon Health Project to be built on Village Street is coming along. The status of the 40B Project for the land formerly owned by Henry Lee Wicket is that the project currently at a standstill.

Member Prerogatives:

The next Water & Sewer Commissioners Meeting will be held on November 2nd at 5PM in Sanford Hall.

***Bob Wilson made a motion to adjourn at 6:25 PM. Chan Rogers seconded.
Unanimous vote, 3-0.***

The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent allowable by law.



TOWN OF MEDWAY
WATER & SEWER COMMISSION
MEDWAY, MASSACHUSETTS

Commissioners

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

Meeting Minutes

APPROVED 01/11/16

November 2, 2015
Sanford Hall
155 Village Street

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

A motion was made by Bob Wilson to open the Water/Sewer Commissioners meeting at 5:02 PM. Chan Rogers seconded, unanimous vote, 3-0.

The Commissioners reviewed the minutes from the September 29, 2015 meeting. Chan Rogers made a motion to approve both the August 17, 2015 and the September 29, 2015 minutes. Leo O'Rourke seconded. Unanimous vote, 3-0.

Abatement Request – There were no abatement requests.

Action Items were discussed.

There was an update on the Toilet-Washing Machine Rebate Program. Residents have not officially been informed. There is information on the Town website. The outreach flyer will be mailed out to residents with the November bills. We have already had two toilet rebates and one washing machine application applied for and approved!

Bob Wilson makes a motion that we accept the program as written with semantic changes to the brochure and application to be made. Leo O'Rourke seconded. Unanimous vote, 3-0.

Household Leak Detection reporting continues. With new reporting available reports are run monthly and residents are notified of any suspected leaks. Notification is made via phone calls and/or postcards being mailed to the resident.

The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent allowable by law.

Directors Reports:

Tom Holder reminded the Commissioners that Fall Town Meeting has been scheduled for November 16, 2015. The DPS-Water Division has an article on the warrant. The article is to re-appropriate monies not spent on the AMR project to the Water Main Project.

The Exelon Forum was well attended. Leo O'Rourke states he does not think the meeting was very effective. He thinks the Governor should do more to procure energy from Canada. It is cheaper and greener. Exelon has approached the Town of Millis to discuss the potential of purchasing water from Millis. Millis has a well that is not utilized to capacity. Millis Selectmen are still investigating the possibility of selling water to Exelon. Kleinfelder will be performing an evaluation for Millis to determine if they would be within their allowable limits if they were to sell water to Exelon. Exelon needs to purchase 45K gallons of water per day to supplement their well which can draw 50K gallons per day. If Millis agrees to sell water to Exelon then Millis and Medway would have to enter into an Inter-municipal Agreement. Medway would more than likely need to pump the water, Medway would own and operate the pump stations. When pumping to a higher pressure we may encounter leaks. Medway needs to ensure all costs are included and covered by Exelon. Leo asks if there is any difference in how Millis treats their water? Tom explains that the methods are similar but their ph is different as are their fluoride levels. This will all be taken into consideration and monitored very closely. . Bob Wilson asks what will happen if one of Exelon's wells goes bad? Exelon proposes to have a second backup well. Exelon is also proposing two storage tanks that will hold 950K gallons of water onsite. Bob Wilson asks who will monitor what is being pulled from the aquifer. Tom explained that Exelon's well is a deep bedrock well. Exelon's well-water use will not have any impact on Medway's 4 wells or private residential wells. Exelon wants to be online by July 2018. Funding is broken out in the host agreement.

Tom Holder updates the Commissioners on the Salmon Health (The Willows) Project. The abutting residents are very concerned about drainage issues. The water currently flows to the Salmon property and then ultimately to the Charles River. The applicant and the Town are working together to prevent any flooding on the abutting properties. Salmon Health has to abide by the Storm Water Permit Requirements.

Member Prerogatives:

Leo O'Rourke asks why he has not seen a copy of the Abrahams report? Tom Holder stated that we have not signed a contract due to the estimated costs. Leo O'Rourke asks for a status update on the Highway Facility. Tom Holder states that the alternative to building new is to purchase an existing property. The potential to purchase and renovate a property exists at 6 Industrial Park Road. This is being investigated. Bob Wilson asks what the cost savings would be. Tom Holder explains that the costs are currently being evaluated and will be reported to the oversight committee, however it was noted that renovating would yield an additional 15,000 square feet of space.

Tom updated the Commissioners on the Cassidy Complex Sewer Line. The connection has been made and the account will be metered going forward.

The next Water & Sewer Commissioners Meeting will be held on December 7th at 5PM in Sanford Hall.

***Bob Wilson made a motion to adjourn at 6:45 PM. Chan Rogers seconded.
Unanimous vote, 3-0.***

The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent allowable by law.



TOWN OF MEDWAY
WATER & SEWER COMMISSION
MEDWAY, MASSACHUSETTS

Commissioners

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

Meeting Minutes

APPROVED 01/11/16

December 7, 2015
Sanford Hall
155 Village Street

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

A motion was made by Bob Wilson to open the Water/Sewer Commissioners meeting at 5:02 PM. Leo O'Rourke seconded, unanimous vote, 3-0.

The Commissioners have not had an opportunity to review the minutes from the November, 2015 meeting. The Commissioners will review the minutes and vote on acceptance of the November minutes at the next meeting.

Abatement Request –

Abatement Request – 74 Main Street – Medway Cafe - There were significant leaks in the restaurant between 2011 and 2013. In 2011 the Water Division employees helped Medway Cafe trace the leak to an ice machine line. There were leaks in lines to the bar, in a supply closet and there were also toilets running. The owners are requesting an abatement due to the financial hardship this high bill creates. This is a water and sewer account. It is very difficult to determine what the restaurants actual usage is versus what may be attributed to a leak. The restaurant has since undergone a water audit to pinpoint the issues and get them resolved. They have been making repairs and equipment improvements which are evidenced by the repair bills they included in the abatement request. There is more detail as to what has been fixed and repaired in the abatement request.

Tom Fair, the manager, provided invoices and spoke to the Commissioners about the fact that they have uncovered many leaks within the restaurant. He also informed the commissioners about the leaks that have plagued the property on the outside of the building. The Commissioners stated that it is good information but has no bearing on their usage. Bob Wilson says he is willing to consider an abatement if we were able to pinpoint what went into the sewer versus what went into the ground. Leo O'Rourke thinks there should be some relief as they did not get to utilize the water. **This will be tabled for further discussion until the restaurant can provide more information on the leaks.**

The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent allowable by law.

Abatement Request – 21 Tulip Way – Shivani Gill - This is a water account. The property is on septic. The owners are requesting an abatement due to the financial hardship this high bill creates. There are two abatement requests submitted. One is for a leaking toilet that has since been repaired. The owners were notified via a postcard of a potential leak or irrigation use in August 2014. They were again mailed a postcard in March of 2015. At that time Mrs. Shivani Gill contacted the office. The research indicated that there was a leak in the timeframe of November 2014- March 2015. The February bill shows there were 6,878cf used. The repair bill and the consumption reports show that a toilet leaking was repaired the last week of March 2015. Their consumption the same bill cycle the year prior was for 1,818 cf. They have since had a baby which would increase their usage some. If we were to abate the difference between the two cycles it would be for 5060 cf. This is a monetary value of \$ 369.95 for water.

The second request is for high consumption for an irrigation system that was found to be leaking. The resident was notified several times and reminded of the Water Ban prohibiting the use of an irrigation system.

As the homeowners had been advised that they appeared to have a leak in the irrigation system, which is not allowed during the water ban, and they did not shut the irrigation system down the Commissioners do not feel any abatement is due. The Commissioners feel that had they shut the irrigation system down the toilet leak would have been found sooner and eliminated the loss and waste of the water. **Chan Rogers made a motion to deny both abatements. Leo O'Rourke seconded, unanimous vote, 3-0.**

Abatement Request – 6 Stanley Road – Tamra Graves- This is a well account with town sewer. The owner is requesting an abatement due to the financial hardship this high bill creates. This property experienced a fire in 2011. When the town wanted to install the AMR meter they were waiting for insurance money to restore the house so they could live in it again. The husband moved out and the Ms. Graves did not realize they were paying a "Non-compliant"- Non-metered sewer charge each quarter for not allowing the AMR meter to be installed. As soon as she became aware last month she called to have the meter installed. She is looking for any type of relief the Commissioners feel appropriate and fair. In preparation of the meeting a consumption history was prepared to offer an indication of the usage as the new meter was installed 5 weeks ago. It shows that they appear to have a leak and were notified of same today. They intend to find and fix the leak tonight. In the meantime I have no history for their sewer usage. **The Commissioners will consider an abatement once a history of their usage is available. This will be tabled until the end of the next bill cycle when the consumption history is apparent.**

Action Items were discussed.

Household Leak Detection reporting continues. With new reporting available reports are run monthly and residents are notified of any suspected leaks. Notification is made via phone calls and/or postcards being mailed to the resident.

The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent allowable by law.

Directors Reports:

The High Efficiency Rebate Program Flyer was supposed to be mailed with the November utility bills. Due to a vendor error the flyers did not get mailed with the bills. They will be mailed by the vendor this week at no additional cost to us.

Tom Holder discussed the sewer line in the Brentwood Subdivision behind Walgreens. An Inflow & Infiltration investigation was performed last summer. I & I repairs will be done next year. We need to advertise, bid and award a contract for work to be done in the spring/summer.

Tom Holder discussed the property at 6 Industrial Park Road. As the Commissioners were made aware at a prior meeting, the property is being evaluated to see if this would be a viable option to house a new DPS Facility. It was noted that renovating vs building new would yield an additional 15,000 square feet of space. Environmental site conditions are being evaluated.

Member Prerogatives:

Leo O'Rourke asks if there has been any change in the manganese levels? Tom informs the Commissioners that they are below .03 since we cleaned the well screens.

Lastly Tom Holder updates the Commissioners on Exelon. The Energy Facilities Siting Board hearings begin next month. Kleinfelder continues working on the water evaluation for Millis.

The next Water & Sewer Commissioners Meeting will be held on January 11, 2016 at 5PM in Sanford Hall.

***Chan Rogers made a motion to adjourn at 6:00 PM. Leo O'Rourke seconded.
Unanimous vote, 3-0.***

The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent allowable by law.