



TOWN OF MEDWAY  
WATER & SEWER COMMISSION  
MEDWAY, MASSACHUSETTS

**Commissioners**

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

**Meeting Minutes**

**January 13, 2014 – 5:00PM**

DPS Office  
155 Village Street  
Medway, MA

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.

**FY15 Rate Discussion:**

Tom Holder discussed that we are currently working with the Abraham Group. The Abraham Group has extensive experience with municipal rate setting. Leo O'Rourke was questioning the four year increase. He asks how we justify a 26% rate over four years? Tom states that this is a nominal increase. The major drivers of increases in the rates are the Capital Improvement Projects. Recently completed projects that affect the rates are the 1.2 million dollar AMR Meter Replacement Program, the 1.6 million dollar Highland Tank and the 1.6 million dollar Main Street Water Main project. Currently being engineered is the 3.7 million dollar 3 year Water Main Improvement Project. Currently the 3.7 million dollar 3 year FY 14 Water Main Replacement project is in the engineering phase. The streets improved by the project are Village Street, Adams Street, Highland Street, Winthrop Street and Maple Street. Tom also mentions that water rates will be impacted by the need for a DPS Facility. The costs will be borne by all DPS divisions, approximately 1.5 million dollars for design. Leo asks why are the design costs are so high? Tom explained that the design of a building is usually 10% of the project. Tom is hoping that the new DPS Facility can be built on the existing site. Other than the wetland/ environmental issues at the Broad Street site, it is a good location. This segued into a discussion regarding the landfill and the fact that the landfill has never been capped. There were different criteria in the 1980's. The landfill will need to be capped per MADEP mandate if the project is approved for the current site. Leo asks how or why the Water/Sewer Division needs to pay into the DPS Facility? Tom explains that the costs are determined using formulas. There are many factors to determine the costs, ie: % of staff, pieces of equipment, % of floor space required. Leo says he feels it is important to keep rates low. Tom mentions we have good retained earnings in water, but no sewer. Rates were artificially low for years and the system was not maintained properly. The rates had to increase in order to improve the system and have accountability. The Abraham group will look at capital, operating budgets, debt and revise and adjust the rates.

**Directors Report:**

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.

Phosphorus reduction was discussed (see attachment) The Federal EPA mandates Massachusetts Storm Water laws and nutrient reduction will need to be implemented eventually. The MS4 Permit is still in the Public Comment phase in both NH and MA.

Infiltration/ Inflow report was discussed. N.E. PipeCleaning Company just completed their repair work. With regard to drinking water production, there is a 30% unaccounted for water rate. What could cause such a high number? Unmetered, leaks, interconnections with other towns, overflowing tanks? Leo asks how do we determine where the loss is? What do we produce? What do we bill? Subtract out firefighting and training, data issues? Tom explains that we are producing 0.98 million gallons of water a day. Metered consumption is only 70% of what we are producing. Tom says that we try to isolate the loss by closing valves section by section throughout town. A 10% unaccounted for number is what is recommended.

The Lovering Street Tank cleaning has been completed and the tank has been filled. We are awaiting the second round of testing in order to bring the tank back online.

Maintenance costs for the vehicles in the Division were discussed. Leo had requested to see the breakdown of costs for repairs so far this year. After seeing the breakdown he feels they are doing a good job keeping the costs down. This line item will be closely reviewed during the FY15 budget preparation with necessary adjustments made.

The next meeting was scheduled for February 24, 2014 at 5PM.

A motion was made by Bob Wilson to adjourn the meeting. Leo O'Rourke seconded. Unanimous.

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