



TOWN OF MEDWAY  
WATER & SEWER COMMISSION  
MEDWAY, MASSACHUSETTS

Commissioners

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

## Meeting Minutes

June 23, 2014 – 5:30pm  
Sanford Hall  
155 Village Street, Medway MA

Present: Chan Rogers, Robert Wilson, Leo O'Rourke, DPS Director Thomas Holder, Operations Manager Sarah Pawluczonek, and Town Accountant Carol Pratt.

**The Water/Sewer Commission meeting was motioned to start at 5:30pm by Robert Wilson. Leo O'Rourke seconded, unanimous vote, 3-0.**

### Water & Sewer Rates

TH – Town Accountant, Carol Pratt introduction. Carol handed out an indirect rate document. She explained that a part of the auditing process is the indirect costs. They have been in existence for a while but it has been a while since the Board of Water/Sewer Commissioners has been briefed on them. The Department of Revenue (DOR) gives out a template to all Town Accountants with a methodology to apply. Ever since the concept of Enterprise Funds came around about 10-15 years ago this model is used more and more and she plans to bring it each year now. Part of the process is that it's evolving, it's a snapshot, and so corrections can be made for the next year. We want it to be as accurate as possible. We have to allocate costs of administrative support within the enterprise funds. These fund in part the DPS Administrative costs as well as costs for the four support departments: the Town Administrator, Human Resources, Accounting, and Treasury. She went over the salary proportions.

LO – Asked if benefits are included.

CP - Yes.

LO – Asked if this is the gross salary.

CP - Yes.

LO – Asked what an enterprise fund is.

CP- Answered that it is a fund that resides outside of the General Fund. Taxes are not raised to support it. Town meeting approves the budget. The users that benefit pay the cost.

CP – She went over the IT expense allocations. Explained that she does a study to see how many users benefit from each software, support, internet, supplies, and training. She also went over the Town Hall cost maintenance which is based on square footage. She then went over the Employee Benefit Indirect Costs which are mostly healthcare. We can make adjustments for example if a vacant position which is budgeted under the assumption that they will take healthcare but then actually does not. Retirement is calculated by FTE.

The indirect rate document was passed around and signed by all Commissioners.

### Approval of past meeting minutes

TH – Explained that on June 13<sup>th</sup> the water main projects began and only one is in the roadway paving projects.

LO- Asked why the water project should pay for the entire road being repaved.

TH - Answered that mainly because it is due to the water main project that it needs immediate repaving. They dig right down the center of the street and make lateral connections in both directions. One of the benefits is that the interest rate for the water main projects is 2% instead of the conventional borrowing rate of 3.5%.

**The Water/Sewer Commission meeting was motioned to close at 6:01pm by Robert Wilson.  
Leo O'Rourke seconded, unanimous vote, 3-0.**

**The Water/Sewer Rate Hearing was motioned to start at 6:02pm by Robert Wilson.  
Leo O'Rourke seconded, unanimous vote, 3-0.**

Chairman notes no citizens present.

TH- Went over rate study explaining that it was done in-house this year, using the past years model, and done over a six year schedule. The 4% water increase commitment was met as promised this past year. In order to do that we are strategically lowering the water retained earnings for rate relief and will end up at balance of 20% of the operating budget after six years.

RW- Asked if retained earnings have been used for anything else in the recent past.

TH - Answered yes but not much, just some nominal equipment. It was mentioned in both water/sewer to place the burden on higher tiers therefore benefiting the folks that achieve more water conservation. It is strongly encouraged by DEP as part of our permit process. The sewer rate is driven by the Charles River Pollution Control District (CRPCD). They have recalculated our operational figure due to increased flow and strength.

LO- Asked why they can't lower costs with more innovative techniques.

CR – Remarked that the CRPCD Board should provide a report of the reduction of costs to the Water/Sewer Commission and the Board of Selectmen (BOS).

RW- They are modernizing their equipment and processes. It's hard to do and technology has not caught up yet.

LO – Asked about solar?

TH - Suggested that everyone attend a board meeting at CRPCD sometime.

RW – Agreed that they should attend a CRPCD meeting.

LO – Said that he would like to get a tour of the lab.

**RW – Made a motion to accept Water/Sewer rates for FY15.**

**The Water/Sewer Rate Hearing was motioned to close at 6:20pm by Robert Wilson.  
Leo O'Rourke seconded, unanimous vote, 3-0.**

**The Water/Sewer Board Meeting was motioned to reconvene at 6:21pm by Robert Wilson.  
Leo O'Rourke seconded, unanimous vote, 3-0.**

### Directors Report

TH – Explained that Adams St is shut down for the new water line and then repaving. Then they will do the water main down a part of Village Street. This will fix the limited water service to this area.

RW – Asked if they had bad pressure in that area.

TH – Yes, especially at the high school. Also, the West Street paving starts tomorrow and the Athletic fields project is on our radar.

LO – Asked how is the unaccounted for water investigation going?

TH – We have a PowerPoint presentation prepared. We have a lot of data, but no cause yet. The unaccounted for water is 24%. We are surveying some large users and we are also looking at our sewer industrial strength. We still suspect bad meters and unknown connections.

LO – Asked if the wells overlap.

TH - In the summer they are all running at once but there is no isolated system.

RW - How big do the meters get here in Town?

TH – I believe no bigger than 3 inches.

RW – Asked if there are any compound meters?

TH – Answered no that we did not have large enough users so we did not have any.

LO - Asked what they were?

RW –Answered that they measure two different flows (high and low) for more accuracy.

### Water & Sewer Commission Meeting Minutes

RW – Made a motion to accept all minutes from 12/03/13, 1/13/14, 2/24/14, 3/24/14, 4/25/14, and 4/30/14.

### Member Prerogatives

CR – Requested to schedule the next meeting.

LO – Asked if we can we look into future paving being timed with water projects so they don't have to be paid for by water projects.

TH – Explained that the water/sewer master plan does not necessarily match up with the pavement condition plan. But that we make the best effort to line things up.

RW – Asked what the lifetime of a road was.

TH – Answered about 10-15 years.

**RW – Made a motion to plan the next meeting for 7/21/14 at 5pm in Tom Holder's Office.**

**The Water/Sewer Rate Hearing was motioned to close at 6:35pm by Robert Wilson. Leo O'Rourke seconded, unanimous vote, 3-0.**

**Respectfully submitted by,**

**Sarah Pawluczonek  
Operations Manager**