

**BOARD OF WATER COMMISSIONERS
MARCH 26, 2008
MEETING ROOM 105**

Present: Jared Adams, Mike Nagle,
Doug Valovcin, Ron Sharpin

Meeting convened at 7:40 pm

Zoning Board of Appeals – Applications

The board reviewed ZBA applications on Skyview Terrace, Ashland Street, and Jeffrey Avenue. The board found no water issues involved with the applications.

FY09 Budget

Mr. Adams requested that the board postpone a discussion and vote on Enterprise Funding until the next BWC meeting on April 9, 2008 because the Town Accountant is on vacation. Mr. Adams has been discussing the issue with Paul LeBeau. The motion for the Town Meeting article would describe the manner in which the assessment would be achieved

Mr. Sharpin distributed budget scenarios for FY09. The board reviewed the scenarios and their impact on subsequent budgets. They also discussed a change in the rate structure for the Town of Holliston municipal properties. One proposal would eliminate TIER2 and/or TIER3 rates but would begin to charge for water supplied to town-owned fields. Mr. Valovcin wants a service installed at each field to provide water rather than the current practice of connecting to a nearby hydrant that has a meter attached. Water supply to Pleasure Point was discussed. Port-a-Potties were suggested as an option.

The board will hold a water rate hearing on April 16, 2008.

The board proposed and examined the following options for town-owned properties:

- Charge TIER1 for all properties AND all town-owned fields
- Charge TIER1 for all properties
- Charge TIER2
- Charge TIER1 for all properties except fields and give one-year's grace period for all town-owned fields

The Finance Committee wants to meet with the Board of Water Commissioner on April 1, 2008. The board will talk to the Finance Committee about charges.

The agreement between Mr. Adams (Water Department) and Mr. LeBeau (Town of Holliston) regarding the Enterprise Fund is agreeable to Mr. Nagle. The effective date, if

approved at Town Meeting, would be one year later. Mr. Adams will meet again with Mr. LeBeau about the fund.

Mr. Nagle proposed a 5% decrease in rates for rate payers because it is expected/hoped that the 18% unaccounted-for-water will be reduced to 10% or less. Mr. Sharpin suggested that the BWC wait for one year to see if expectations will be met. Mr. Adams would also like to wait until next year. The board discussed the benefits of the Automated Meter Reading System that will eliminate estimates, more accurate bills, elimination of summer meter readers, and postcard readings.

Rules and Regulations

Mr. Sharpin distributed a printed copy of the Water Department's Rules and Regulations which included changes to Paragraphs 13, 14, and 19. He highlighted changes to Paragraphs 14 and 19 in blue ink.

Mr. Valovcin has already talked to Ali Parand about reviewing the rules and regulations.

Pam Zicko of the Finance Committee arrived to request the BWC's presence at the Finance Committee meeting on April 1, 2008 at 9:00pm.

Mr. Sharpin explained that the hand-out addresses the right of access and justification for terminating someone's water supply.

Mr. Adams questioned Paragraph 11 which states that "An individual meter shall be required for each separate service connection." Mr. Valovcin suggested changing it to "each individual living unit or building unit that uses water will have its own service and separate meter." Mr. Sharpin suggested "individual dwelling unit." Mr. Valovcin will review this paragraph with Mr. Parand. Mr. Valovcin also will look at grandfathering existing units. They may allow owners to separate meters with approval of the Water Department.

In Paragraph 14, the cost for testing meters must be changed because it costs the department more than \$50.00 to test a one-inch meter. Mr. Valovcin suggested that a separate fee schedule could be created and would make reference to the "current fee schedule" that can be easily updated by the Department. This would include any paragraph that includes a specific fee in the current Rules and Regulations of the Water Department.

Both Paragraphs 18 and 19 would change fees to read "refer to fee schedule."

The letter to the resident on Francine Drive was not sent.

Mr. Adams made a motion: **“Motion to accept the changes of Rules and Regulations As described in Paragraph 14 as set forth in blue ink And changes in Paragraph 13 from “owner” to “customer” and changes in Paragraph 19 as set forth In blue ink”**

Mr. Nagle seconded the motion.

Mr. Nagle and Mr. Adams voted in favor of the motion.

Chief Operator Position

The Water Department received two resumes for the Chief Operator position which closed today. The board decided to form a sub-committee to interview the candidates.

Mr. Adams made a motion: **“Move that an interview committee consisting of Doug Valovcin, Ron Sharpin, and Mike Nagle be formed”**

Mr. Nagle seconded the motion.

Mr. Adams and Mr. Nagle voted in favor of the motion.

The sub-committee will meet at 7:30pm on April 1, 2008 to conduct two 30-minute interviews.

Billing

The board discussed adding standard text about delinquency rules to the next bill. Mr. Adams suggested adding text that informs customers that the new Automated Meter Reading System will begin around July 1, 2008.

AMR System – No Response List

The department has a list of customers who have not responded to the department’s repeated requests to install the new meter system. They have not responded to notices, door hangers, and phone calls. The board discussed possible consequences.

Mr. Adams suggested that a letter should be sent to the customers who have not responded. Another suggestion was to send an high estimated bill.

These estimated bills will be sent with the rest of the bills expected to be sent next month.

Mr. Adams made a motion: **“Motion that the next bill will include special attention for the estimation of bills for people who have refused to have their new meters installed”**

Mr. Nagle seconded the motion.

Mr. Nagle and Mr. Adams voted in favor of the motion.

Mr. Nagle suggested that notice be given to these customers because the Water Department is using the new Automated Meter Reading system and is no longer reading meters.

Mr. Valovcin plans to determine the estimation of the bills and he will deal with the customers. The board agreed that customers who have resisted the repeated requests for three months (from first request) will be sent estimated bills. Those customers who have notified Mass Installation Inc. that they are unable to install the meter until Spring 2008 will not be included in the NO RESPONSE group.

Water Quality Complaints

The water quality complaints have been sporadic. Well #1 was put on-line this week, but requires system operator to inspect every three hours. Well #6 is running okay. The pump was put back together at Well #4 after it was cleaned. The motor was replaced at Well #2.

SEA is expected during the week of April 7, 2008 at Well #4 to finish chemical aspects.

Well#5

Well #5 is expected to be cleaned in Fall 2008. The main dam has been breached and no rebuilding has been detected. Mike Callahan of Beaver Solutions will be invited to inspect the three dams so that the Water Department can get the required permits from the Conservation Commission.

Minutes Review

No minutes were reviewed.

Invoices and Change Orders

Invoices and change orders were signed by the board.

Mr. Adams made a motion: **“Motion to adjourn”**

Mr. Nagle seconded the motion.

Mr. Nagle and Mr. Adams voted in favor of the motion.

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The meeting adjourned at 10:20pm.

Next BWC meeting – April 9, 2008 at 7:30pm

Respectfully submitted,

Tricia Keating

Clerk

Approved 4/9/08 as written

AGENDA

Board of Water Commissioners Meeting

March 26, 2008

(Meeting to start at 7:30 PM in Room #014)

- **Discussions and Public Comments - (7:30-8:00)**
- **Zoning Board –applications - (8:00-8:15)**
- **FY 09 Budget Discussion and TM Articles- (8:15-9:00)**
 - *TM-Enterprise Funding article -status
 - *FY2009-proposed budget
 - *Rates Public Meeting-budget impact scenarios
- **Water Department-revision of Rules & Regulations-(9:00-9:15)**
- **Chief Operator –job applications (9:15-9:30)**
- **Water Department Activities: (9:30-9:45)**
 - *Backflow Bills-send double billing
 - *Water Bills-reformatting
 - *Water Quality Complaints
 - *Well #1 – status
 - *Well #2 - status
 - *Well #4 – status
 - *Well #5 - status
 - *WTP #6 – status
 - *AMS and Meter Replacement – status
- **Minutes-review/approval (9:45-9:50)**
- **Invoices, Contracts and Change Orders (9:50-10:00)**

On-Going Activities –Status

- Chemistry Study-RFQ under review
- Hydraulic Simulation Model RFQ
- Meeting with Selectmen and Mr. Perejda on Cutler Heights housing
- Highland Meadows-status of compliance with WD regulations
- Marian Community-supplying water

Next BWC Meeting- April 9, 2008 @7:30PM @ Town Hall

