

WATER/SEWER COMMITTEE MINUTES / December 3, 2018 at 1:30pm

Upstairs Meeting Room, Town Hall, 39 South St, Hinsdale, MA

Select Board members present: Harvey Drosehn, Rich Kardasen, Viv Mason

Other employees & public present: Bob Graves, Kathe Warden, Larry Turner

Harvey opens the meeting at 1:30pm and turns it over to Larry Turner. Meeting is being recorded.

Discuss and possible vote on all Water & Sewer rates for the next billing cycle. Larry explains that

Sewer II and all the others have good commitment coming in.

Sewer I has a good \$150,000 surplus in the budget. There is enough surplus in the budget not to increase the rate for one more year. Currently at \$160 per year, which equates to \$80 per billing period.

Sewer II's setup is hooked up to Dalton's private system. We did see a rise in cost from \$156 to \$187; \$31 a unit what Dalton has billed us. We did figure in some surplus and have administrative cost. Rich makes a motion to increase Sewer II bills by \$31 effective with the next billing period, with an explanation as to why, Viv seconded the vote, all vote aye.

Sewer III's surplus is flat with \$35,000 in each fiscal year with a budget of \$133,000. \$425 per edu. The plan is to get each sewer district a surplus of one year expenses. Cannot suggest increasing their rate -- Dalton gives us percentage of meter reading to give us exact figures; pump figures out of Ashmere & Plunkett pumps. Recommend leaving Sewer I and III the same. Surplus on Water budget \$268,464 the commitment was \$381,097 first we were going to bring in \$111,000 surplus money on water usage rates. It will take 2 or 3 years to figure it out. Loans to pay out of budget. Proposed changes, no change.

Non-residential EDU assessment for July 2019 We hired Dick Prickett to do a sewer usage study on meter readings & EDU figures mostly for our summer camps, and school. The figures were to decide if we should increase the rate, including the water usage. For the camps, he could not use the same formula based on water usage and sewer usage. School was using more water than realized, so we need to start charging more, and their sewer bill would increase as well. Rich made motion to accept Mr. Prickett's recommendations to adjust non-residential EDU figures to comply with the meter usage starting Jan 1, 2019. Viv seconded motion, all said Aye.

Discuss Lenore Project sewer hook-up fees. – Larry has a letter from 1998 he found with other easements in a box of files to Mr. Maxymillian. This letter is to confirm that the Lenore Development is not included in the Phase III Sewer project. Larry asks if they have an agreement with Town of Hinsdale for the one-time hookup fee of \$800 paid along with the permit fee? This would prove that the Town had a commitment to hook up sewers in 1998. Harvey noted they cannot charge to hook them into Sewer III per “the letter”. EDU Usage is there, we will get compensated... Just sewer, not the water on Lenore, billed under Sewer I rates. No charge for betterments under Sewer III; configured into Sewer I EDUs. Allegrone is hooking up all private homes to pump stations. Larry wants okay to not charge hookup fees. Letter of update on agreement to Legal. Harvey said our only responsibility is at the pump. No infrastructure responsibility. Rich made a motion for an update on agreement to be reviewed by Legal, Viv seconded, all voted aye.

In other news, Bob meet with a Consultant, regarding organizing & storing all the files in this building. He plans on putting together a proposal for this year’s budget to have all documents in this building stored on a Mainframe database. The whole process will only take 2 to 3 weeks. Rich noted FEMA would approve for continuity in government to have consistency for all paperwork.

Discuss fee structure for properties where access is available but not utilized or on system but have been abandoned. There are houses in Hinsdale that can take advantage of the Sewer running by their property but choose to have a Septic System and a well. Larry says there is no written policy about if the sewer goes by your house, you pay to be a part of the system, if you are using it or not. Viv doesn’t agree. Viv makes a motion to have Larry & Bob draft a policy to present Water & Sewer Commissioners. Rich seconded the motion, all in favor Aye.

Public Comments - none

Rich wanted to Thank Larry for all the work he has done working with Mr. Prickett & the committee.

He forewarns about the future if he had to find a replacement for his position.

Rich made a motion for Meeting Adjournment at 2:38 p.m. Viv seconded the motion, all voted aye.

WATER/SEWER COMMISSIONERS AGENDA / December 3, 2018 at 1:30pm

Community Room, Town Hall, 39 South St, Hinsdale,
MA

posted 8:30pm 11/29/2018

Discuss and possible vote on all Water & Sewer rates for the next billing cycle.

Discuss and possible vote on non-residential EDU assessment for July 2019.

Discuss Lenore Project sewer hook-up fees.

Discuss fee structure for properties where access is available but not utilized or on system but have been abandoned.

Public Comments

Meeting Adjournment

WATER/SEWER COMMITTEE MINUTES / October 1, 2018 at 1:30pm

Upstairs Meeting Room, Town Hall, 39 South St, Hinsdale,
MA

posted 6pm 11/27/2018

Members	Absent	Others
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Bob Graves, Town Admin.

Rich Kardasen, Select Board

Larry Turner, WS Admin

Dick Eastland

Russ Parks

Mary Rice

Laura Galliher

The meeting was called to order at 1:28 pm.

There were no minutes from our last meeting on July 23, 2018. Mary Rice agreed to put some together as she had taken some notes. They will be done for our next meeting, and include June 11, 2018 as well.

There was a motion made and seconded to nominate Rich Kardasen as Chairman, the motion passed unanimously. A motion was made and seconded to nominate Mary Rice as Secretary, the motion passed unanimously.

The Committee reviewed the "Evaluation of EDU Counts for Non-Residential Sewer Customers" prepared by our consultant Dave Prickett from DPC Engineering, LLC. Larry reported an issue at the Verizon building where the meter is recording excessive usage. It has been determined there is no leak, and the meter is working properly. He is working with Verizon officials to figure this out and suspects there is some electronic interference with the meter on an irregular basis. He also reported several other customers, one being Camp Danbee, have not been charged the correct EDUs and that will be corrected.

A motion was made and seconded to adjust the EDUs per Dave Prickett's report with the exception of Camp Danbee and Verizon as discussed. This Committee's recommendation will be reviewed and voted on by the Water Sewer Commissioners at their next meeting.

The Committee discussed the July billing, continuing I & I work on the rest of the manholes, Sewer II billing increase from Dalton, Sewer III pump station issues, Belmont reservoir drain, other related issues with the gatehouse and the Master Plan.

A motion was made and seconded to adjourn at 2:34 pm. The motion passed unanimously.

Respectfully submitted, Mary A. Rice, Secretary

WATER/SEWER COMMITTEE AGENDA / November 26, 2018 at 1:30pm

Select Board Meeting Room, Town Hall, 39 South St, Hinsdale,
MA posted at 10:30am on 11/20/2018

Open Meeting

Review minutes of previous meetings

Review non-residential Sewer rates

Discuss a rate change for Sewer 2

Review residential water rates prior to January 2019 billing

Update on July 2018 billing – flat fee vs. usage revenue

Any other business to come before the committee

Meeting Adjournment



TOWN HALL | 39 SOUTH STREET | HINSDALE, MA | 01235 | 413-655-2300

WATER & SEWER COMMISSIONERS MINUTES / Jul 25, 2018 5:30pm

posted 4:30pm 8/9/2018

Select Board present – Harvey Drosehn, Richard Kardasen

Public & Board Members Present – Bob Graves, Kathe Warden, Larry Turner, Bonnie Conner, Marylou Galliher, Russ Parks, Dick Eastland, Jeffrey Saltz, Shaun Galliher, Laura Galliher

Harvey opened the meeting at 5:30pm.

Commercial Water Rates for FY19 – Harvey said that the commercial edu is \$350.00 and the \$5.80 per cubic ft. Rich makes a motion, Harvey seconds and asks for discussion. Larry Turner said that the Select Board needed to set the commercial edus for FY19, currently the commercial accounts have one edu. Using a formula developed by David Prickett that every edu has 140 gallons per day. For the time period of June 2017 to May 2018 the gallons per day were average out and that is what decides the edus. Larry gives the example of Kitteridge School will go from 2.5 edus to 15.5 edus. Bob Graves says that Dave Prickett uses this formula in other towns and has worked out to be the fairest. All meters are read every month. The edus will be based on their yearly usage. This proposal was presented to the Water and Sewer Committee and they voted to accept it. A discussion follows with Jeff Saltz of Camp Romaca and his concern about how much his bill will increase. Marylou Galliher wants to thank the Water and & Sewer Committee and the Select Board for straightening out this issue and making it fair for everyone. Rich makes a motion to follow David Prickett's recommendation of the water commercial edu's formula. Harvey seconds the motion, all vote aye. Larry than says the edu's for the sewer needs to be looked into because 2 large camps we don't sell water to so can't come up with an edu figure for it. He would like to meet with David Prickett to come up with a better formula that is fair to everyone. A discussion about what a sewer edu figure is based on follows. Rich makes a motion to table this until edu formula can be figured out. Harvey seconds the motion, another discussion follows about putting sewer meters on all the commercial properties. All voted in favor of tabling it for now.

Sewer 1, Sewer 2, and Sewer 3 Rates for FY19 – Larry said that all rates could stay the same. Sewer 1 is \$160.00, Sewer 2 is \$455.00, and Sewer 3 is \$425.00. Rich says we haven't received the bill from Dalton, and since Pittsfield is building a new plant how will that effect the Town. Larry said that they bill a year behind that currently we are ok. He did say that flow meters were installed at the pumps off of Lake Ashmere to monitor how much was being added to Sewer 1 from Sewer 3. Originally the bill from Dalton was 56% Sewer 1 and 44% for Sewer 3, but with the monitoring this has shown that there is more going into Sewer 1 from Sewer 3. The ratio is now Sewer 1 at 41% and Sewer 3 at 59%. Rich makes a motion to retain the current rates for Sewer 1, 2 & 3 for FY19, Harvey seconds the motion all vote aye.

Municipal Buildings Water and Sewer rates – Larry said that the Water and Sewer committee had a discussion about only charging municipal building for the edu's and the meter charge. Larry said he specifically brought this up because if the Fire Station had to pay for water usage during the winter when they had to fill the tankers it would be a substantial bill. The thought was that no municipal buildings would be charged for water usage. The Town Hall, Library, Fire Station, DPW, and Community

Center. Rich make a motion to only charge municipal buildings for the edu's and the meter charges, Harvey seconds the motion all vote aye.

Public Comments – Shaun Galliher asks that in the future anytime revenue or expense items are being discussed that the Finance Committee be involved. They hadn't seen any of the data.

Rich made a motion to adjourn the meeting at 6:10pm, Harvey seconded the motion, all voted aye.

Respectfully submitted,
Katherine Warden



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WATER & SEWER COMMITTEE MINUTES / July 23, 2018 at 9:30am

posted 6pm 11/27/2018

Members Absent Others

Bob Graves, Town Admin.
Larry Turner, WS Admin
Dick Eastland
Mary Rice
Laura Galliher

The meeting was called to order at 9:34 am.

There were no minutes from our last meeting on June 11, 2018.

The Committee discussed the non-residential EDUs that have not been adjusted yet primarily because of lack of enough data. Dave Prickett will be asked to review the data and recommend any adjustments or changes that should be made. A motion was made and seconded to move forward with reviewing and adjusting the non-residential EDUs. The motion passed unanimously. It was also agreed that the Water and Sewer EDUs should be the same except when only Sewer is on the property. That would also be looked into by Dave Prickett.

Larry reported that the bills will be going out soon. He also reported that he has taken the first reading on the newly installed sewer flow meters. Sewer I is at 41% or 1,197,824 gallons, and Sewer III is at 59% or 1,689,435 gallons. Current split is approximately 60% Sewer I and 40% Sewer III. This will be discussed further at future meetings when more readings are available. This information clearly shows that Sewer I users are paying more than their fair share of costs and should be adjusted.

A motion was made and seconded to keep all sewer rates the same for this billing period. The motion passed unanimously.

Mary Rice agreed to try to put some minutes together from our June 11th meeting. A motion was made and seconded to adjourn at 10:50 am. The motion passed unanimously. At this time, no specific date has been set for our next meeting.

Respectfully submitted,
Mary A. Rice



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WATER & SEWER COMMITTEE MINUTES / July 9, 2018 at 9:30am

posted 6pm 11/27/2018

(prepared on October 2, 2018 from notes taken by member Mary Rice)

Members	Absent	Others
Larry Turner, WS Admin		Dave Prickett, consultant
Mary Rice		
Laura Galliher		

The meeting was called to order at 9:30am.

The Committee discussed, with Dave Prickett, the EDU and usage rates for the Commercial properties. This will be our first billing for actual usage for all residential customers. The Water & Sewer Commissioners will hold a public meeting to address the possible increases for the Commercial properties to make them aware of the major changes in billing going forward. Dave Prickett will work on this and report back to our committee.

A motion was made and seconded to adjourn at 10:10 am. The motion passed unanimously.

Respectfully submitted,
Mary A. Rice



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WATER & SEWER COMMITTEE MINUTES / June 11, 2018 at 9:30am

posted 6pm 11/27/2018

(prepared on October 2, 2018 from notes taken by member Mary Rice)

Members	Absent	Others
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Laurel Scialabba, Chair		
Larry Turner, WS Admin		
Mary Rice		
Laura Galliher		

The meeting was called to order at 9:30 am.

Larry reported that the I & I study has begun for 2nd phase. The covers on the 23 manholes on Maple Street have all been opened and inspected. The new sewer flow meters have been installed that will give us data on Sewer I and Sewer III usage.

Larry reported that the new truck should be operational within a month.
The Committee discussed the new rates, income and expenses, and projected surplus.
The Committee discussed the Belmont Dam issues that Larry is working on.

Our next meeting will be in approximately 2 weeks at a date to be announced. A motion was made and seconded to adjourn at 10:40 am. The motion passed unanimously.



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WATER & SEWER COMMITTEE MINUTES / January 9, 2018 at 7pm

posted 1/26/2018 at 8:35am

Select Board present – Laurel Scialabba, Harvey Drosehn, Richard Kardasen

Town Employees present - Administrator Bob Graves, Select Board Admin Assist. Kathe Warden, Larry Turner, & Marylou Galliher

Board Members & Public Present- Laura Galliher, Shawn Galliher, Russ Parks, James Rivers, Dave Prickett, Paul Rodhouse, Mary Rice, Richard Scialabba & Tracey Lussier.

Laurel Scialabba opened the meeting at 7pm. She said the reason for the meeting is to set the rates for the water metering and adjust the sewer EDUs for multifamily dwellings. She turns the meeting over to Larry Turner. Larry said in the past everyone has always been pre-billed for the water usage at a set rate. Now with water metering everyone will be post-billed for the usage and pre-billed for the EDUs and meters. It will create a low balance for the first 6 months in the water surplus account, then will slowly rebuild back up. The important thing is that there is enough money to cover all expenses. He said he knows that everyone wants to start paying for what they use instead of a flat rate billing so that is why the process is moving forward more quickly. Larry turns the meeting over to Dave Prickett of Dave Prickett Consulting.

Dave says that there are 2 issues being looked at tonight. One is that multifamily dwellings have fair EDUs assigned to them and the second is setting new usage rates for the water.

His recommendations for the Sewer are to adjust the multi-EDUs for residential sewer to match the multi-EDUs residential water. It will reduce the EDUs in Sewer 1 only by 24 EDUs. The total adjusted sewer EDUs will be 837.5. Adjustment would result in a loss of \$1920.00 for the second half of FY2018. There is sufficient sewer reserves available to cover the loss.

His recommendation for the water rates is a fixed fee that should cover Debt Service & Capital of \$350.00 per EDU. A water meter charge of \$125.00 to be removed after FY2020 and a fixed rate for water usage to cover Operations and Maintenance of \$5.80 per hundred cubic foot.

(There are 748 gallons in 100 cubic feet of water.) Keeping these rates through 2021 is based on current assumptions. There will be the deficit to water surplus of approximately \$74,811 for FY2018 but should be recovered in three fiscal years.

Larry did an analysis of 3 different family groups with the data he had collected so far. A 1-person family average would be \$658.00, a 2-person family average would be \$886.00 and a 4-person family average would be \$989.00. Larry thanked Dave Prickett for all of his work because without his help the town wouldn't be to this point yet.

Harvey makes a motion to accept the proposed water rates of \$125.00 water meter charge to be removed after FY2020, \$350.00 per EDU to cover Debt Service & Capital and a \$5.80 per hundred cubic foot to cover Operations and Maintenance. Rich seconds the motion, all vote aye.

Harvey makes a motion to accept the proposed sewer rate to adjusting the multi-EDU residential sewer EDUs to match the multi-EDU residential water EDUs. Rich seconds the motion all vote aye.

Public Comments – Bob Graves thanks Larry for all of his time that he put into this project. Laurel thanks the Water & Sewer Committee and Dave Prickett for all of their time and effort in getting this done.

Harvey makes a motion to adjourn the meeting at 7:55pm, Rich seconds the motion all vote aye.

Respectfully submitted, Katherine Warden