

# WATER AND SEWER COMMITTEE MEETING MINUTES

THURSDAY, MARCH 27, 2017

In attendance: Patrick Dello Russo – Auditor/CFO, Art Flavin – Treasurer, John Scenna – Director of Public Works, Elena Proakis Ellis – City Engineer, Scott Forbes – BOA Representative, Donna Cardillo – MUNIS/Programming Consultant, Lisa Patterson – Water and Sewer Billing Clerk. The list of public attendees is included on the attached sign-in sheet.

The meeting was opened at 3:35 PM.

## 1. PAST MEETING MINUTES

John Scenna presented draft meeting minutes from past four meetings, which had been emailed to the Committee members in advance of the meeting. Art Flavin made a motion to accept the four sets of minutes. Patrick Dello Russo seconded. All were in favor.

## 2. PUBLIC PARTICIPATION

Scott Forbes made a motion to open public participation and Elena Proakis Ellis seconded. All approved.

Philip Taymor of 44 Larchmont Road addressed the committee. He indicated that he would the committee to disclose the following information:

- The indirect cost allocations for the FY18 rate-setting process for water and sewer
- Individual reserve account provisions
- The projected 4-year 2018 ending balance for reserves and the associated build-up (how much has been raised each year including the projected end of FY17)
- The permanence of the MWRA water charge for water in FY17 versus FY18 and the dollar amounts with respect to water and sewer

Mr Taymor stated that any decision to offset the benefit of an MWRA charge reduction is baseless and unnecessary and taking money belonging to rate-payers out of their pockets.

Gerry Mroz of 62 Mount Vernon Street stated that if we keep using only the MWRA subsidy for I/I, we will not be lowering our proportionate share. We should be accelerating the improvements beyond other communities to save a lot of money. When we have a rainy month, our costs go up significantly. Mr. Mroz has not seen any evidence that we are thinking of spending any more than what the MWRA is offering us. We are holding more than \$1M in reserves and are not applying that to projects that will reduce operating costs every year. I/I is what is killing us. Based on the latest data, more than 50% of the wastewater we send to MWRA does not pass through people's houses. He suggested farming out the project if the City can't keep up with the work.

Mr. Mroz stated that the indirect costs are blatantly higher than what's accurate in terms of water and sewer work. He said that bills for municipal costs should be put out to the City departments. This should be paid by the City and not the ratepayers. He also stated that even at a flat rate structure, high volume users are paying more than their share.

Scott Forbes made a motion to close public participation. Patrick Dello Russo seconded. All were in favor.

### 3. FY18 BUDGET

John Scenna presented the FY18 direct expenses (see attached), including salaries, debt, operations materials/expenses, etc. Overall, the water budget will go down 0.8% with regards to contractual, salaries, and expenses. The water operations group is being reduced by one employee, to have a nine-member water crew. The Water and Sewer Division foreman is retiring. His package is in the FY17 budget and a replacement is shown in the FY18 budget. There is a 90% increase in postage to handle the change to monthly billing. Forty people are presently doing monthly billing, after sending out about 250 letters to participate in the pilot program. Mr. Scenna stated that they assumed that this percentage (about 30%) will switch to monthly billing when it is opened up to more users. Materials were increased by 3%. The MWRA assessment has gone down. The backflow prevention line item has gone up, to account for the new inventory the City plans to undertake with Water Safety Services. Water meters were raised by \$4,200 for yearly maintenance of the new meter reading equipment. Salaries for all people funded out of water are included in the direct costs. Their associated benefits are in the indirect costs.

The sewer budget has a 3.6% increase which includes salaries, contractual, and materials/expenses. The sewer staff is also being reduced by one person, from four to three. Postage was changed similar to water. Materials were increased by 3%. The MWRA assessment increased by 2.3%.

John Scenna explained that we are going back to staffing like we were 8-10 years ago. The City had staffed up during a period of a lot of water main work, but we are back down to a more reasonable amount of annual work and can reduce that staff.

Water debt includes \$1.61M in new borrowing to continue water work on the projects mentioned at the last meeting based on recommendations from the water Capital Efficiency Plan (CEP). Debt still goes down \$100K even with the new proposed borrowing. Of the new borrowing amount, \$550,000 doesn't hit until FY19, and a \$106,000/year payment will be in FY18 for the remainder. The I/I project borrowing is reflected in the budget. The Mayor intends to go back every fall for five continuous years for I/I borrowing. The next request would be in November 2017 and would impact FY19.

John Scenna stated that Elena Proakis Ellis transferred all of these numbers into the rate model produced last year by Raftelis Financial Consultants. Indirect costs were also input; they went down in both water and sewer. There was a 6.5% decrease in each compared to FY17, amounting to \$64,391 in water and \$50,030 in sewer. The indirect costs for water are \$915,085 and for sewer are \$709,104. Scott Forbes requested a breakdown of the costs. John Scenna indicated that Patrick Dello Russo is preparing a breakdown and changing the presentation of how the information is provided compared to last year.

Patrick Dello Russo presented with regards to the water and sewer enterprises reserves. He presented a January 24, 2017 memorandum to the committee showing the balances as of that date (see attached). Mr. Dello Russo recommended that both water and sewer free cash be put into reserves (\$331,386 for water and \$383,034 for sewer). He added that it is his objective to not include any reserves in the FY18 budget. The City met the 10% objective a year sooner than planned, and he asked that the budgets sent to the Aldermen not include any reserves to be collected in FY18. Mr. Dello Russo stated that he is not making any predictions for FY17 free cash. Scott Forbes asked if there is a reason why we wouldn't use that money for capital improvements and continue to collect more reserves each year. John Scenna stated

that we do not know where FY17 is going to land, but we might end up with free cash there, and maybe that funding can be used for capital improvements. Elena Proakis Ellis noted that we are not ready to do more I/I work at the moment than what we have funded through the MWRA grant/loan program due to the need to thoroughly process the data gathered this spring.

#### 4. FY18 RATES

John Scenna explained how the rate model was used. Consumption was dropped by 3.5%. Donna Cardillo stated that customers are conserving. We have no contingency in the budget (no reserves). Elena Proakis Ellis noted that Raftelis' model had a 2% usage reduction per year originally. John Scenna indicated that we can hold the FY17 rates and base fees for water. For sewer, he recommended that the base fees increase by 2% of the total budget, as decided upon last year, and the volumetric rates stay the same as FY17.

Patrick Dello Russo made a motion to hold the volumetric rates and base fees for water in FY18 at the same rates used in FY17.

Scott Forbes asked why the rate was not going down. Elena Proakis Ellis reviewed the model inputs and described that the MWRA assessment was level-funded in the model from FY17, since the decrease from FY17 to FY18 was largely attributable to the drought and our associated decrease in percent share while partially served communities used substantially more water in calendar year 2016.

John Scenna noted that orders relating to the following items will be sent to the Board of Aldermen:

- Water rates
- Sewer rates
- Water budget
- Sewer budget
- Borrowing for the new water projects
- Moving all of the FY16 free cash to water reserves
- Moving all of the FY16 free cash to sewer reserves
- Two separate orders moving money left over from the meter replacement project, which is substantially complete, to water pipeline improvements and sewer I/I reduction; the exact dollar amounts are not yet known

The Water and Sewer Committee would vote on all of these orders on Tuesday.

John Scenna stated we are now done with the meter replacement project working with the contractor (the rest will be done in-house) and we finished well within the budget. We were able to do a lot more work than expected in-house, which resulted in some savings. Mr. Scenna stated that he anticipates it could be around \$100,000 in each of the water and sewer accounts, of the original \$2.5M project.

#### 5. METER REPLACEMENT PROJECT

John Scenna stated that the City has about 450 locations where we presently cannot do a radio read and need to go to the house to read the meters, because they have refused to have their meters replaced. There are many of these 450 who are estimated reads because the probes on the outside of the house

are not working properly. Therefore, they may be avoiding having their meter replaced as they may believe they are paying less than they should be.

John Scenna provided a plan (see handout) for a fee to property owners that have not changed their meters. The proposed fee escalates each quarter. Art Flavin suggested that we issue a registered letter to these residents before implementing the new fee.

#### 6. FRANK WRIGHT'S ORDER FOR TWO-FAMILY OWNER-OCCUPIED HOMES

The committee is awaiting a response from the City Solicitor whether this proposed order is legal. The committee members would like to know if it is being done elsewhere in the Commonwealth, could it apply to 1-4 family units, and is there a mechanism to determine owner-occupancy that the City currently has in place.

Scott Forbes made a motion to adjourn. Art Flavin seconded. All were in favor.

The meeting was adjourned at 4:22 PM.

APRIL 27, 2017

WIS COMMITTEE SIGN-IN

<u>Name</u>	<u>Address</u>
Phil Taylor	44 Larchmont Road
Gerry Mroz	67 MT. VERMILION ST.
<del>John Deeb</del>	<del>CFZ/Ch. Apple</del>
<del>JOHN SCOWA</del>	<del>Diocese ISW</del>
Kate Lipper-Garabedian	21 Mystic Ave.
Lisa Patterson	Water Dept

04/27/2017 14:07  
kgolden

CITY OF MELROSE v10.5  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS



PROJECTION: 20182 FY18 ENTERPRISE FUNDS BUDGET  
ACCOUNTS FOR: SEWER ENTERPRISE FUND  
FOR PERIOD 99

		2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 ACTUAL	2017 PROJECTION	2018 DEPARTMENT	PCT CHANGE
441	SEWER							
51	SALARIES							
604411	511000 S & W	408,188.96	442,637.08	442,637.08	347,677.86	442,637.08	442,629.98	.0%
604411	512000 PT S&W	14,608.00	15,900.00	15,900.00	6,843.00	15,900.00	15,900.00	.0%
604411	513000 OVERTIME	14,097.11	26,500.00	26,500.00	15,195.76	26,500.00	27,825.00	5.0%
	TOTAL SALARIES	436,894.07	485,037.08	485,037.08	369,716.62	485,037.08	486,354.98	.3%
52	CONTRACTUAL							
604412	521500 POSTAGE	11,098.20	17,500.00	17,500.00	6,523.29	21,400.00	33,250.00	90.0%
604412	522500 ELECTRIC	13,871.64	16,500.00	16,500.00	13,083.42	17,188.83	16,995.00	3.0%
604412	524002 CONSTRUCT	5,933.81	42,500.00	42,500.00	3,657.09	88,707.18	45,000.00	5.9%
604412	525204 CONSULT	.00	5,000.00	5,000.00	.00	14,500.00	5,000.00	.0%
604412	525307 CODE RHD	7,875.00	7,875.00	7,875.00	7,875.00	7,875.00	7,875.00	.0%
604412	527302 REPAIRS	13,240.00	42,500.00	42,500.00	13,996.54	77,707.62	45,000.00	5.9%
604412	527701 PUMP STA	11,896.75	46,500.00	46,500.00	18,723.80	89,256.87	45,000.00	-3.2%
604412	528600 AUDIT SERV	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	.0%
604412	529000 PROF SERV	15,385.14	25,000.00	25,000.00	8,445.90	48,614.86	25,000.00	.0%
604412	529200 MWRA ASSES	6,054,875.00	6,291,182.00	6,291,182.00	5,626,756.80	6,291,182.00	6,438,677.00	2.3%
	TOTAL CONTRACTUAL	6,144,175.54	6,504,557.00	6,504,557.00	5,709,061.84	6,666,432.36	6,671,797.00	2.6%
53	SUPPLIES AND MATERIA							
604412	530500 OFFICE SUP	.00	850.00	850.00	.00	1,450.00	850.00	.0%
604412	531000 GAS & OIL	10,490.01	11,500.00	11,500.00	6,843.93	11,500.00	11,850.00	3.0%

4/22/17

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CITY OF MELROSE v10.5  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS



PROJECTION: 20182 FY18 ENTERPRISE FUNDS BUDGET  
ACCOUNTS FOR:

FOR PERIOD 99  
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SEWER ENTERPRISE FUND	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 ACTUAL	2017 PROJECTION	2018 DEPARTMENT CHANGE	PCT CHANGE
604412 532000 CLEAN&DISF	5,117.97	6,500.00	6,500.00	.00	7,585.00	6,695.00	3.0%
604412 533500 TOOLS	7,409.15	9,500.00	9,500.00	644.78	10,425.00	9,500.00	.0%
604412 535000 SAND&GRAVE	556.16	4,500.00	4,500.00	2,744.23	4,500.00	4,500.00	.0%
604412 535501 CLOTHING	3,020.00	3,800.00	3,800.00	2,660.00	4,427.00	3,800.00	.0%
604412 535504 GLOVES	216.77	1,000.00	1,000.00	45.30	1,783.23	1,000.00	.0%
604412 535800 PATCHING	1,228.37	8,500.00	8,500.00	521.91	15,771.01	8,750.00	2.9%
604412 536000 CEM&CONCR	1,495.89	5,500.00	5,500.00	1,736.98	5,500.00	5,750.00	4.5%
604412 536100 PIPES&FITTT	9,363.20	12,500.00	12,500.00	2,621.23	12,500.00	12,875.00	3.0%
604412 536320 EQUIP PTS	22,595.38	18,500.00	18,500.00	14,087.04	25,684.57	19,055.00	3.0%
TOTAL SUPPLIES AND MATERIA	61,492.90	82,650.00	82,650.00	31,905.40	101,125.81	84,625.00	2.4%
54 OTHER CHARGES							
604412 540704 PROF DEVELL	959.00	2,250.00	2,250.00	210.00	5,512.00	2,300.00	2.2%
TOTAL OTHER CHARGES	959.00	2,250.00	2,250.00	210.00	5,512.00	2,300.00	2.2%
55 CAPITAL OUTLAY							
604413 551002 PW VEH&EQU	75,000.00	68,129.00	68,129.00	68,128.89	68,129.00	68,129.00	.0%
TOTAL CAPITAL OUTLAY	75,000.00	68,129.00	68,129.00	68,128.89	68,129.00	68,129.00	.0%
TOTAL SEWER	6,718,521.51	7,142,623.08	7,142,623.08	6,179,022.75	7,326,236.25	7,313,205.98	2.4%

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NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20182 FY18 ENTERPRISE FUNDS BUDGET

ACCOUNTS FOR:

FOR PERIOD 99

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		2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 ACTUAL	2017 PROJECTION	2018 DEPARTMENT CHANGE	PCT
711	MUNICIPAL DEBT							
56	MISCELLANEOUS							
607112	565000 MUNI DEBT	458,888.25	467,493.99	467,493.99	353,109.57	467,493.99	484,315.00	3.6%
	TOTAL MISCELLANEOUS	458,888.25	467,493.99	467,493.99	353,109.57	467,493.99	484,315.00	3.6%
	TOTAL MUNICIPAL DEBT	458,888.25	467,493.99	467,493.99	353,109.57	467,493.99	484,315.00	3.6%

04/27/2017 14:08  
kgolden

CITY OF MELROSE v10.5  
NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20182 FY18 ENTERPRISE FUNDS BUDGET

ACCOUNTS FOR:  
SEWER ENTERPRISE FUND

RESIDENT SERVICE CLERK

VENDOR QUANTITY UNIT COST 2018 DEPARTMENT

LISA PATTERSON  
WATER & SEWER BILLING  
ADMINISTRATOR

1.00 31,931.77 31,931.77

AMY HEIDEBRECHT  
ENGINEERING CLERK

1.00 17,882.48 17,882.48

BOB DIVOLA  
SEWER WORKING FOREMAN

1.00 64,620.60 64,620.60

NICK VROOMAN  
HMOE EQUIPMENT OPERATOR

1.00 50,870.80 50,870.80

PAUL GOULD  
LABORER

1.00 57,526.00 57,526.00

RICHARD MERRICK  
MEO TRUCK DRIVER

1.00 15,165.48 15,165.48

UNUSED SICK TIME

1.00 5,616.00 5,616.00

JANE PITTS  
ACCOUNT MANAGER & GIS ANALYST

1.00 5,096.00 5,096.00



04/27/2017 14:08  
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CITY OF MELROSE v10.5  
NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20182 FY18 ENTERPRISE FUNDS BUDGET

ACCOUNTS FOR:

SEWER ENTERPRISE FUND

604411 512000 - PART TIME SALARIES & WAGES

VENDOR QUANTITY UNIT COST 2018 DEPARTMENT

604411 513000 - OVERTIME 27,825.00

TOTAL SALARIES

TOTAL SEWER

TOTAL SEWER ENTERPRISE FUND

GRAND TOTAL

486,354.98  
486,354.98  
486,354.98  
486,354.98

\*\* END OF REPORT - Generated by Kerriann Golden \*\*

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CITY OF MELROSE v10.5  
NEXT YEAR BUDGET DETAIL REPORT

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|P| 4  
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PROJECTION: 20182 FY18 ENTERPRISE FUNDS BUDGET

ACCOUNTS FOR:  
SEWER ENTERPRISE FUND

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	4	Y	Y
Sequence 3	10	Y	N
Sequence 4	0	N	N

VENDOR QUANTITY UNIT COST 2018 DEPARTMENT

Report title:  
04/27/2017 14:08 CITY OF MELROSE v10.5  
kgolden NEXT YEAR BUDGET DETAIL REPORT

FOR PERIOD 99

|P| 4  
|bgnyrpts

- PROJECTION: 20182 FY18 ENTERPRISE FUNDS BUDGET
- Report type: 3
- Include employee with benefit detail: N
- Budget level: 1
- Percentage change calculation method: 1
- Print detail lines: B
- Print first or second year of budget requests: F
- Print revenue as credit: Y
- Include cfwd in rev bud: N
- Include cfwd in actuals: N
- Print totals only: N
- Include segment code: N
- Include report grand totals by account type: N
- Print full GL account: N
- Double space: N
- Suppress zero bdgt accts: Y
- Print as worksheet: Y
- Print percent change or comment: N
- Print text: C
- Amounts/totals exceed 999 million dollars: N
- Print five budget levels: N
- Report view: F

Field Name Find Criteria Field Value  
Org 60\*  
Object 51\*  
Account type  
Account status



04/27/2017 14:15  
kgolden

CITY OF MELROSE v10.5  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS



PROJECTION: 20182 FY18 ENTERPRISE FUNDS BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

WATER ENTERPRISE FUND	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 ACTUAL	2017 PROJECTION	2018 DEPARTMENT CHANGE	PCT
614512 529000 PROF SERV	28,742.24	32,500.00	32,500.00	16,493.17	45,007.76	32,500.00	.0%
614512 529200 MMRA ASSES	2,853,930.00	2,927,124.00	2,927,124.00	2,624,071.50	2,927,124.00	2,865,865.00	-2.1%
614512 529205 MALDEN99	10,084.69	40,000.00	40,000.00	2,727.07	60,065.79	40,000.00	.0%
614512 529210 SAFE DRINK	6,950.11	10,000.00	10,000.00	7,374.79	10,000.00	10,000.00	.0%
TOTAL CONTRACTUAL	3,079,439.46	3,310,424.00	3,310,424.00	2,791,251.18	3,454,571.37	3,270,890.00	-1.2%
53 SUPPLIES AND MATERIA							
614512 530500 OFFICE SUP	376.18	1,250.00	1,250.00	214.06	1,873.82	1,250.00	.0%
614512 531000 GAS & OIL	24,680.25	24,000.00	24,000.00	16,480.37	24,000.00	24,720.00	3.0%
614512 533500 TOOLS	6,706.94	12,500.00	12,500.00	2,737.28	19,058.22	12,500.00	.0%
614512 535000 SAND&GRAVE	2,288.54	3,500.00	3,500.00	490.01	3,500.00	3,605.00	3.0%
614512 535501 CLOTHING	7,357.32	9,150.00	9,150.00	5,190.00	10,315.00	9,150.00	.0%
614512 535800 PATCHING	7,394.54	24,500.00	24,500.00	12,242.90	33,440.99	25,235.00	3.0%
614512 536100 PIPES&FIT	18,245.22	60,000.00	60,000.00	31,299.45	130,511.46	61,800.00	3.0%
614512 536300 HYDRANTS	6,801.30	40,000.00	40,000.00	16,493.48	73,101.42	40,800.00	2.0%
614512 536310 WAT METERS	1,165.77	17,500.00	17,500.00	225.00	17,500.00	21,700.00	24.0%
614512 536320 EQUIP PTS	25,519.64	26,500.00	26,500.00	18,497.01	26,500.00	27,250.00	2.8%
TOTAL SUPPLIES AND MATERIA	100,535.70	218,900.00	218,900.00	103,869.56	339,800.91	228,010.00	4.2%
54 OTHER CHARGES							
614512 540700 SEMINARS	135.00	.00	.00	.00	.00	.00	.0%
614512 540704 PROF DEVEL	774.00	3,850.00	3,850.00	2,255.00	8,650.00	4,100.00	6.5%
TOTAL OTHER CHARGES	909.00	3,850.00	3,850.00	2,255.00	8,650.00	4,100.00	6.5%
TOTAL WATER	3,961,317.88	4,381,196.98	4,381,196.98	3,493,665.18	4,651,045.26	4,344,148.14	-1.8%



a tyler erp solution

P 3  
bgnyrpts

FOR PERIOD 99

04/27/2017 14:15 CITY OF MELROSE v10.5  
kgolden NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20182 FY18 ENTERPRISE FUNDS BUDGET  
ACCOUNTS FOR:

WATER ENTERPRISE FUND 2016 ACTUAL 2017 ORIG BUD 2017 REVISED BUD 2017 ACTUAL 2017 PROJECTION 2018 DEPARTMENT CHANGE PCT

		2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 ACTUAL	2017 PROJECTION	2018 DEPARTMENT CHANGE	PCT
711	MUNICIPAL DEBT							
56	MISCELLANEOUS							
617112	MUNI DEBT	819,923.10	868,923.10	868,923.10	868,923.10	868,923.10	782,597.70	-9.9%
	TOTAL MISCELLANEOUS	819,923.10	868,923.10	868,923.10	868,923.10	868,923.10	782,597.70	-9.9%
	TOTAL MUNICIPAL DEBT	819,923.10	868,923.10	868,923.10	868,923.10	868,923.10	782,597.70	-9.9%



04/27/2017 14:15 | CITY OF MELROSE v10.5 | P 5  
 kgolden | NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS | bgnyrpts

PROJECTION: 20182 FY18 ENTERPRISE FUNDS BUDGET FOR PERIOD 99  
 ACCOUNTS FOR:

WATER ENTERPRISE FUND 2016 ACTUAL 2017 ORIG BUD 2017 REVISED BUD 2017 ACTUAL 2017 PROJECTION 2018 DEPARTMENT CHANGE PCT

Sequence	Field #	Total	Page Break	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 ACTUAL	2017 PROJECTION	2018 DEPARTMENT CHANGE	PCT
Sequence 1	1	Y	Y							
Sequence 2	4	Y	Y							
Sequence 3	10	Y	N							
Sequence 4	0	N	N							

Report title: CITY OF MELROSE v10.5  
 04/27/2017 14:15 | NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS  
 kgolden

PROJECTION: 20182 FY18 ENTERPRISE FUNDS BUDGET FOR PERIOD 99  
 Report type: 1  
 Budget level: 1

- Percentage change calculation method: 1
- Print first or second year of budget requests: F 1
- Print revenue as credit: Y
- Include cfwd in rev bud: N
- Include cfwd in actuals: N
- Print totals only: N
- Include segment code: N
- Include report grand totals by account type: N
- Print full GL account: N
- Double space: Y
- Suppress zero bdgt accts: Y
- Print as worksheet: P
- Print percent change or comment: P
- Print text: N
- Amounts/totals exceed 999 million dollars: N
- Print five budget levels: N
- Report view: F

Field Name Find Criteria Field Value  
 Org 61\*  
 Object  
 Project  
 Account type  
 Account status

04/27/2017 14:12  
kgolden

CITY OF MELROSE v10.5  
NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20182 FY18 ENTERPRISE FUNDS BUDGET



ACCOUNTS FOR:  
WATER ENTERPRISE FUND

VENDOR QUANTITY UNIT COST 2018 DEPARTMENT

451 WATER

51 SALARIES

614511 511000 - SALARY & WAGES

VACANT  
DIVISION FOREMAN

1.00 70,061.64 756,998.14  
70,061.64

JOHN MACDONNELL  
METER FOREMAN

1.00 59,336.20 59,336.20

DOUG HANLON  
SKILLED LABORER

1.00 49,026.80 49,026.80

JOE BRANCATO  
WATER WORKING FOREMAN

1.00 57,331.80 57,331.80

BOB MACKENZIE  
SKILLED LABORER

1.00 48,276.80 48,276.80

THOMAS BAGARELLA  
HMEQ EQUIPMENT OPERATOR

1.00 51,543.80 51,543.80

JIM FRENCH  
MEO TRUCK DRIVER

1.00 60,635.40 60,635.40

DENNIS CASHMAN  
LABORER

1.00 49,963.80 49,963.80

ERICK ARRIA  
HMEQ EQUIPMENT OPERATOR

1.00 50,074.80 50,074.80

JANE PITTS

1.00 5,096.00 5,096.00

04/27/2017 14:12  
kgolden

CITY OF MELROSE v10.5  
NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20182 FY18 ENTERPRISE FUNDS BUDGET



ACCOUNTS FOR:  
WATER ENTERPRISE FUND

ACCOUNT MANAGER & GIS ANALYST

VENDOR QUANTITY UNIT COST 2018 DEPARTMENT

ANN WAITT  
ASSISTANT DIRECTOR

1.00 24,237.26 24,237.26

FREDERICK CANTONE  
STAFF ENGINEER

1.00 19,767.28 19,767.28

PETER PIETRANTONIO  
OPERATIONS MANAGER

1.00 26,269.61 26,269.61

JOHN SCENNA  
DIRECTOR PUBLIC WORKS

1.00 29,359.00 29,359.00

ELENA PROAKIS  
CITY ENGINEER

1.00 24,992.40 24,992.40

MARK THOMPSON  
FACILITIES MANAGER

1.00 7,395.19 7,395.19

LISA PATTERSON  
WATER & SEWER BILLING ADMIN

1.00 31,931.77 31,931.77

SCOTT DIXON  
PROJECT ENGINEER

1.00 13,762.93 13,762.93

AMY HEIDEBRECHT  
ENGINEERING CLERK

1.00 17,882.48 17,882.48

LAWRENCE EREKSON  
PROJECT ENGINEER

1.00 10,679.35 10,679.35

04/27/2017 14:12  
kgolden

CITY OF MELROSE v10.5  
NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20182 FY18 ENTERPRISE FUNDS BUDGET



ACCOUNTS FOR:  
WATER ENTERPRISE FUND

VENDOR	QUANTITY	UNIT COST	2018 DEPARTMENT
LYNDA GARRON	1.00	11,151.26	11,151.26

UNUSED SICK TIME	1.00	11,916.00	11,916.00
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MARISA KELLEY SENIOR ACCOUNT CLERK	1.00	26,306.57	26,306.57
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614511 512000 - PART TIME SALARIES & WAGES 15,900.00

614511 513000 - OVERTIME 68,250.00

TOTAL SALARIES 841,148.14  
TOTAL WATER 841,148.14  
TOTAL WATER ENTERPRISE FUND 841,148.14

GRAND TOTAL 841,148.14

\*\* END OF REPORT - Generated by Kerrlann Golden \*\*



PROJECTION: 20182 FY18 ENTERPRISE FUNDS BUDGET

ACCOUNTS FOR:  
 WATER ENTERPRISE FUND

Sequence	Field #	Total	Page Break	VENDOR	QUANTITY	UNIT COST	2018 DEPARTMENT
Sequence 1	1	Y	Y				
Sequence 2	4	Y	Y				
Sequence 3	10	Y	N				
Sequence 4	0	N	N				

Report title:  
 04/27/2017 14:12 | CITY OF MELROSE v10.5  
 Kgolden | NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20182 FY18 ENTERPRISE FUNDS BUDGET

FOR PERIOD 99

| P 4  
 | bgnryrpts

- Report type: 3
- Include employee with benefit detail: N
- Budget level: 1
- Percentage change calculation method: B
- Print detail lines: 1
- Print first or second year of budget requests: F
- Print revenue as credit: Y
- Include cfwd in rev bud: N
- Include cfwd in actuals: N
- Print totals only: N
- Include segment code: N
- Include report grand totals by account type: N
- Print full GL account: N
- Double space: N
- Suppress zero bdgt accts: Y
- Print as worksheet: Y
- Print percent change or comment: N
- Print text: C
- Amounts/totals exceed 999 million dollars: N
- Print five budget levels: N
- Report view: F

Field Name Find Criteria Field Value

Org 61\*  
 Object 51\*  
 Project  
 Account type  
 Account status

4/27/17



# CITY OF MELROSE

**DEPARTMENT OF PUBLIC WORKS**  
*Administration & Engineering - Water - Sewer - Facilities*  
*Park & Forestry - Highway - Sanitation - Cemetery - Fleet*

**John V. Scenna**  
*Director of Public Works*

**Operations Facility, 72 Tremont St.**  
**Melrose, Massachusetts 02176**  
**Telephone - (781) 665-0142**  
**Fax - (781) 665-9801**  
**E-mail: jscenna@cityofmelrose.org**

## MEMORANDUM

**To:** Water & Sewer Rate Committee

**From:** John Scenna, Director of Public Works

cc. Lisa Patterson, Water & Sewer Billing Administrator  
Donna Cardillo, Systems Manager

**Date:** April 27, 2017

**Re:** **Billing Manual Read Fee**

The Department of Public Works is requesting that an ordinance change be accepted by the Board of Alderman that creates a Manual Read Fee for accounts that have not allowed the Department to upgrade the main domestic meter in their home to the new remote read series.

Fee will be assessed as follows:

1. \$25 fee for first bill and then an additional \$25 dollars for each additional quarter the issue remains in place up to \$100/bill.

This vote authorizes the Director of Public Works to work with City Solicitor Robert VanCampen in determining where best to amend the existing City Ordinances as they relate to water and sewer charges to address this concern.

4127117

**City of Melrose Meter Replacement Status as of 4/19/2017**

Water Route	Initial BayState Letter Sent	# of Domestic Meters In Total	# of Domestic Meters Replaced	% Complete	Balance	# of 2ND		# of 2ND	
						Meters In Total	Meters Replaced	Meters In Total	Meters Replaced
Section C	May-15	1388	1296	93.4%	92	184	175	95.1%	9
Section E	Jul-15	1602	1454	90.8%	148	133	121	91.0%	12
Section F	Sep-15	998	908	91.0%	90	65	61	93.8%	4
Section A	Nov-15	1429	1311	91.7%	118	122	121	99.2%	1
Section D	Jan-16	1534	1411	92.0%	123	373	347	93.0%	26
Section B	Feb-16	1327	1217	91.7%	110	133	126	94.7%	7
Section M		48	37	77.1%	11	6	4	66.7%	2
<b>Total</b>		<b>8326</b>	<b>7634</b>	<b>91.7%</b>	<b>692</b>	<b>1016</b>	<b>955</b>	<b>94.0%</b>	<b>61</b>

753

Meters over 1 Inch that need to be replaced by property owner -80  
 Lawn Meters -30  
 Accounts not included in Donna's balance 20

**Meter Replacement Project Balance 602 7.2% remaining**

In cement/behind wall -40  
 Main St -63  
 To be dug -14  
 Curb stop needs work -12  
 Shutting off Main(Sherman Rd) -3  
 Needs Saturday Appt -4  
 Does not want radio meter -4

**End Balance 462 5.5%**

50 scheduled appointments  
 412

