

**WATER & SEWER COMMISSION  
MEETING MINUTES – APRIL 16, 2019**

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5:30 PM – Conference Room B, 63 Main Street Northborough MA

**MEMBERS PRESENT:** John Meader  
Bryant Firmin, absent  
David Pepe

**ALSO PRESENT:** Scott Charpentier, Public Works Director  
Tim Davison, Water & Sewer Supervisor  
Sarah Jean, Administrative Assistant  
Julianne Hirsh, BOS Liaison

Commissioner Meader opened the meeting at 5:30 PM.

**1. CONSIDERATION OF MINUTES FROM THE MARCH 19, 2019 MEETING**

Due to lack of a quorum (due to absence), consideration of the meeting minutes of the March 19, 2019 was deferred to the next regularly scheduled Water & Sewer Commission meeting. Draft meeting minutes will be available to the public upon request.

**2. WATER/SEWER BILL ADJUSTMENT – 14 FAIRWAY DRIVE**

Mr. Charpentier and the Commission reviewed a memo from Mr. Charpentier requesting a bill adjustment from \$6,561.46 to \$2,662.98 for account number 4000 due to inaccurate meter recordings.

Mr. Charpentier and Mr. Davison reported that the department went through extensive measures to determine the cause of the increased use reporting. This included confirming database input, resetting of end point, replacing the new meter, visually monitoring the meter recording and installing a check valve. Mr. Charpentier reported that the resident also had a plumber inspect the home as well and all parties concluded, after comparison of use from the original meter, use through the new meter, and since the check valve installation that the check valve corrected the inaccurate meter recording. Mr. Charpentier applied an average daily use to the period of incorrect reporting. The result revises the period's billed amount from \$6,561.46 to \$2,662.98

Mr. Charpentier indicated that # 5 Fairway Drive was having a similar issue, reporting that the bill was twice the typical amount, back in 2017 and the Commission approved the water / sewer bill adjustment from \$5,505.21 to \$1,540.00.

Commissioner Meader moved to approve the water / sewer bill adjustment from \$6,561.46 to \$2,662.98 for account # 4000 located at #14 Fairway Drive, Commissioner Pepe seconded the motion; the vote was two in favor, one absent.

### 3. FY'20 WATER & SEWER RATE STUDY SCHEDULE DISCUSSION

Mr. Charpentier and the Commission discussed the tentative schedule upcoming utility rate study. Mr. Charpentier reports that we have an agreement with Raftelis Financial Consultants to update the water and sewer rates for FY 2020. Mr. Charpentier reports that the key dates for the Water & Sewer Commission are Tuesday, July 23, 2019 & Tuesday, August 20, 2019, and inquired as to the availability of the Commissioners. Commissioner Meader and Commissioner Pepe indicated that at this time they are both available to meet those nights.

Mr. Charpentier believes that there will need to be an adjustment made to the base charge for water service, in addition to a 4-5% increase on the water rates, he anticipates no increase on sewer rates at this time. Mr. Meader suspects that there could be pushback on raising the base charge as historically this has been an issue in the past. Mr. Charpentier stated that water consumption is down and raising the rates is an industry movement. There will be a public hearing in August on the matter and any new rates will become effective on the Quarter 3 usage for FY'20 (water usage during the months of October-November-December), utility bills dated February 1, 2020 with a due date of March 1, 2020.

#### **OTHER BUSINESS:**

Mr. Charpentier reports that the I & I crew will be starting work the week of April 29<sup>th</sup>. Potential problematic locations are Northgate Road at Davis Street and West Main Street area due to traffic. Mr. Charpentier reports that the Massachusetts Department of Transportation (MA DOT) permit has been issued for the work being done on West Main Street and they will be working off to the side of the roadway as best they can.

Mr. Charpentier reports that he is waiting on comments from the consultant with regards to the valve exercising program. Once those are received he will notify Massachusetts Department of Environmental Protection (Mass DEP) and schedule training dates for employees.

Mr. Charpentier reported that there is no change with regards to the Intermunicipal agreement negotiations with the City of Marlborough.

Annual Town Meeting will begin at 7:30PM on Monday, April 22, 2019 at Algonquin Regional High School.

**Next Meeting:** The next regular meeting is tentatively scheduled for May 21, 2019 at 5:30PM.

**Adjourn:** Commissioner Pepe moved the Board vote to adjourn at 6:01 PM; Commissioner Meader seconded the motion; the vote was two in favor, one absent.

Respectfully submitted,

Sarah Jean  
Administrative Assistant

*Documents used during meeting:*

1. April 16, 2019 Meeting Agenda
2. March 19, 2019 Regular Meeting Minutes
3. 14 Fairway Drive Bill Reduction Memo
4. FY2020 Water & Sewer Rate Study Schedule