

**WATER & SEWER COMMISSION  
MEETING MINUTES – AUGUST 20, 2019**

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

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

**ALSO PRESENT:** Scott Charpentier, Public Works Director  
Tim Davison, Water & Sewer Supervisor  
Dave Fox, Raftelis Financial

Commissioner Meader opened the meeting at 5:30 PM.

**1. Consideration of minutes from the August 6, 2019 regular meeting**

Commissioner Firmin moved to approve the meeting minutes of the August 6, 2019 regular meeting as amended, Commissioner Meader seconded the motion; the vote was two in favor with Commissioner Pepe abstaining.

**2. Flat Rate Sewer Study Status**

Mr. Charpentier informed the Commission that Raftelis Financial was hired to perform a flat sewer rate study which is to include historic water consumption analysis, peer survey of methods of billing sewer only customers, and recommendations for billing method amendments.

**3. Public Hearing to consider a Water / Sewer Rate Adjustment**

At 5:56 PM Chairman Meader opened the public hearing to consider water and sewer rate adjustments. Mr. Meader discussed the Public Hearing process.

Mr. Charpentier gave a brief summary of the water and sewer rate study process and schedule. He further outlined the need for revenue stability and that a fixed fee base charge adjustment is the best means of achieving this.

Mr. Fox stated that his recommendation to clients is to have 20%-30% of their revenue from fixed charges and that Northborough currently has 8%. In order to increase this, he recommends a 50% increase to the residential water service base charge, a 50% increase to the commercial water service base charge & a 51.1% increase to the industrial water service base charge for FY2020 to support the capital plan and operating reserves. This will increase the fixed revenue 12%.

Mr. Charpentier noted that the base charge is anticipated to rise in future years to moderately increase the fixed charge-volumetric ratio so that it may approach the recommended goal of 20%-25%.

No questions or comments were voiced from the Commissioners at this time. No one from the public was in attendance at the public hearing tonight.

In conclusion, Mr. Charpentier added that the rate study was presented at informational meetings to the Board of Selectmen on Monday, August 19, 2019 and to the Water and Sewer Commission on Tuesday August 6, 2019. This Public Hearing was advertised in the Telegram & Gazette newspaper. If the new rate structure is adopted by the Commission, the rate payers will be notified by postcard mail indicating the rate changes to take effect with the 3rd quarter bills that will be dated February 1st & due on March 1<sup>st</sup> (a bill stuffer will also be included with the 3rd quarter bill.)

Chairman Meader closed the public hearing at 6:14 pm.

#### **4. Vote on Water & Sewer Rate Adjustment**

Commissioner Pepe moved to approve the water service base charge adjustment as presented to the Commission tonight at the public hearing. The new water service base charge rates are effective on the third quarter bills dated February 1, 2020 are as follows:

Water Service Base Charge		
Service Type	Current Rate (per quarter)	New Rate (per quarter)
Residential	\$10.00	\$15.00
Commercial	\$30.00	\$45.00
Industrial	\$45.00	\$68.00

Commissioner Firmin seconded the motion; All Commissioners voted in favor.

#### **OTHER BUSINESS:**

Mr. Charpentier stated that the Assabet Tank Rehabilitation Project draft final design is scheduled to be submitted by August 30, 2019. Chairman Meader offered to provide review of the design.

Mr. Charpentier stated that the preliminary site plan should be complete in the coming weeks and can then proceed into permitting.

**Next Meeting:** The next regular meeting is tentatively scheduled for October 1, 2019 at 5:30PM.

**Adjourn:** Commissioner Pepe moved the Board vote to adjourn at 6:17PM; Commissioner Firmin seconded the motion; the vote was all in favor.

Respectfully submitted,  
Scott D. Charpentier, P.E.  
Public Works Director

Documents used during meeting:

1. August 20, 2019 Meeting Agenda
2. August 6, 2019 Regular Meeting Minutes
3. Final FY 2020 Water and Sewer Rate Study report dated August 8, 2019 from Raftelis Financial Consultants
4. Fixed Revenue memorandum dated August 8, 2019 from Raftelis Financial Consultants