

**WATER & SEWER COMMISSION
MEETING MINUTES – FEBRUARY 22, 2022**

5:30 PM – Conference Room B, 63 Main Street Northborough, MA 01532

MEMBERS PRESENT: John Meader
Bryant Firmin
David Pepe

ALSO PRESENT: Scott Charpentier, Public Works Director
Tim Davison, Water/Sewer Supervisor
Robert Luke, Administrative Assistant
Julianne Hirsh, Board of Selectmen Liaison

Commissioner Meader opened the meeting at 5:33 PM.

CONSIDERATION OF MINUTES FROM THE OCTOBER 26, 2021 REGULAR MEETING

Commissioner Pepe moved to approve the meeting minutes of the October 26, 2021 regular meeting as amended; Commissioner Firmin seconded the motion; the vote was unanimous with three votes in favor.

SEWER ABATEMENT REQUEST FOR 6 SCHOOL STREET, ACCOUNT #4266

Mr. Charpentier explained that the resident of 6 School Street wrote a letter requesting an abatement for the sewer portion of her water/sewer bill that is related to a leak she experienced in the final days of December 2021. She believed the leak was caused by an outdoor hose spigot and accounted for 3,983 cubic feet or 29,800 gallons of water (between December 25th and December 29th) which discharged outdoors. Mr. Charpentier explained that one of our water technicians went to the home to assess the leak and determined that the resident's claim was a distinct possibility. If approved, the abatement would constitute a credit on the resident's account of \$483.36 on the sewer portion of their bill.

The Commission discussed the information presented. Commissioner Meader suggested that in the future we include printouts from the Beacon software showing details of the leak as we have done in the past, just for consistency. Commissioner Firmin moved to approve the sewer abatement and Commissioner Pepe seconded. All three Commissioners voted in favor.

UPDATE ON 3G ENDPOINT SWAPOUT PROGRAM

Mr. Charpentier stated that supply chain issues have limited the availability of new 5G endpoints. We have been ready since the fall to perform installations but did not receive our first shipment until February. The hope is the supply is more consistent going forward. Thus far we have approximately 40% of the customer base scheduled for replacement. It does appear that all will not be replaced prior to the end of the calendar year when 3G is phased out. This will result in estimated reads for some customers in 2023 until we can complete the work. There may be a need to bring in a third-party installer if staff time cannot accommodate the aggressive schedule. Commissioner Meader stated that he did not receive a notification. Mr. Charpentier responded that he would review the database to confirm customer mailings are complete.

FY2023 BUDGET PROCESS

Mr. Charpentier stated that the budget process is behind schedule by about six weeks due to the financial team's workload related to COVID funds and audits. The MWRA preliminary assessment for FY23 is a reduction of approximately \$251,000. This is attributed to metropolitan Boston being re-opened after pandemic closures, thus rebalancing the system shares. The only substantive budget change is for support services related to the new Supervisory Control and Data Acquisition (SCADA) system.

OTHER BUSINESS

Mr. Charpentier provided updates on the following on-going projects:

- Assabet Water Storage Tank Improvements Project will recommence work March 7, 2022 after a winter shutdown which was necessitated by material delivery delays. The work will require draining of the tank which is scheduled to begin Monday, February 28, 2022. The tank is scheduled to be refilled by the end of April.
- The water garage general contractor's work is complete. Assabet Valley Technical High School students interior fit-out is well underway. The material cost increases experienced across all industries has affected the interior work budget such that the Town Meeting appropriated funding has been expended and we are now utilizing operating funds to complete the work.

NEXT MEETING

The next regular meeting is scheduled for Tuesday, March 22, 2022 at 5:30PM in person.

ADJOURN

Commissioner Firmin moved the Board vote to adjourn at 6:16 PM; Commissioner Pepe seconded the motion; the vote was all in favor.

Respectfully submitted,

Robert Luke
Administrative Assistant

Documents used during meeting:

1. February 22, 2022 meeting agenda
2. October 26, 2021 regular meeting minutes
3. Memorandum and letter from resident of 6 School Street regarding leak