

**WATER & SEWER COMMISSION
MEETING MINUTES – SEPTEMBER 18, 2018**

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

MEMBERS PRESENT: John Meader
David Pepe
Bryant Firmin

ALSO PRESENT: Scott Charpentier, Public Works Director
Tim Davison, Water & Sewer Supervisor
Sarah Jean, Administrative Assistant

Commissioner Meader opened the meeting at 5:30 PM.

1. Approval of minutes of August 14, 2018 regular meeting

Commissioner Pepe moved to approve the meeting minutes of the August 14, 2018 regular meeting as amended; Commissioner Firmin seconded the motion; The vote was all in favor.

2. Sewer Bill Adjustment – 43 Cedar Hill Road

Mr. Charpentier and the Commission reviewed information pertaining to a sewer bill adjustment request for account number 743 located at 43 Cedar Hill Road due to catastrophic damage done to the pool during a significant weather event on March 7, 2018 – March 8, 2018.

Mr. Charpentier reviewed the average daily use and is recommending a sewer abatement in the amount of 1,885 cubic feet totaling \$203.58.

The Commission discussed the information presented. Based on past precedence, Commissioner Firmin moved to approve the request for a credit of \$203.58 (1,885 cf / 14,099 gallons) as this is an exceptional case that was not caused by customer action or choice. Commissioner Meader seconded the motion, and Commissioner Pepe abstaining for reasons of conflict of interest. The vote was 2 in favor, and 1 abstention.

3. Review and execute sewer betterment recording documents.

Commissioner Pepe moved to execute the sewer betterment recording document for the following addresses: 287 Brigham Street, 89 West Main Street & 31 Jefferson Road. Commissioner Firmin seconded the motion; the vote was all in favor.

Sewer Betterment Total: \$63,700.00

4. Review and execute water betterment recording documents.

Commissioner Pepe moved to execute the water betterment recording document for the following address: 89 West Main Street, Commissioner Firmin seconded the motion; the vote was all in favor.

Water Betterment Total: \$16,800.00

Betterment documents will be recorded at the Worcester District Registry of Deeds. Once recorded, all information will be sent to the Principal Assessor & Finance Director for final assessment.

5. Public Hearing to consider a water / sewer rate adjustment

At 6:04 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.

Mr. Charpentier stated that the rate study recommends a 5% water rate increase & a 5% sewer rate increase for FY2019 to support the capital plan and operating reserves.

Mr. Charpentier explained that these increases are a conservative approach in order to continue providing clean, safe services. Mr. Charpentier went on to say that water use is trending down with the building code requiring all plumbing fixtures to meet water efficiency standards (low-flow), per capita is also down, however operating costs do not go down.

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 last week on Monday, September 10, 2018 and to the Water and Sewer Commission on Tuesday August 14, 2018. 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 2nd quarter bills that will be dated November 1, 2018 & due on December 1st (a bill stuffer will also be included with the 2nd quarter bill.)

Chairman Meader closed the public hearing at 6:11 pm.

6. Vote on Water & Sewer Rate Adjustment

Commissioner Pepe moved to approve the water rate adjustment as presented to the Commission tonight at the public hearing. The new water rates effective on the second quarter bills dated November 1, 2018 are as follows:

Water		
Usage/quarter	Current Rate (per 1,000 cf)	New Rate (per 1,000 cf)
0 - 2,000 cf	\$44.90	\$47.15
2,001 - 6,000 cf	\$53.82	\$56.51
Over 6,000 cf	\$66.32	\$69.64
Water Service Base Charge		
Service Type	Current Rate (per quarter)	New Rate (per quarter)
Residential	\$10.00	\$10.00
Commercial	\$30.00	\$30.00
Industrial	\$45.00	\$45.00

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

Commissioner Firmin moved to approve the sewer rate adjustment as presented to the Commission tonight at the public hearing. The new sewer rates effective on the second quarter bills dater November 1, 2018 are as follows:

Sewer		
Usage/quarter	Current Rate (per 1,000 cf)	New Rate (per 1,000 cf)
0 - 2,000 cf	\$108.00	\$113.40
2,001 - 6,000 cf	\$112.16	\$117.77
Over 6,000 cf	\$117.17	\$123.03
Sewer Only Accounts		
Service Type	Current Rate (per quarter)	New Rate (per quarter)
Flat Sewer	\$324.00	\$340.20

Commissioner Pepe seconded the motion; All members voted in favor

OTHER BUSINESS:

Mr. Charpentier informed the Commission that the Park Street and Winn Street project is now complete. Mr. Charpentier stated that the project came in under budget and the punch list was minimal.

Mr. Charpentier reports that the pump skid has been delivered to the West Main Street Pump Station, the contractor is preparing site controls and will begin by-pass pump installation shortly.

Mr. Charpentier reports that the Route 20 Pump Station Grinder Upgrade Project which includes, but is not limited to the installation & start-up of a Muffin Monster Grinder with controller assembly to be connected into the existing pump station, removal and disposal of existing sewer manhole frame & cover and provide new aluminum hatch with safety grate, provide temporary

bypass pumping, and all materials, equipment, services and construction inherent to the work has been awarded to R. H. White, signed contracts were delivered today and we will be getting on their schedule soon. Mr. Charpentier informed the Commissioners that a consultant is being used to monitor the construction progress.

Mr. Charpentier reported that the first year of the Inflow & Infiltration Study (I & I) is now complete and we are waiting on a report from the consultant. The consultant is also in the process of working on a construction bid package to allow us to implement corrective measures for found deficiencies. Mr. Charpentier hopes that he will be able to put this out to bid sometime in October and move forward with repairs during the next construction season.

Mr. Charpentier and the Commission discussed the water tank disposition. Mr. Charpentier reported that a live simulation was performed this week and the Edmunds Hill tank was taken offline. Only static tests were run throughout town and Mr. Charpentier was happy to report that the system configuration went just as the water model had predicted it would. Information gathered from the static tests have been submitted to the consultant and we continue to wait and see what the next step will be regarding the evaluation of operating levels and storage. Mr. Charpentier stated that the Department of Environmental Protection (DEP) has drinking water guidelines suggesting one (1) day available storage, this can be reduced based on certain criteria. Currently, the available storage is approximately two-thirds (2/3) of a day.

Mr. Charpentier and the Commission discussed the Northborough Reservoir Dam in Shrewsbury and Boylston. The Commission questioned if anything was new? Mr. Charpentier reports that he has recently sent an email to the consultant seeking a proposal to finalize and advertise the disposition report. In 2006 & 2011 the dam was determined to be structurally deficient and in poor condition. The options are to bring the dam into compliance or permanently breach the dam. The Town of Northborough's Consultant has identified dam breach as the preferred approach and the next step is to present this to the appropriate Boards and Commissions. Mr. Charpentier reports that in the past, obtaining permits for dam removal had been complex and challenging however he reports that the Department of Environmental Protection (DEP) has a new, streamlined permitting approach.

Commissioner Firmin questioned the status of the culvert replacement on Rice Ave. Mr. Charpentier reported that he was waiting on a conceptual analysis and then in need of property owners approval before permanent easements can be created and then accepted at the next town meeting. Mr. Charpentier reports that this is a very deep culvert to replace.

NEXT MEETING:

The next meeting is tentatively scheduled for November 20, 2018 at 5:30 PM.

ADJOURNMENT:

Commissioner Pepe moved the Board vote to adjourn at 6:20 PM; Commissioner Firmin seconded the motion; The vote was all in favor.

Respectfully submitted,

Sarah Jean
Administrative Assistant

Documents used during meeting:

1. September 18, 2018 Agenda
2. August 14, 2018 Regular Meeting Minutes
3. Memo RE: 43 Cedar Hill Road sewer abatement
4. Water Betterment Order 89 West Main Street
5. Sewer Betterment Order 89 West Main Street, 287 Brigham Street & 31 Jefferson Road
6. Copy of public hearing notice
7. Rate Study from Raftelis Financial Consultants dated August 2018