

**WATER & SEWER COMMISSION  
MEETING MINUTES – AUGUST 14, 2018**

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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  
Sarah Jean, Administrative Assistant  
David Fox, Raftelis Financial Consultants, Inc.  
Julianne Hirsh, Board of Selectmen Liaison

**1. APPROVAL OF MINUTES - JUNE 12, 2018 REGULAR MEETING.**

\*Deferred to the end of the meeting.

**2. INFORMATIONAL MEETING ON RATE STUDY FOR WATER AND SEWER BILLS.**

Mr. Charpentier began by referring the members to the Rate Study which was prepared by Raftelis Financial Consultants, Inc. dated August 2018. He introduced David Fox of Raftelis Financial Consultants, Inc. Mr. Charpentier informed the Commission that the rate study recommends a 5% increase to water & sewer rates in FY 2019 to keep up with water use demands and capital expenses.

Mr. Fox indicated that The Town of Northborough Water / Sewer Enterprise Funds are in great financial standing as they both have a good amount in retained earnings. Mr. Fox said the new financial planning and rate model will allow the Director to run what-if scenarios moving forward to support the overall plan.

Mr. Fox reviewed the draft rate study results with the Commission. After discussion, Mr. Fox indicated that he will make some modifications to the draft, adding some discussion points that the commission suggested. Mr. Fox stated that he will be available for both the informational meeting with the Board of Selectmen on either August 20, 2018 or September 10, 2018 and the public hearing on August 28, 2018. The Commission thanked Mr. Fox for his time.

**\* APPROVAL OF MINUTES OF APRIL 18, 2017 REGULAR MEETING.**

Commissioner Pepe moved to approve the meeting minutes of the June 12, 2018 regular meeting as read; Commissioner Firmin seconded the motion; The vote was all in favor.

**OTHER BUSINESS:**

Mr. Charpentier informed the Commission that the Park Street and Winn Street project is running on-time and has been seamless.

Commissioner Pepe gave Mr. Charpentier some feedback with regards to smoke testing - he noticed the work being performed at a bend in the road without adequate notice. Mr. Pepe stopped and had a conversation with those performing the work and they corrected themselves moving forward down the road.

Mr. Charpentier reported that 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 by September he should have a good grasp on the scope of work.

Mr. Charpentier reports that the West Main Street Pump Station project is slowly coming along. He reports that the supplier has not been timely in the assembly of the pump skid. Mr. Charpentier indicated that he had hoped for this to be done by the end of July however we are now looking at September.

Mr. Charpentier reports that the bid opening for 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 took place on June 27, 2018 and we are currently waiting on contract documents from R. H. White.

Mr. Charpentier reported that the excavator is in, however the attachments for the excavator are not.

Mr. Charpentier reported that we now have a yard hydrant in the center of town at 4 West Main Street. This will primarily be used for the Garden Club, a meter has also been installed to maintain consumption history. Mr. Charpentier indicated that there is also non-potable water available at Ellsworth McAfee for the Garden Club however this is being drawn from a well.

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

**NEXT MEETING:**

Mr. Charpentier informed the Commission that the draft rate study will now most likely go before the Board of Selectmen on Monday, September 10, 2018. The Commission requested that the public hearing scheduled for 6:00 pm on Tuesday, August 28, 2018 be postponed due to change in our schedule with the Board of Selectmen. The public hearing will now be held at the next regularly scheduled meeting – Tuesday, September 18, 2018.

**ADJOURNMENT:**

Commissioner Pepe moved the Board vote to adjourn at 6:25 pm; Commissioner Firmin seconded the motion; The vote was all in favor.

Respectfully submitted,

Sarah Jean  
Administrative Assistant

Documents used during meeting:

1. August 14, 2018 Agenda
2. June 12, 2018 Regular Meeting Minutes
3. Rate Study from Raftelis Financial Consultants, Inc. dated August 2018