



HARVARD SEWER & WATER COMMISSIONS

MINUTES

Wednesday, September 4, 2013
Town Hall Meeting Room

Cindy Russo, Chair *Kyle Hedrick* *Rick Maiore*

Present

Commissioners: Cindy Russo; Kyle Hedrick, Rick Maiore

Others: Lorraine Leonard, Director; Tim Bragan, Town Administrator; Paige O'Brien

The meeting was called to order at 9:08 a.m.

Financial Review

Finance Director, Lorraine Leonard, updated the Commission on the financial standings of the Water + Sewer Commissions.

Water Commission

- Ms. Leonard recommends that the Commission adopt rules + regulations. She will send Ms. Russo a copy of Groton's.
- System upgrades are continuously required; currently upgrades are up-to-date.
- Treasure, Tammy Coller, will be sending letters to property owners who are delinquent on payment and will include a notice that water shut-off should be expected with failure to pay.

Sewer Commission

- Rate = water rate + 25%; e.g., property owners will pay 125%.
- Spreadsheet indicates a deficit because the year is new and rates have not been collected.
- Extra betterments go in reserve to pay off debt.
- First bills will go out November; then quarterly.
- The Commission and Ms. Leonard need an update confirming there are meters installed for those who aren't on town water. Mr. Bragan will inquire with DPW.
- Ms. Russo requests, from Ms. Leonard, regular quarterly updates (e.g., when the bills go out).

Review + Approve Minutes of 8/28/2013

Mr. Hedrick made motion to approve minutes as amended; Ms. Russo seconds; vote, aye, unanimous.

Issues Relating to Connections

- 13 Massachusetts Ave. - Tenero; betterments due; property has sold and new owners have assumed bill; Mr. Bragan to inquire with town counsel with regards to subsequent action.

- It is within the legislation to conduct annual hearings for rate review. The Commission will plan to do so this fall along with a hearing for the water rates.
- 18 Fairbank St., Carley – Mr. Bragan sent a letter informing property owners of need for change of use prior to application approval

Review Pending Applications for Connection Permits

- No applications to approve

Review Pending Applications for Drain Layer's Licenses

- No applications to approve.

DigSafe

The Commission believes membership in this program is affordable and the cost worth the safety. Review of application to take place at next meeting

Mr. Hedrick motioned to adjourn at 9:50 a.m.; Ms. Russo seconded; vote aye, unanimous.

The next scheduled Commission meeting is Wednesday, September 11, 2013
9 a.m. in the town hall meeting room.

Respectfully submitted by Paige O'Brien

Documents cited:

- Ms. Leonard's prepared financial data for Sewer and Water Commissions