



HARVARD SEWER & WATER COMMISSIONS

MINUTES

Wednesday, January 7, 2015
Town Hall Meeting Room

Cindy Russo, Chair Kyle Hedrick Rick Maiore

Present

Commissioners: Cindy Russo, Kyle Hedrick, Rick Maiore

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

This meeting was called to order by Ms. Russo at 9:05 a.m.

Review & Approve Minutes of 12/10/2014

Mr. Maiore moved to accept the minutes as amended; Ms. Russo seconds. Vote, aye, unanimous.

Water & Sewer Rate Review

- Ms. Leonard reports that residential water use is more in the summer seemingly due to the watering of lawns. This water does not enter the sewer system and Ms. Leonard has suggested following the process of rate collection by another town's model of charging summer rates in the winter.
- To date, 53 properties have connected. Ms. Leonard suggests that raising the sewer base rates by 25% (approximately \$32 per property per year) to make this rate in line with the water base rate. Ms. Leonard states that if the plant maintenance stays "normal", there will be a deficit of almost \$11,000 (which will be handled through the General Fund).
- Ms. Leonard brought to the Commission the insight that because of the extra labor and time involved with final meter readings. Because of this the Commission agreed to establish a fee for final readings.
- The hearing for setting the new water and sewer rates will be February 18, 2015.
- 21 Massachusetts Avenue, Wilder - Homeowner owes a significant amount of money for the water bill and has stated that she is unable to pay. Mr. Hedrick motioned to send 24-hour notice that the water will be shut off if payment in full is not received. Mr. Maiore seconds; vote, aye, unanimous.
- Ms. Russo made a motion to authorize the Finance Director to send notices to property owners who become two payments behind on their water and/or sewer bills. The notices would state that unless payment is received their water and/or sewer service will be disconnected in 30 days. If there is financial hardship involved, the property owners are encouraged to arrange for a hearing with the Commissioners. If payment is not received within 30 days, a 48-hour notice will be sent. Service will be resumed when payment is received in full including a fee for reinstatement. Mr. Maiore seconds; vote, aye, unanimous.

- Monetary warrant article is needed for SCADA upgrade. Ms. Russo will inform the CPIC and Finance Committee that Rich Nota will be submitting the article for the January 15 due date.

Town Administrator's Report & Update

- 28 Fairbank Street; Magrath – Mr. Bragan reports that Mr. Magrath has paid in full 2014 connection and inspection fees.
- 1 Elm Street; Wollaston - homeowners put in their system but have not connected as the inside plumbing has not been completed. The Commission recommends sending the homeowners a communication requesting them to complete the connection or they will be charged for the 2015 rates.

Water System Study Committee

The Commission would like to meet with the Committee at their next meeting.

Consider Any Issues Relating to Connections

No issues to consider.

Water Commission Rules & Regulations

Approval tabled until next meeting. Approval hearing will be scheduled February 18, 2015.

Mr. Maiore motioned to adjourn at 10:10 a.m.; Mr. Hedrick seconds; vote aye, unanimous.

The next meeting will be Wednesday, January 21, 2015.

Respectfully submitted by Paige O'Brien