

**WATER & SEWER COMMISSION
MEETING MINUTES
MARCH 7, 2007
7:30 PM**

Present: John Meader, Chairman
Bryant Firmin

Also

Present: Kara Buzanoski, DPW Director
Kathy Griffin, Financial Advisory Associates (FAA)

NEW BUSINESS

1. Consideration of minutes from the January 3, and February 7, 2007 meetings.

Review of the January minutes was postponed to next meeting.

Commissioner Firmin moved to approve the minutes from February 7, 2007 as amended. Commissioner Meader seconded. The vote was two in favor.

2. 7:30 pm - Meeting with Kathy Griffin from FAA re: Rate Study.

Kathy Griffin gave a brief overview of the rate study.

Water Utility

3 options were presented:

1. Rate increase with no use of retained earnings.
2. Increase rates and use \$50,000 of retained earnings.
3. Increase rates and use \$100,000 of retained earnings.

Commissioner Meader asked how much is our retained earnings. Mrs. Buzanoski replied \$150,000. Commissioner Meader asked if there is a recommended level for retained earnings. Mrs. Buzanoski stated that it depends on what projects are projected.

Commissioner Meader was looking for guidelines on what is an acceptable amount to keep in retained earnings. He added that we presumably shouldn't exhaust retained earnings, but what should be kept? He stated that it would be useful to see the language included in this study.

Ms. Griffin responded that no less than 5% should be held.

The Commission discussed that with the Brigham St well coming back on line and paying for full MWRA usage, will increase our current costs.

Sewer Utility

3 options were presented:

1. No rate increase.
2. Rate increase and use of \$180,000 of retained earnings.
3. Rate increase and use of \$150,000 of retained earnings.

Mrs. Buzanoski stated that the sewer budget is facing the cost for upgrades to the Marlborough Westerly Wastewater Treatment Plant, therefore we need to keep a higher level of retained earnings to prepare for this significant capital cost.

Ms. Griffin will revise the report to address the items discussed.

3. Review Tata & Howard contract amendment for Brigham St well.

The Commissioners reviewed Amendment No. 1 of the Lyman Street Chemical Injection Facility contract. The amendment is for an additional \$20,000 for inclusion of costs associated with the completion of a Notice of Intent for submission to the Northborough Conservation Commission and for radio telemetry and miscellaneous design items associated with upgrades at the Town's water barn, Assabet water storage tank and Edmund Hill water storage tank.

Commissioner Firmin moved to approve Amendment No. 1 of the Lyman Street Chemical Injection Facility contract with Tata & Howard Inc. Commissioner Meader seconded. The vote was 2 in favor.

4. Review of drainlayers' license requests.

Three requests were reviewed:

1. Beals & Sons, Inc. - Tom Beals, 440 Green St., Northborough, MA
Commissioner Firmin moved to approve the drainlayers application for Beals & Sons, Inc. on a per job basis. Commissioner Meader seconded. The vote was two in favor.
2. Steven Ryder - c/o Deloury Construct., 46 Lowell Junction Rd., Andover, MA
Commissioner Firmin moved to approve the drainlayers application for Steven Ryder. Commissioner Meader seconded. The vote was two in favor.

3. Stephen Flattery - 1110B West Boylston St., Worcester, MA
Commissioner Firmin moved to approve the drainlayers application for Steven Flattery. Commissioner Meader seconded. The vote was two in favor.

5. Review Correspondence.

Correspondence was reviewed.

OLD BUSINESS

1. Review of Assabet River Consortium Study.

Sediment study meeting on 2/27/07 to go over CDM's progress in modelling.

2. Supervisor's Report.

- Haitsma property - Mrs. Buzanoski was approached by a developer who suggested affordable housing. When the Commission bought this land, it was purchased under 40B. To get the highest sale price we will probably have to sell under 40B. She would like to hire Judy Barrett, from Communities Opportunities Group to help prepare the RFP.
- The Town has received the MWRA assessment for \$790,000, a 3.7% increase. The Town was also informed that there is \$97,000 in pipeline assistance available to Northborough for eliminating any unlined water main pipes.

Next Meeting:

The next regular meeting will be April 4th at 7:30 pm.

Adjourn:

At 9:10 pm, the meeting was adjourned.

Respectfully submitted,

Lynda LePoer
DPW Administrative Assistant