

**WATER & SEWER COMMISSION
MEETING MINUTES –September 18, 2012**

6:30 PM – Selectmen’s Meeting Room, 63 Main Street Northborough MA

MEMBERS PRESENT: John Meader
David Pepe
Bryant Firmin

ALSO PRESENT: Dan Nason, Public Works Director

1. APPROVAL OF MINUTES – July 24, 2012 REGULAR MEETING

Commissioner Firmin moved to approve the meeting minutes of the July 24, 2012 regular meeting as amended; Commissioner Meader seconded the motion; the vote was two in favor.

2. REVIEW POLICIES

The Director asked them to review the policies, in particular the Betterment Policy dated October 6, 1993. He would like this policy to be revised to indicate that water and/or sewer betterments are to be paid to the DPW at the time of submittal of a water and/or sewer service application for permit. The betterment fees are part of the permit process and should be collected when the permit is submitted, not after the project is completed. The Commission agreed to revise the Betterment Policy dated October 6, 1993.

Commissioner Pepe moved to amend the Betterment Policy dated October 6, 1993 as per the DPW Director’s recommendation; Commissioner Firmin seconded the motion. The vote was unanimous in favor.

The Chairman added that he would like to see the Commission’s policies included at the end of the regulations.

3. REVIEW DRAINLAYERS APPLICATIONS

Manet Contracting LLC, 167 Babcock Street, Quincy MA

The Commission reviewed the drainlayers application for Manet Contracting and the Supervisor’s memo. Commissioner Pepe moved to approve; Commissioner Firmin seconded the motion; The vote was unanimous in favor.

The Director noted that he would like to edit the application to require applicants to submit three reference letters as part of the application packet. Currently, the Supervisor is spending a lot of time backtracking contact names and numbers to call for references. If the packet is submitted without reference letters, it will be turned back to the applicant as incomplete. Applicants who do not have any reference letters to submit will their application can be approved as a “conditional” drainlayer.

4. REVIEW AND EXECUTE FY 2013 WATER & SEWER BETTERMENTS RECORDING DOCUMENTS

The Commission reviewed the FY 2013 water and sewer betterments to be recorded. Commissioner Firmin moved to execute the water and sewer betterments recording documents for FY 2013. Commissioner Pepe seconded the motion. The vote was unanimous in favor.

NEXT MEETING:

The next meeting is scheduled for October 16, 2012.

ADJOURNMENT:

The meeting was adjourned at 7:45 pm.

Respectfully submitted,

Lynda LePoer
DPW Administrative Assistant

Documents used during meeting:

1. September 18, 2012 Agenda
2. July 24, 2012 Regular Meeting Minutes
3. Commission Policies
4. Drainlayers Application – Manet Contracting LLC
5. FY 2013 Water & Sewer Betterments Recording Documents