

**WATER & SEWER COMMISSION  
MEETING MINUTES –July 9, 2013**

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

**MEMBERS PRESENT:** John Meader  
Bryant Firmin

**ALSO PRESENT:** Dan Nason, Public Works Director  
June Hubbard-Ward, Finance Director  
Jason Little, Town Accountant  
Chris Woodcock, Woodcock & Associates, Inc.  
Don Bunker, Fay Spofford and Thorndike

**1. APPROVAL OF MINUTES – MARCH 19, 2013 AND MAY 14, 2013  
REGULAR MEETINGS**

Commissioner Meader moved to approve the meeting minutes of the March 19, 2013 regular meeting; Commissioner Firmin seconded the motion; The vote was two in favor.

Commissioner Firmin moved to approve the meeting minutes of the May 14, 2013 regular meeting; Commissioner Meader seconded the motion; The vote was two in favor.

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

Dan Nason, Public Works Director, stated that this was an informational meeting to review the draft Water & Sewer Rate Study and proposed rate changes. He noted that Commissioner Pepe was unable to attend this meeting, but will attend the informational meeting on July 15, 2013 with the Board of Selectmen.

Chris Woodcock, Woodcock Associates, Inc. reviewed the draft summary of the results of the Water and Sewer Rate Study. Recommendations for consideration were:

- Adopt a new base charge, to be assessed quarterly.
- 0% increase in FY 2014 water rates.
- 20% increase in FY 2014 sewer rates, with similar increases to follow in subsequent years. This increase is due to the potential for a significant assessment from the City of Marlborough for the \$30 million expansion and upgrade to the Westerly Wastewater Treatment Plant.

Mr. Nason indicated that in accordance with the Town’s Water and Sewer Rules and Regulations, a Public Hearing is scheduled with the Water and Sewer Commission on Tuesday, August 27, 2013 to take comments and consider the rate study’s

recommendations. Subsequent to the Public Hearing, the Water and Sewer Commissioners will vote on the recommendations of the rate study at their regularly scheduled meeting on Tuesday, September 24, 2013. If adopted, the rate payers will be notified by mail the following day with rate changes to take effect with the 2<sup>nd</sup> Quarter bills due December 2, 2013.

The Commissioners and Mr. Nason thanked Mr. Woodcock, Mr. Bunker, Mrs. Hubbard-Ward and Mr. Little for attending tonight's meeting.

**3. REVIEW AND EXECUTE SEWER BETTERMENT RECORDING DOCUMENT.**

The Commission reviewed the sewer betterment commitment for: 279-281 West Main Street, Assessor's Map 82, Parcel 23.

Commissioner Meader moved to approve the sewer betterment commitment for: 279-281 West Main Street, Assessor's Map 82, Parcel 23 for signature by the Commission; Commissioner Firmin seconded. The vote was two in favor.

**4. REVIEW DRAINLAYERS APPLICATIONS.**

J. TROPEANO, INC. 1780 Osgood St., N. Andover MA 01845

The application from J. Tropeano, Inc. was reviewed by the Commission.

Commissioner Firmin moved to approved the drainlayers application for J. Tropeano, Inc.; Commissioner Meader seconded the motion; The vote was two in favor.

**5. EXECUTIVE SESSION – pursuant to M.G.L. Chapter 30A, Section 21, Subsection 3 (Litigation Matter) due to the Chair's determination that a discussion regarding this matter in an open meeting may have a detrimental effect on the position of the Board.**

The Commission agreed to cancel executive session.

**NEXT MEETING:**

The next meetings are scheduled for August 27, 2013 and September 24, 2013.

**ADJOURNMENT:**

The meeting was adjourned at 7:55 pm.

Respectfully submitted,

Lynda LePoer  
Administrative Assistant

Documents used during meeting:

1. July 9, 2013 Agenda
2. March 19, 2013 Regular Meeting Minutes
3. Memo dated July 9, 2013 from Director - re: Water & Sewer Rate Study  
Proposed Rate Changes
4. Draft Water & Sewer Rate Study from Woodcock & Associates, Inc.
5. Sewer Betterment Commitment
6. Drainlayers Application