

**WATER & SEWER COMMISSION
MEETING MINUTES –February 21, 2017**

5:30 PM – Conference Room B, 63 Main Street Northborough MA

MEMBERS PRESENT: John Meader
David Pepe
Bryant Firmin

ALSO PRESENT: Scott Charpentier, Asst. Public Works Director
Tim Davison, Water & Sewer Supervisor
Frank Occhipinti, Weston & Sampson

Commissioner Meader opened the meeting at 5:38 PM.

1. APPROVAL OF MINUTES OF SEPTEMBER 20, 2016 AND NOVEMBER 15, 2016 REGULAR MEETINGS.

*Deferred to the end of the meeting.

2. DISCUSSION REGARDING INFLOW & INFILTRATION (I & I) PROCESS.

Commissioner Meader deferred to Mr. Charpentier, who introduced Frank Occhipinti with Weston & Sampson to review the I & I process.

Mr. Occhipinti provided the Commission with a handout outlining the I & I process which needs to be done in order for the Town to develop an I & I program as required by the Department of Environmental Protection (DEP). All Towns are required to submit their I & I program to DEP by December 2017.

Weston & Sampson will be working with a subcontractor, National Water Main Cleaning Co.

The first phase is to investigate infiltration. The following work will be performed by the subcontractor sometime in March/April:

1. Flow Isolation
2. Closed Circuit TV Inspection (CCTV)
3. Manhole Inspections

The second phase is to investigate inflow. The subcontractor will be providing the following services, which should occur sometime in July:

1. Dye Testing
2. Dye Flooding
3. Smoke Testing
4. Building Inspections

After the investigations are done (approximately 6 weeks) Weston & Sampson will collect and analyze the information and then work with Mr. Charpentier to prepare an I & I control plan. The plan will be presented to the Commission for review and approval and submitted to DEP before the deadline of December 2017.

The Commission thanked Mr. Occhipinti for the presentation.

*** APPROVAL OF MINUTES OF SEPTEMBER 20, 2016 AND NOVEMBER 15, 2016 REGULAR MEETINGS**

Commissioner Firmin moved to approve the minutes from September 20, 2016 as amended. Commissioner Pepe seconded the motion. All members voted in favor.

Commissioner Pepe moved to approve the minutes from November 15, 2016 as amended. Commissioner Firmin seconded the motion. All members voted in favor.

3. EXECUTIVE SESSION

Commissioner Firmin moved the Commission vote to enter into executive session pursuant to Massachusetts General Laws, 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 Commission. Commissioner Pepe seconded the motion. The roll call vote was taken as follows:

Firmin “aye”
Pepe “aye”
Meader “aye”

Chairman Meader announced that the Commission will return from executive session only to adjourn.

NEXT MEETING:

The next meeting is scheduled for March 21, 2017.

ADJOURNMENT:

Commissioner Pepe moved the Board vote to adjourn at 7:00 pm. Commissioner Firmin seconded the motion. All members voted in favor.

Respectfully submitted,

Lynda LePoer
Administrative Assistant

Documents used during meeting:

1. February 21, 2017 Agenda
2. Meeting Minutes – September 20, 2016 and November 16, 2016
3. Weston & Sampson Handout re: I & I Process