

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

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

MEMBERS PRESENT: John Meader
Bryant Firmin
David Pepe absent

ALSO PRESENT: Scott Charpentier, Public Works Director
Tim Davison, Water & Sewer Supervisor

Commissioner Meader opened the meeting at 5:33 PM.

1. APPROVAL OF MINUTES OF FEBRUARY 21, 2017 REGULAR MEETING

Commissioner Firmin moved to approve the meeting minutes of the February 21, 2017 regular meeting as amended; Commissioner Meader seconded the motion; the vote was two in favor, one absent.

Commissioner Firmin moved to approve the meeting minutes of the February 21, 2017 executive session meeting as written; Commissioner Meader seconded the motion; the vote was two in favor, one absent.

2. WATER/SEWER CAPITAL IMPROVEMENT PROGRAM SUMMARY

Mr. Charpentier presented the Capital Improvement Program Summary for the Sewer Enterprise Fund. Mr. Charpentier reports that the Capital Improvement Program Summary has been reviewed by the Appropriations Committee along with the Town Administrator.

Mr. Charpentier and the Commission discussed endorsing each warrant article prior to Town Meeting which is scheduled for Monday, April 24, 2017. Mr. Charpentier advised the Commission that the warrant is set to close on Monday, March 27, 2017 and endorsement of each article can take place at the next regularly scheduled meeting.

Sewer Enterprise Fund

Sewer Line Inspection Camera

Mr. Charpentier discussed the need for a sewer line inspection camera to assist in evaluations and help locate problem areas. Mr. Charpentier explained that the objective is to be more efficient with both time and money.

West Main Street Pump Station Improvements

Mr. Charpentier and the Commission discussed the West Main Street Pump Station. Mr. Charpentier indicated that the station itself is aging and has had zero improvements over the

years. Mr. Charpentier and Mr. Davison noted frequent problems at this location, most recently on Friday, March 17, 2017. Mr. Charpentier explained that the objective is to increase capacity, replace all controls and improve solids management.

Water Enterprise Fund

One Ton Service Truck with Plow (Replaces 2008 Utility Body)

Mr. Charpentier discussed the need to replace an aging truck with a one ton service truck and outfit it with a plow for staff.

Mr. Charpentier and the Commission discussed SCADA (Supervisory Control and Data Acquisition). Mr. Charpentier identified that the Source of Funding denoted on the Capital Improvement Program Summary with the number 7 is Sewer Enterprise Funds at 40% and Source of Funding denoted on the Capital Improvement Program Summary with the number 8 is Water Enterprise Funds at 60%.

Repair/Replacement of Water Mains and Services were also discussed, Mr. Charpentier stated that he was not comfortable with the 2009 findings and reported that some things may change.

Mr. Charpentier discussed Water Storage Tanks Rehabilitation/Replacement, noting that tank evaluations need to be completed before he can determine what the best approach would be.

Commissioner Firmin questioned if there were opportunities for grants and other advantageous funding. Mr. Charpentier noted that the Massachusetts Water Resources Authority (MWRA) is currently providing an interest-free loan to communities through the Local Water System Assistance Program (LWSAP). The interest-free loan is available through Fiscal Year 2020 to assist member water communities to rehabilitate or replace pipelines, improve local water quality conditions, and upgrade local water systems. Mr. Charpentier noted that the meters are considered an eligible project and he is pursuing this program as Northborough has a total of \$1,000,000.00 allocated as a community.

Mr. Charpentier and the Commission discussed Reservoir Dam Compliance for Fiscal Year 2022. Mr. Charpentier reported that the results of the study are in and the recommendation is to breach. The next step would be to advise Department of Conservation and Recreation (DCR) along with the neighbors.

3. 23 LANTHORN ROAD SEWER CONNECTION CONSIDERATION

Mr. Charpentier and the Commission discussed the request to connect 23 Lanthorn Road to Town Sewer. Mr. Charpentier and the Commission reviewed the GIS image pertaining to the sewer extension consideration, discussing the area of catchment on Lanthorn Road and Madison Road. The Commission agreed that this specific address is within the service area, and could be a viable solution for the resident. Mr. Charpentier will advise the resident on the process moving forward.

OTHER BUSINESS:

Water Meter Replacement Discussion

Mr. Charpentier reports that the water meter replacement program is still going forward in Town with approximately 155 (+/-) meters left to be replaced.

Hudson Street Pump Station

Mr. Charpentier reports no real changes, some painting and alarm updates have occurred however nothing substantial to report at this time.

Church Street Bridge

Mr. Charpentier reports that the contractor is scheduled to return on Monday, March 27, 2017 and finish the work. The work should take approximately two months to finish and we should be on track to meet the Memorial Day (May 29, 2017) goal.

Pavement Program

Mr. Charpentier stated that the 2017 Pavement Program will soon be underway.

Route 9 Pump Station

Mr. Charpentier discussed the Route 9 Pump Station, no changes were reported.

4. 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 Meader seconded the motion. The roll call vote was taken as follows:

Firmin	“aye”
Meader	“aye”
Pepe	absent

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

NEXT MEETING:

The next meeting is scheduled for Tuesday, April 18, 2017 at 5:30PM.

ADJOURNMENT:

Commissioner Firmin moved the Board vote to adjourn at 6:34PM; Commissioner Meader seconded the motion; the vote was two in favor, one absent.

Respectfully submitted,

Sarah Jean
Administrative Assistant

Documents used during meeting:

1. March 21, 2017 Agenda
2. February 21, 2017 Regular Meeting Minutes & Executive Session
3. Water/Sewer Capital Improvement Program Summary
4. Lanthorn Road Sewer Extension Consideration