

**WATER & SEWER COMMISSION  
MEETING MINUTES – APRIL 17, 2018**

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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  
Sarah Jean, Administrative Assistant

Commissioner Meader opened the meeting at 5:30 PM.

***1. Consideration of minutes from the December 19, 2017 meeting***

Commissioner Firmin moved to approve the meeting minutes of the December 19, 2017 regular meeting as written, Commissioner Meader seconded the motion; the vote was two in favor, one absent.

***2. Review 2018 Annual Town Meeting Warrant Articles***

Mr. Charpentier distributed and reviewed the FY2019 Water and Sewer Capital Project Warrant Articles. Annual Town Meeting is scheduled to begin on Monday, April 23, 2018 at 7:30 PM.

**ARTICLE 21 (CIP): Water/Sewer – Excavator**

To see if the Town will vote to appropriate the sum of One Hundred Sixty Thousand Dollars (\$160,000) for the use of the DPW Department for the purchase of an excavator for the Water and Sewer Enterprise Divisions, and to meet said appropriation the sum of Ninety-Six Thousand Dollars (\$96,000) be transferred from Water Enterprise Free Cash and the sum of Sixty-Four Thousand Dollars (\$64,000.00) be transferred from the Sewer Enterprise Free Cash, for a total of One Hundred Sixty Thousand Dollars (\$160,000).

– This Article provides funds to purchase of a new excavator to be used for water and sewer construction and repair projects. The cost of the excavator is being split 60% / 40% between the Water and Sewer Enterprise funds.

Commissioner Firmin moved that the Board vote to support Article 21; Commissioner Meader seconded the motion; the vote was two in favor, one absent.

**ARTICLE 22 (CIP): Water – Water Mains Repair and Replacement**

To see if the Town will vote to appropriate the sum of Three Hundred Fifty Thousand Dollars (\$350,000) for the use of the Water Division to fund water main and service

replacement and to meet said appropriation the sum of Three Hundred Fifty Thousand Dollars (\$350,000) be transferred from Water Enterprise Free Cash

– This Article provides funds for the replacement of water mains and services to significantly improve flow and fire protection in the Park Street and Winn Street neighborhood.

Commissioner Firmin moved that the Board vote to support Article 22; Commissioner Meader seconded the motion; the vote was two in favor, one absent.

### **OTHER BUSINESS:**

Mr. Charpentier requested a written and definitive determination on the water and sewer betterment assessment from Town Counsel. Accompanying that request was the local Bylaws, 3-28-020 and 3-28-050, as well as the 1975 State legislation. The question posed was; are we allowed to assess water/sewer betterment at the time the utility main is installed or are we to charge a privilege fee when the connection is made? Town Counsel reviewed the provided information as well as other applicable statutes and responded that “in my opinion, the applicable assessment is the permanent sewer privilege fee, which should be made at the time of connection to the sewer system, as provided for in section 2 of Chapter 294 of the Acts of 1975 (the “Act”). It will continue to be the practice of the Department of Public Works to assess a permanent privilege fee at the time of connection in lieu of a betterment.

Mr. Charpentier and the Commission discussed the draft 2017 Inflow & Infiltration (I & I) plan. Mr. Charpentier reported that the plan was submitted to the Department of Environmental Protection (DEP) back in December and we just received comments in the mail today. Mr. Charpentier will reach out to the consultant to discuss the comments.

Mr. Charpentier stated that the Badger Meter agreement has been signed and we are officially under contract.

Mr. Charpentier reported that the meter replacement project is now mostly complete with only two (2) meters remaining who are large customers with the need for plumbing modifications.

Mr. Charpentier reported that there is no change with regards to the operational agreement with the City of Marlborough.

Mr. Charpentier discussed EyeOnWater which is a program available exclusively through Beacon that enables any of our utility customers to view and understand their water use. This software is made available through a web-based consumer portal and offers Android and iOS mobile applications. Mr. Charpentier reports this information has been released to the community with the Quarter 3 bills that were mailed out on February 1, 2018.

Mr. Charpentier discussed the need to request an additional one hundred twenty-one thousand dollars (\$121,000.00) at Town Meeting to balance the Water Enterprise Fund for budgeting purposes. Commissioner Meader believes that there is legitimate rationale for this request.

Mr. Charpentier reported that there would be ground penetrating radar utilized to locate the sewer line on the easement serving Algonquin Regional High School located at 79 Bartlett Street. Mr. Charpentier stated that the property located at 301 Bartlett Street will soon be developed and they will be working within the easement and need to know where the sewer line is.

**Next Meeting:** The next regular meeting is scheduled for May 15, 2018 at 5:30 PM.

**Adjourn:** Commissioner Firmin moved the Board vote to adjourn at 6:15 PM; Commissioner Meader seconded the motion; the vote was two in favor, one absent.

Respectfully submitted,

Sarah Jean  
DPW Administrative Assistant

Documents used during meeting:

1. April 17, 2018 Meeting Agenda
2. December 19, 2017 Regular Meeting Minutes
3. FY19 Water and Sewer Capital Improvement Plan, 2018 Annual Town Meeting Warrant