

**WATER & SEWER COMMISSION  
MEETING MINUTES –April 18, 2017**

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5:30 PM – Conference Room B, 63 Main Street Northborough, MA 01532

**MEMBERS PRESENT:** John Meader  
Bryant Firmin  
David Pepe

**ALSO PRESENT:** Scott Charpentier, Public Works Director

**1. APPROVAL OF MINUTES OF MARCH 21, 2017 REGULAR MEETING MINUTES.**

Commissioner Firmin moved to approve the meeting minutes of the March 21, 2017 regular meeting as written; Commissioner Meader seconded the motion; Two members voted in favor, Commissioner Pepe abstaining due to absence.

**APPROVAL OF MINUTES OF MARCH 21, 2017 EXECUTIVE SESSION MEETING MINUTES.**

Commissioner Firmin moved to approve the meeting minutes of the March 21, 2017 executive session; Commissioner Meader seconded the motion; Two members voted in favor, Commissioner Pepe abstaining due to absence.

**2. REVIEW TOWN MEETING WARRANT ARTICLES.**

Mr. Charpentier distributed and reviewed the FY2018 Water and Sewer Capital Project Warrant Articles. Annual Town Meeting is scheduled to begin on Monday, April 24, 2017 at 7:30PM.

**ARTICLE 30 (CIP): Sewer – Sewer Inspection Camera System**

To see if the Town will vote to appropriate the sum of One Hundred Ten Thousand Dollars (\$110,000) for the use of the DPW Department for the purchase of a Sewer Inspection Camera System, and to meet said appropriation, the sum of One Hundred Ten Thousand Dollars (\$110,000) be transferred from Sewer Enterprise Free Cash. This Article provides funds to purchase a skid-mounted sewer camera and recorder system that can fit into the back of a pickup truck. The camera is used to inspect sewer mains and laterals before and after cleaning, locate breaks/roots or cracks in pipes, measure the defects of the pipe on screen and aid in determining causes for sinkholes in the roadway without having to excavate saving time, materials and disruption of services.

Commissioner Pepe moved that the Board vote to support Article 30; Commissioner Firmin seconded the motion; All members voted in favor.

**ARTICLE 31 (CIP): Sewer – West Main Street Sewer Pump Station Improvements**

To see if the Town will vote to appropriate the sum of Four Hundred Thousand Dollars (\$400,000) for the use of the DPW Department to fund the design and construction of improvements to the West Main Street Sewer Pump Station, and to meet said appropriation, the sum of Four Hundred Thousand Dollars (\$400,000) be raised by borrowing, in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 8 (14) or any other enabling authority, and the Treasurer, with the approval of the Board of Selectmen, be authorized to issue bonds or notes therefor. This Article provides funds for the design and construction improvements to the West Main Street Sewer Pump Station located adjacent to the Post Office on West Main Street. The station was built in 1996. In addition to the original design flows, it now receives sewage from all the restaurants in and around West Main Street as well as the assisted living facility and the Lincoln Street Sewer Pump Station. The station is significantly undersized because of the increased flows, therefore the alarm/notification system and pumps are in need of upgrading to more efficient and effective systems.

Commissioner Pepe moved that the Board vote to support Article 31; Commissioner Firmin seconded the motion; All members voted in favor.

**ARTICLE 32 (CIP): Water& Sewer – One-Ton Service Truck with Plow**

To see if the Town will vote to appropriate the sum of One Hundred Thousand Dollars (\$100,000), for the use of the DPW Department for the purchase of a one-ton service truck with plow for the Water and Sewer Enterprise Divisions of the Department of Public Works, and to meet said appropriation, the sum of Sixty Thousand Dollars (\$60,000) be transferred from Water Enterprise Free Cash and the sum of Forty Thousand Dollars (\$40,000) be transferred from Sewer Enterprise Free Cash, for a total of One Hundred Thousand Dollars (\$100,000). This Article provides funds for the purchase of a one-ton service truck with plow to replace a 2008 utility body truck with on-board fuel tank and crane. This vehicle is used daily to perform the regular inspections and general maintenance of the Town's water and sewer system.

Commissioner Pepe moved that the Board vote to support Article 32; Commissioner Firmin seconded the motion; All members voted in favor.

**OTHER BUSINESS:**

Mr. Charpentier discussed the flow isolation portion of the I & I Program. Mr. Charpentier reports that a concerned resident contacted the Northborough Police Department on Sunday night around midnight to voice concern. Mr. Charpentier put together an informative response to the resident giving them an accurate representation of the program.

Mr. Charpentier reported that the Hudson Street Pump Station is nearing completion. Mr. Charpentier stated that some painting touch-ups are necessary and a change order was recently processed to correct \$30.00.

Mr. Charpentier discussed the rate study that will be coming up and spoke about the need to look at capital planning beyond the normal six year plan.

Mr. Charpentier discussed the meter program and how we will be taking advantage of the zero interest Massachusetts Water Resources Authority (MWRA) loan and utilize retained earnings.

Mr. Charpentier reported that the water tank study is in process right now, Woodard and Curran will be evaluating the Assabet Hill and Edmund Hill Tanks and forwarding the report to the Town of Northborough for review.

**NEXT MEETING:**

The Commission tentatively scheduled the next meeting for May, 16 2017 at 5:30 PM.

**ADJOURNMENT:**

Commissioner Pepe moved that the Board vote to adjourn; Commissioner Firmin seconded the motion. All members voted in favor.

The meeting adjourned at 6:04 PM

Respectfully submitted,

Sarah Jean  
Administrative Assistant

Documents used during meeting:

1. April 18, 2017 Meeting Agenda
2. March 21, 2017 Regular Meeting Minutes
3. March 21, 2017 Executive Session Minutes
4. FY18 Water and Sewer Capital Improvement Plan