

**WATER & SEWER COMMISSION  
MEETING MINUTES – June 12, 2018**

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

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

**ALSO PRESENT:** Scott Charpentier, Public Works Director  
Tim Davison  
Sarah Jean, Administrative Assistant

Commissioner Meader opened the meeting at 5:30 PM.

***1. Consideration of minutes from the April 17, 2018 meeting***

Commissioner Firmin moved to approve the meeting minutes of the April 17, 2018 regular meeting as written, Commissioner Meader seconded the motion; the vote was two in favor, Commissioner Pepe abstaining due to absence.

***2. Sewer Abatement***

Mr. Charpentier and the Commission reviewed information pertaining to a sewer bill adjustment request for account number 549 located at 35 Solomon Pond Road due to an leak on or about January 4, 2018.

Mr. Charpentier reviewed the average daily use and is recommending a sewer abatement in the amount of 6,738 cubic feet totaling \$751.11 for the volume of the water leak which did not enter the sewer system.

The Commission reviewed the information presented. Based on past precedence, Commissioner Pepe moved to approve the request for a credit of \$751.11 (6,738 cubic feet / 50,400 gallons) as this is an exceptional case that was not caused by customer action or choice. Commissioner Firmin seconded the motion; the vote was all in favor.

***3. Review and execute sewer betterment recording documents.***

Commissioner Pepe moved to execute the sewer betterment recording document for 24 Wesson Terrace, Commissioner Firmin seconded the motion; the vote was all in favor.

Sewer Betterment Total:      \$9,100.00

**OTHER BUSINESS:**

Mr. Charpentier informed the Commission that the Invitation For Bid (IFB) for the Route 20 Pump Station Grinder Upgrade Project, which includes, but is not limited to the installation & start-up of a Muffin Monster Grinder with controller assembly to be connected into the existing pump station, removal and disposal of existing sewer manhole frame & cover and provide new aluminum hatch with safety grate, provide temporary bypass pumping, and all materials, equipment, services and construction inherent to the work. A pre bid conference will be held on June 14, 2018 at 10:00 AM for this project at Town Hall. General bids will then be received until 2:00PM local time on June 27, 2018.

Mr. Charpentier informed the Commission that the Inflow & Infiltration (I & I) plan is ongoing at this time, reporting that the flow isolation and video has been completed for the year.

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

Mr. Charpentier reported that Winn Street & Park Street water main project is up and running with the temporary service in place and the Winn Street connection made. Paving contractor is currently running approximately two months out and Mr. Charpentier stated that he expects that this project will be complete by spring of 2019.

Mr. Charpentier informed the Commission that we have purchased 16 new fire hydrants and those will be installed by the contractor.

Mr. Charpentier informed the Commission that the new excavator is on order.

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

Mr. Charpentier reported that the water model for the storage tank is complete.

Mr. Charpentier and the Commission discussed the upcoming utility rate study. Mr. Charpentier reports that Mr. Woodcock has retired and we have an agreement with Raftelis Financial Consultants to update the water and sewer rates for FY 2019.

Mr. Charpentier and the Commission discussed the Master Plan. The Town of Northborough is currently in the process of updating the town-wide Master Plan and the first public meeting is being held tonight at the Melican Middle School from 6:30 PM – 9:30 PM during which participants will discuss issues, opportunities, and a 15-20 year vision for Northborough.

**Next Meeting:** The next regular meeting is scheduled for July 17, 2018 at 5:30 PM.

Discussion regarding availability on August 7, 2018 to review the draft water / sewer rate study as well as availability for a public hearing on August 28, 2018.

**Adjourn:** Commissioner Pepe moved the Board vote to adjourn at 6:14 PM; Commissioner Firmin seconded the motion; the vote was unanimous.

Respectfully submitted,

Sarah Jean  
DPW Administrative Assistant

Documents used during meeting:

1. June 12, 2018 Meeting Agenda
2. April 17, 2018 Regular Meeting Minutes
3. Sewer abatement documents - 35 Solomon Pond Road
4. Sewer betterment documents - 24 Wesson Terrace