

**WATER & SEWER COMMISSION
MEETING MINUTES – July 11, 2017**

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
Chris Woodcock, Woodcock & Associates

1. APPROVAL OF MINUTES - APRIL 18, 2017 REGULAR MEETING.

*Deferred to the end of the meeting.

2. INFORMATIONAL MEETING ON RATE STUDY FOR WATER AND SEWER BILLS.

Mr. Charpentier began by referring the members to the Rate Study which was prepared by Woodcock & Associates, dated June 2017. He introduced Chris Woodcock, Woodcock & Associates. Mr. Charpentier informed the Commission that the rate study projected a 5% increase to water rates in FY 2018 to keep up with water use demands and capital expenses. The rate study also projected a 20% increase to sewer rates in FY 2018, with declining increases recommended in subsequent years, in preparation for a significant assessment from the City of Marlborough.

Mr. Woodcock reviewed the rate study results with the Commission. After discussion, Mr. Woodcock noted that he will be available for both the informational meeting with the Board of Selectmen on July 17, 2017 and the public hearing on August 15, 2017. The Commission thanked Mr. Woodcock for his time.

3. SEWER BETTERMENT ORDER – 4 HAMILTON ROAD

Mr. Charpentier informed the Board that the property located at 4 Hamilton Road connected to town sewer on June 12, 2017. The connection was part of a sale that has since fallen through. The \$9100.00 sewer betterment will be apportioned as it has not been paid in full at this time. Commissioner Pepe made a motion to execute the sewer betterment order, commissioner Firmin seconded and the vote was all in favor.

*** APPROVAL OF MINUTES OF APRIL 18, 2017 REGULAR MEETING.**

Commissioner Pepe moved to approve the meeting minutes of the April 18, 2017 regular meeting as read; Commissioner Firmin seconded the motion; The vote was all in favor.

OTHER BUSINESS:

Mr. Charpentier reviewed the rate study schedule with the Commission and noted that the informational meeting with the Board of Selectmen will be on Monday, July 17, 2017.

Mr. Charpentier reported that the leak detection survey went well with a total of 5 leaks found, 4 of which were minor in nature having to do with hydrants.

Mr. Charpentier reported that the meter replacement project is on-going with approximately 60-70 meters left to replace throughout town.

Discussion on the MWRA annual outing on Thursday, August 17, 2017 to Deer Island Waste Water Treatment Plant; Commissioner Meader is expecting to attend this free event.

The Commission questioned where we stood with the Beacon / Badger Meter contract. Mr. Charpentier reported that it is still under review with Town Counsel.

Mr. Charpentier reported that West Main Street Pump Station Survey is currently underway and hopes to have preliminary findings by the next regularly scheduled meeting.

Mr. Charpentier reported that the sewer inspection camera is fully operational and he has personally witnessed it being used. The inspection camera is a highly valuable tool that allows staff to visually inspect sewer lines and other underground pipes allowing real-time images to determine the condition of pipes, taking the guesswork out of identifying any problems.

NEXT MEETING:

The next meeting is scheduled for 5:30 pm on August 15, 2017. The public hearing will be scheduled for 6:00 pm.

ADJOURNMENT:

Commissioner Pepe moved the Board vote to adjourn at 6:45 pm; Commissioner Firmin seconded the motion; The vote was all in favor.

Respectfully submitted,

Sarah Jean
Administrative Assistant

Documents used during meeting:

1. July 11, 2017 Agenda
2. April 18, 2017 Regular Meeting Minutes
3. Rate Study from Woodcock & Associates dated June 2017