

**WATER & SEWER COMMISSION  
MEETING MINUTES - OCTOBER 24, 2017**

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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, Water & Sewer Supervisor  
Sarah Jean, Administrative Assistant

Commissioner Meader opened the meeting at 5:30 PM.

**1. *Consideration of minutes from the August 15, 2017 meeting***

Commissioner Firmin moved to approve the meeting minutes of the August 15, 2017 regular meeting as read, Commissioner Pepe seconded the motion; the vote was all in favor.

**2. *Water/Sewer Bill Adjustment – 5 Fairway Drive***

Mr. Charpentier and the Commission reviewed a memo from Mr. Charpentier requesting a bill adjustment from \$5,505.21 to \$1,540.29 for account number 4018 due to inaccurate meter recordings.

Mr. Charpentier and Mr. Davison reported that the department went through extensive measures to determine the cause of the increase use reporting. This included confirming database input, resetting of end point, replacing the new meter, visually monitoring the meter recording, and installing a check valve.

Mr. Charpentier reported that the resident also had a plumber inspect the home as well and all parties concluded, after comparison of use from the original meter, use through the new meter, and since the check valve installation that the check valve corrected the inaccurate meter recording.

Mr. Charpentier applied an average daily use to the period of incorrect reporting. The result revises the period's billed amount from \$5,505.21 to \$1,540.29.

Mr. Charpentier indicated that #9 Fairway Drive is having a similar issue, reporting that the bill is twice the typical amount. The installation of a check valve was just done last week and he

stated that he is waiting on data to come in. Mr. Charpentier will most likely revisit this with the Commission once enough data has been obtained.

Mr. Charpentier indicated that the old meter was sent to Badger Meter for testing and it came back accurate. The Commissioners questioned why this was happening, wondered if it was a systematic problem? Mr. Charpentier and Mr. Davison are confident that it is not a system wide problem, reporting that all houses in this development have booster pumps installed at the house side of the meter and it may have something to do with that.

Commissioner Firmin moved to approve the water / sewer bill adjustment from \$5,505.21 to \$1,540.29 for account #4018 located at #5 Fairway Drive, Commissioner Pepe 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 104 Otis Street, Unit C, Commissioner Firmin seconded the motion; the vote was all in favor.

Sewer Betterment Total:       \$2,730.00

**4. *Review and execute water betterment recording documents.***

Commissioner Pepe moved to execute the water betterment recording document for the following addresses: 5 Harrington Lane, 0 Brigham Street & 313 Brigham Street, Commissioner Firmin seconded the motion; the vote was all in favor.

Water Betterment Total:       \$12,600.00

Betterment documents will be recorded at the Worcester District Registry of Deeds. Once recorded, all information will be sent to the Principal Assessor & Finance Director for final assessment.

**OTHER BUSINESS:**

Mr. Charpentier reported that the Invitation for Bids (IFB) is out for the West Main Street Sewer Pump Station - all documents will be available beginning on Wednesday , October 25, 2017. Sub-Bids will be received until November 9, 2017 & general bids will be received until November 21, 2017. Mr. Charpentier is hoping to award the project in the beginning of December, have the contracts executed shortly thereafter and start construction after the new year with completion around springtime.

Mr. Charpentier reported that there was a water main break on Main Street (Rte. 20) at Brigham Street. The break was temporarily repaired and an emergency solicitation bid went out to three

contractors. One contractor could not comply with the schedule, one contractor did not respond to the bid solicitation and one contractor currently has possession of the contract documents for award in the amount of \$47,860.00 and he is awaiting the return of the signed documents. Mr. Charpentier reports ongoing interaction with Mass Department of Transportation (DOT) and stated that emergency roadway access between 9AM & 3:30 PM has been granted. Work is expected to begin on Monday, October 30, 2017 and it is expected to take the full week to repair.

Mr. Charpentier reported that the meter replacement project is on-going with approximately 35 meters left to replace throughout town. Door hangers continue to be placed and KP Law, P.C., will be sending a certified letter to all of the customers that remain outstanding.

Mr. Charpentier discussed the Inflow & Infiltration (I & I) status update stating that year two is set to begin, and the final draft report is in hand and will be submitted to the Department of Environmental Protection (DEP) by the end of the year. The report indicates sags in piping causing damage to asbestos-cement (AC) pipe.

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

Mr. Charpentier reported that Milk Porridge water service repair work is on-going.

Mr. Charpentier reported that the Hudson Street Pump Station is functioning well. Recently there was a problem with a pump seal, resulting in the replacement of a sleeve and resetting of the pump seal. The work is ongoing, Mr. Charpentier expects that it will be completed put back in to service tomorrow.

Mr. Charpentier reported that the water model with GIS data is being updated and coming along nicely, with 8 flow tests to be done to capture the necessary information.

Mr. Charpentier reports that next year's Capital Plan is considering 6" water main replacement on Winn and Park Street as the lining has failed and paving needs to be done.

**Next Meeting:** The next regular meeting is scheduled for November 28, 2017 at 5:30PM.

**Adjourn:** Commissioner Pepe moved the Board vote to adjourn at 6:37PM; Commissioner Firmin seconded the motion; the vote was all in favor.

Respectfully submitted,

Sarah Jean  
DPW Administrative Assistant  
Documents used during meeting:

October 24, 2017 Agenda

1. August 15, 2017 Regular Meeting Minutes
2. 5 Fairway Drive Bill Reduction Memo
3. Sewer Betterment Order – 104C Otis Street
4. Water Betterment Order – 5 Harrington Lane, 313 & 0 Brigham Street