

**WATER & SEWER COMMISSION
MEETING MINUTES - NOVEMBER 28, 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
Tim Davison, Water & Sewer Supervisor
Sarah Jean, Administrative Assistant

Commissioner Meader opened the meeting at 5:32 PM.

1. Consideration of minutes from the October 24, 2017 meeting

Commissioner Pepe moved to approve the meeting minutes of the October 24, 2017 regular meeting as amended, Commissioner Firmin seconded the motion; the vote was all in favor.

2. Sewer Bill Adjustment – 109 Madison Road

Mr. Charpentier and the Commission reviewed information pertaining to a sewer bill adjustment request for account number 3057 located at 109 Madison Road due to an unexpected pool liner failure.

Mr. Charpentier reviewed the average daily use and is recommending a sewer abatement in the amount of 2,845 cubic feet totaling \$310.78.

The Commission reviewed the information presented. Based on past precedence, Commissioner Pepe moved to approve the request for a credit of \$310.78 (2,845 cf / 21,280 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. Sewer Bill Adjustment – 118 Madison Road

Mr. Charpentier and the Commission reviewed information pertaining to a sewer bill adjustment request for account number 3053 located at 118 Madison Road due to unexpected pool liner failure.

Mr. Charpentier reviewed the average daily use and is recommending a sewer abatement in the amount of 2,831 cubic feet totaling \$297.99.

The Commission reviewed the information presented. Based on past precedence, Commissioner Pepe moved to approve the request for a credit of \$297.99 (2,831 cubic feet / 21,176 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.

4. Review and execute water betterment recording documents.

Commissioner Firmin moved to execute the water betterment recording document No. 2 due to ownership correction for the following addresses: 0 Brigham Street & 313 Brigham Street, Commissioner Pepe seconded the motion; the vote was all in favor.

Betterment document 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 bid opening for the West Main Street Sewer Pump Station occurred on Tuesday, November 21, 2017. Total bid prices came in between \$238,188.00 and \$310,000.00 with the lowest bidder at \$238,188.00 being Scherborn Consolidated Inc. out of Amesbury, MA.

Mr. Charpentier reported that the meter replacement project is on-going with approximately 28 meters left to replace throughout town. KP Law, P.C., will be sending a certified letter to all of the customers that remain outstanding.

Mr. Charpentier reports that the final mill and overlay of Rte. 20 water main break will occur on Wednesday, November 30, 2017. No change orders were associated with the project and no problems were reported.

Mr. Charpentier and the Commission discussed the Crawford Street well and questioned what the plans were moving forward. Mr. Charpentier reports that there are no plans to decommission the wells as they need to be maintained for backup in accordance with the Massachusetts Water Resource Authority (MWRA) agreement and our Water Management Act registration.

Mr. Charpentier and the Commission discussed the Northborough Reservoir Dam in Shrewsbury and Boylston. The Commission questioned if anything was new? Mr. Charpentier reports that nothing is new at this time. In 2006 and in 2011 the dam was determined to be structurally deficient and in poor condition. The options are to bring the dam into compliance or permanently breach the dam. The Town of Northborough's Consultant has identified dam breach as the preferred approach and the next step is to present this to the appropriate Boards and Commissions.

Mr. Charpentier reported that phase two of the Inflow & Infiltration program is underway. Mr. Charpentier advised the Commission that we will be purchasing a flow

meter instead of renting one. The plan is to utilize the remaining funds in the capital project budget for this year's planning work and possibly implement future corrective measures. A goal is to program a line item into the operating budget for ongoing annual program work.

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

Next Meeting: The next regular meeting is scheduled for December 19, 2017 at 5:30PM.

Adjourn: Commissioner Pepe moved the Board vote to adjourn at 6:26 PM; Commissioner Firmin seconded the motion; the vote was all in favor.

Respectfully submitted,

Sarah Jean
DPW Administrative Assistant

Documents used during meeting:

1. November 28, 2017 Agenda
2. October 24, 2017 Regular Meeting Minutes
3. 109 Madison Road Sewer Bill Reduction Information
4. 118 Madison Road Sewer Bill Reduction Information
5. Water Betterment Order No. 2 – owner correction for 313 & 0 Brigham Street