

**WATER & SEWER COMMISSION  
MEETING MINUTES – December 19, 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 November 28, 2017 meeting***

Commissioner Pepe moved to approve the meeting minutes of the November 28, 2017 regular meeting as amended, Commissioner Firmin seconded the motion; the vote was all in favor.

***2. Inflow & Infiltration (I & I Policy Discussion)***

Mr. Charpentier and the commission discussed the Inflow and Infiltration (I & I) Removal Policy for New Connections and Extensions dated November 15, 2016. Specifically addressing , 314 CMR: Division of Water Pollution Control section 12.04 of the amended regulation: Maintenance of Treatment Works and Sewer Systems (2) All sewer system authorities shall develop and implement an ongoing plan to control infiltration and inflow (I/I) to the sewer system, which shall be submitted upon request of the Department for review and approval. The plan shall describe the preventative maintenance program that identifies and mitigates infiltration/inflow entering the sewer system in order to prevent all unauthorized discharges of wastewater, including, but not limited to, sanitary sewer overflows and by-passes due to excessive infiltration/inflow.

(d) For those sewer system authorities with NPDES discharge permits for combined sewer overflows, and for all sewer systems tributary to such sewer systems, and for other sewer systems which the Department specifically determines are at risk of wet weather sanitary sewer overflows (SSOs), the infiltration and inflow plan shall also include a program to address impacts from new sewer connections and extensions to the sewer system. All sewer system authorities shall include provisions in their I/I plan for mitigating impacts from any new connections or extensions where proposed flows exceed 15,000 gallons per day. Such mitigation shall require that four gallons of infiltration and/or inflow be removed for each gallon of new flow to be generated by the new sewer connection or extension, unless otherwise approved by the Department. The sewer system authority or the Department may require a higher removal rate per gallon of new

flow in sensitive areas such as where overflows have the potential to impact drinking water supplies or nitrogen sensitive areas.

Discussion on the intent of the paragraph followed, general thought was that the intent was applicable to those with NPDES discharge permits only and not all sewer system authorities. Mr. Charpentier asked the commission to rescind the policy and indicated that the commission can expect to engage in further discussion at a later date.

Commissioner Firmin moved to rescind the Inflow and Infiltration Removal Policy for New Connections and Extensions dated November 15, 2016, Commissioner Pepe seconded the motion; the vote was all in favor.

### **3. Draft 2017 Inflow & Infiltration (I & I Plan)**

Mr. Charpentier and the Commission discussed the draft 2017 plan. Discussion on the day-to-day operation and maintenance and long-term system planning to be implemented in order to optimize performance and effectiveness followed. Mr. Charpentier stated that it is his intention to submit the plan to the Department of Environmental Protection (DEP) by Thursday, December 21, 2017, and anticipates it will be adopted without any comments within one hundred and twenty (120) days. Mr. Charpentier reported that the I & I program is currently funded through this fiscal year, however it is his goal is to incorporate any future I & I program funds in to the regular operating budget. Mr. Charpentier will present this request to the Town Administrator for the upcoming FY'19 budget.

#### **OTHER BUSINESS:**

Mr. Charpentier stated that he sent information regarding the assessment of water and sewer betterments to K.P. Law, P.C., for a legal interpretation. Mr. Charpentier is seeking a legal interpretation as to when the Department of Public Works can legally assess a betterment.

Mr. Charpentier stated that the Badger Meter contract is just about finalized, document is on the Town Administrators desk awaiting a signature.

Mr. Charpentier reported that the meter replacement project is on-going with approximately 28 meters left to replace throughout town. KP Law, P.C., has recently mailed certified letters to all of the customers that remain outstanding.

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

Mr. Charpentier discussed EyeOnWater which is a program available exclusively through Beacon that enables any of our utility customers to view and understand their water use. This software is made available through a web-based consumer portal and offers Android

and iOS mobile applications. Mr. Charpentier reports this to be a soft release prior to the information being released to the community with the Quarter 3 bills to be mailed out on February 1, 2018.

**Next Meeting:** The next regular meeting is scheduled for January 16, 2018 at 5:30PM.

**Adjourn:** Commissioner Pepe moved the Board vote to adjourn at 6:15 PM; Commissioner Firmin seconded the motion; the vote was all in favor.

Respectfully submitted,

Sarah Jean  
DPW Administrative Assistant

Documents used during meeting:

1. December 19, 2017 Agenda
2. November 28, 2017 Regular Meeting Minutes
3. Inflow & Infiltration Removal Policy for New Connections and Extensions dated November 15, 2016
4. 314 CMR 12.04 2 d.docx