

**WATER & SEWER COMMISSION
MEETING MINUTES – AUGUST 6, 2019**

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

MEMBERS PRESENT: John Meader
Bryant Firmin
David Pepe (absent)

ALSO PRESENT: Julianne Hirsh, Board of Selectmen Liaison
Scott Charpentier, Public Works Director
Tim Davison, Water & Sewer Supervisor

Commissioner Meader opened the meeting at 5:35 PM.

1. CONSIDERATION OF MINUTES FROM THE JULY 23, 2019 REGULAR MEETING

Commissioner Firmin moved to approve the meeting minutes of the July 23, 2019 regular meeting as amended, Commissioner Meader seconded the motion; the vote was all in favor.

2. REVIEW FY'20 WATER & SEWER RATE STUDY

Mr. Charpentier outlined the changes made to the draft rate study. The report now cites the average residential customer usage instead of the median usage as this value is more useful to the typical reader. The report now recommends the basis of establishing the flat sewer rate be reevaluated during the FY2021 rate study. The current flat sewer rate is based upon 3,000 cubic feet (cf) per quarter of water use which was the average residential usage many years ago. That value has decreased year after year and warrants reconsideration.

Commissioner Firmin noted in the fixed charges memorandum that New England has historically had lower fix charge revenue percentages than the rest of the country due to an abundance of water supply in this region.

Commissioner Meader noted several points of clarification in the rate study report which will be incorporated into the final report.

Mr. Charpentier stated that both the rate study and the fixed charge memorandum would be posted on the Town's website well in advance of the Board of Selectmen Meeting on August 19th and the Commission's August 20th public hearing so that the customers can easily review the documentation in advance.

OTHER BUSINESS:

Mr. Charpentier informed the Commission that the Rice Avenue culvert replacement project has removed a segment of asbestos concrete water main and dead-headed the pipe to facilitate the work.

Next Meeting: The next regular meeting is scheduled for August 20, 2019 at 5:30PM.

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

Respectfully submitted,
Scott D. Charpentier, P.E.
Public Works Director

Documents used during meeting:

1. August 6, 2019 Meeting Agenda
2. July 23, 2019 Regular Meeting Minutes
3. Draft 2020 Water and Sewer Rate Study report dated July 30, 2019 from Raftelis Financial Consultants
4. Percentage of Revenue Derived from Fixed Charges memorandum dated July 31, 2019 from Raftelis Financial Consultants