

**Attendance Roster**

<b>Board Members</b>		
Present:	Absent:	
Bill Harvey	Randal Karg	
Christian Carpenter		
<b>Others</b>		
Maurice Goulet	Tracey Klenk	Tom Caragliano
Cliff Monac	Resident – 49 Dale Street Owner	
Dan Merrikin	Legacy Engineering for Cliff Monac	

**Agenda**

1. Review status of Holdover Action Items List as of 12 February 2019 Meeting
2. Board Members to approve minutes of 12 February 2019.
3. Update from Weston and Sampson on DynaSand replacement.
4. Discussion on 49 Dale Street sewerage connection
5. Exercising rate setting tool to establish water and sewer rates.
6. Review of monthly water and sewerage operating expenses with year to date totals.
7. Chairman to sign billing adjustment sheets for February
8. Vote to go into Executive Session: Under Massachusetts Open Meeting Law Section 21 Exemption #3, Board to discuss strategy with respect to litigation of Turtle Brook billing dispute.

**New Action Items**

#	Item	Responsible	Due
1.	Add approval of 13 Dec 18 meeting minutes to next meeting agenda. Redistribute prior to March meeting.	T. Klenk	Prior to Next Meeting
2.	Update Warrant Article to reflect capital change to cover costs for the DynaSand replacement	M. Goulet	TBD
3.	Inquire about cost of a special report created by Munis to help with the rate setting process.	T. Klenk	ASAP

**Summary Notes**

Meeting began: 08:30

Meeting concluded: 09:25

**Review status of Holdover Action Items List as of 12 February 2019 Meeting -**

T. Klenk will redistribute the December 13, 2018 meeting minutes and add their approval to the March meeting.

M. Violet cannot consult on the rate setting process.

**Board members to approve meeting minutes of 12 Feb 19 –**

Vote to approve meeting minutes (with minor grammatical errors corrected prior to posting) for 12 Feb 19

Motion: B. Harvey

Second: C. Carpenter

Vote: Unanimously approved

Action item taken to add approval of 13 Dec 18 meeting minutes to next meeting agenda

**Update from Weston and Sampson on DynaSand Replacement -**

M. Goulet reviewed the 3 options and stated that option #2 is the preference. Goulet went on to explain that the Water & Sewer Department would oversee the work themselves with the WWTP Supervisor acting as the GC. C. Carpenter asked Goulet if he was confident with Water & Sewer Department overseeing the work. Goulet answered with a definite yes. C. Carpenter went on to ask if there was a difference in the “warranties” between the options. The answer was no. Carpenter also asked why option 3 isn’t a consideration. Goulet explained that that not everything would get done. Goulet explained that the capital plan can be updated to accommodate the cost of this project.

An action item was taken for M. Goulet to update capital change.

**Discussion on 49 Dale Street Sewerage Connection –**

Dan Merriken, engineer for 49 Dale Street, explain and presented the finalized plan. He explained that they will be using a 10” pipe to accommodate possible future expansion of the service and that the final routing along North Meadow Road is entirely within the public way.

No Board action at this time.

**Exercising Rate Setting Tool to Establish Water and Sewerage Rates -**

B. Harvey is looking for the Town Accountant to provide the necessary numbers. M. Goulet explained that she just arrived back from a family vacation and is shorthanded. B. Harvey also explained that he is looking for a report from Munis to help with the process. T. Klenk will contact Munis for pricing on having the Tyler Reporting Services prepare the report based on the specs provided by B. Harvey. Due to time constraints C. Carpenter suggested that we not add another “tier” to the current model for the April billing. It was agreed that it would be better to have more time to focus on this.

An action item was taken for T. Klenk to follow up with Munis.

**Review monthly water and sewerage operating expenses with year to date totals -**

No exceptions were noted.

**Chairman to sign billing adjustment sheet for December –**

Chairman signed adjustments for December 2018, January 2019 and February 2019.

There was no motion to go to Executive Session.

Motion to adjourn meeting: C. Carpenter      Second: B. Harvey      Vote: Unanimous