

**BOARD OF SEWER COMMISSIONERS
MEETING MINUTES**

January 27, 2016

Carby Street Municipal Office Building, Champagne Meeting Room

The meeting was called to order at 8:01 am

Present:

Commissioners: Jim Connors, Chair, Frank MacPherson and Tony Antonellis

Staff: Todd Korchin, Jeff Bina and Rich Barry

Daniel Bailey (Pierce Atwood LLP)

Residents: R. Lenhart and K. Lenhart

Minutes recorded by Tish Healey

Second Meter Review

Jeff Bina reviewed the the Town of Westwood second meter policy. The policy is posted on the town website and specifically states that credit will not be given on a sewer bill for second meter water usage unless the second meter has been properly applied for, inspected and sealed/tagged. It is the responsibility of the homeowner to submit the second meter reading twice a year, once in August and again in November. The meter reading can be submitted either in person or online via the Town's website.

Residents have the option to appeal to the Department of Public Works (DPW) or the Sewer Commission for consideration due to special circumstances. The DPW and Sewer Commission will need to determine a policy to review such requests. Tony Antonellis stated that we should continue our "zero tolerance" policy; however, there may be special circumstances that need to be reviewed. Tony suggested that any special circumstances be submitted first to the Department Head for review; second to the Sewer Commission Chair, if the matter cannot be resolved within the Department; and finally to the Sewer Commission if the request needs further review.

Jim Connors suggesting establishing a set percentage of the sewer usage fee the resident is responsible for if they do not follow the proper second meter inspection procedure. The Sewer Department currently only gives credit back for one year of usage. Also, we should look to educate our residents on proper water conservation. Jeff Bina will work with Dedham-Westwood water to get literature to post to our website. Tony Antonellis would like a survey of area towns and how their second meter procedures work. Finally, Frank MacPherson suggested the Commission establish second meter guidelines to review special circumstances. We currently post the second meter procedure policy to our website. An updated second meter policy will be created and presented to the Sewer Commission for review. The Sewer Commission would like a second meter information document sent to all residents who currently have second meters.

The resident at 23 Fox Meadow (Mr. and Ms. Lenhart) is requesting a special circumstance review of his sewer bill. The home was under construction and the developer installed a second irrigation meter. Per the homeowner, it was determined that there was a leak in the irrigation system that caused excess water usage. Also, upon review, it was revealed that the homeowner did not follow the proper procedure to get the second meter properly sealed and tagged. The Sewer Commission determined that since there were no occupants in the home at that time and no sewer was used, the Sewer Commission would issue a partial onetime credit to the homeowner for outside water usage.

Todd Korchin stated that currently, the Town of Westwood is installing LED smart lights on all the street lights in town. This technology may allow us to wirelessly read all second meters in town in the future and eliminate the need for residents to submit meter readings. But, we are in the initial phases of review, and this option is at least a year away. Westwood and Cambridge are the only two

