



## HARVARD WATER - SEWER COMMISSION

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### MINUTES

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Wednesday, November 28, 2018  
Harvard Town Hall

*Cindy Russo, Chair*      *Kyle Hedrick*      *Richard Maiore*

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#### *Present*

Cindy Russo, Chair; Kyle Hedrick, Commissioner; Rick Maiore, Commissioner; Tim Bragan, Town Administrator. Representatives of the School Building Committee: C Ron Ostberg (SBC), Tom Murphy (MV5 – project OPM), Phil Conroy and Ryan Lynch (Shawmut Design), Emily Grandstaff-Rice (Arrowstreet, project architect) and Matt Brassard, Nitsch Engineering.

1. The meeting was called to order by Ms. Russo at 9:05 a.m.
2. There was no Public Comment.
3. The Minutes of September 19, 2018 were approved without correction.
4. The Commission reviewed the list of system users with unpaid water bills. The Commission voted unanimously (1) to receive and review a list of unpaid bills on a quarterly basis and (2) all persons on the current list will receive a letter saying an outstanding balance must be paid within 45 days. If the user has town permits, those permits will be cancelled if not paid within 45 days from the date of the letter.
5. The Commission will meet with Tim Kilhart at our next meeting to review his role in both the Sewer and Water Systems and to discuss the next steps on siting a new town well.
6. The Commission met with members of the HES building committee (SBC) to discuss the impacts of the school construction on the Town's sewer system. The location of the new school will require relocation of the force main and the septic tank. Changes resulting from the construction may impact the plant, ie. relocation of superintendent's office, replacement of the generator, and the addition of a working cafeteria at HES.  
Once designed, any changes in the system must be approved by DEP. The SBC will need DEP approval prior to the commencement of construction in April 2019.  
The Commission stated that our goal is for changes necessitated by the school project to be invisible to the functioning of the current plant and our budget. The SBC agreed with that goal.  
The Commission suggested that the SBC work with Tim Bragan and our engineer (Dan Roop of Tighe & Bond). The Commission informed the SBC that all fees of Tighe & Bond related to the school project must be paid by the SBC. Tim Bragan authorized Dan Roop to speak with Matt Brassard of Nitsch Engineering (SBC Civil Engineer) and requested that his costs be segregated for submission to the SBC.  
The SBC will attend the next Commission meeting on December 19.
7. The meeting was adjourned at approximately 10:15.