

Belmont Town Offices

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Article 7 Water Advisory Board

ARTICLE 7

Water Advisory Board

7.1 There shall be a Water Advisory Board consisting of three members appointed by the Board of Selectmen in a manner consistent with Article 3 of the General By-Laws.

7.2 The Water Advisory Board shall serve as the principal advocate for Town actions, policies, operational management, financial practices and capital investments that will result in the sustained provision of high quality water service. In carrying out these responsibilities, the Water Advisory Board, acting in an advisory role to the Board of Selectmen, shall:

7.2.1 Oversee the preparation of a Water Capital Plan that identifies system capital needs, prioritizes and schedules projects and specifies methods of financing and implementing the Water Capital Plan. Preparation and implementation of the Water Capital Plan shall provide for the coordination of projects with the work of other public agencies and private utilities. The Water Capital Plan shall be effective upon its adoption by the Board of Selectmen and approval by the Capital Budget Committee. The Water Capital Plan shall be reviewed and revised not less than every five years;

7.2.2 Recommend to the Board of Selectmen the scope of work for any professional engineering work relating to preparing or implementing the Water Capital Plan. The Director of Public Works shall consult with the Water Advisory Board on the selection of a professional engineer;

7.2.3 Advocate for actions, consistent with the priorities of the Board of Selectmen, to implement the Water Capital Plan in the annual Town budget process, and for such other programs and activities that in its judgment will enhance the quality, efficiency or effectiveness of the water service;

7.2.4 Serve as the steward of the financial condition of the Belmont Water System by recommending rates, charges and fees for water services provided by the Town that will fully recover the cost of providing water services and that are fair and equitable. In carrying out this responsibility, the Water Advisory Board shall annually examine the revenue requirements of the water function. During the annual Town budget process it shall make specific recommendations to the Board of Selectmen for a revenue structure that will be adequate to provide for the financial needs of the water function in the next fiscal year;

7.2.5 Establish policies for the adjustment of bills by the Director of Public Works due to disputes, hardship or error. These policies shall be effective upon approval by the Board of Selectmen. In addition, the Water Advisory Board shall serve as the appeals board for citizens aggrieved by the implementation of adjustment policies by the Director of Public Works unless the Board of Selectmen votes to assume this responsibility;

7.2.6 Develop and monitor a cost allocation plan for indirect and overhead costs and any other charges that are charged to the Town's Water Special Revenue Fund. Develop and

monitor a cost recovery plan to secure payment from non-water functions for the use of equipment and labor funded by the Water Special Revenue Fund. The cost allocation plan and cost recovery plans shall be effective upon approval by the Board of Selectmen. Indirect and overhead costs shall not be charged to the Water Special Revenue Fund in a manner inconsistent with the cost allocation plan recommended by the Water Advisory Board and approved by the Board of Selectmen. Equipment and labor funded by the Water Special Revenue Fund shall not be utilized for non-water functions until a cost recovery plan has been recommended by the Water Advisory Board and approved by the Board of Selectmen; and

7.2.7 Prepare an annual report in order to inform and educate the citizens of Belmont about the physical and financial condition of the water system. The annual report shall include comprehensive information on the income and expenses of operating the water function, the effect of the cost allocation and cost recovery plans on the Water Special Revenue Fund, the status of the Water Special Revenue Fund, progress in implementing the Water Capital Plan and other information the Water Advisory Board deems relevant to citizen understanding of the water system. This report shall be included in the Annual Town Report.

7.3 All of the duties and responsibilities of the Water Advisory Board shall be carried out in consultation with the Director of Public Works. The Director of Public Works shall provide reasonable clerical and professional staff support to the Water Advisory Board in the execution of its responsibilities.

7.4 The Water Advisory Board shall assume additional responsibilities from time to time as may be determined by the Board of Selectmen.

Article 7 amended at April 28, 2003, Annual Town Meeting. Approved by Attorney General Tom Reilly on October 16, 2003.