

**BOARD OF SEWER COMMISSIONERS  
MEETING MINUTES**

**July 25, 2018**

**Carby Street Municipal Office Building, Champagne Meeting Room**

The meeting was called to order at 7:32 am

**Present:**

Sewer Commission members present: Jim Connors (Chair), Frank MacPherson and Pat Ahearn  
Finance Director- Pam Dukeman  
Environmental Partners Group: Bob Rafferty and Ryan Paul  
Staff members present: Todd Korchin and Rich Barry

Minutes recorded by Tish Healey

**Sewer Rates- Pam Dukeman**

Pam Dukeman, Finance Director, presented the Sewer Department's current financial status. The Sewer Department is in a strong financial position, but consumption levels have continued to increase primarily due to University Station. The MWRA assessment is based on the towns reported consumption levels. The sewer billing revenue is used to support the MWRA assessment cost, which accounts for the majority of the sewer budget.

Ms. Dukeman is recommending a 2% increase for FY19 sewer rates to support the FY19 budget. The proposed 2% increase would result in an increase of \$15.00 annually on the average sewer bill. The Sewer Commission did not raise sewer rates in FY18 and sewer base charges have remained the same since FY14. But per Ms. Dukeman, the rising consumption levels could lead to a potential 4% sewer rate increase for FY20. In order to prevent such a significant sewer rate increase to 4%, the Sewer Commission questioned whether base rate charges should be reviewed or the current recommendation of a 2% should be more in line with 2.5% for FY19 and again for FY20. This would eliminate the need for a significant increase for FY20.

Ms. Dukeman feels the FY19 sewer rate increase of 2% is sufficient for now and any base rate changes can be reviewed at a future meeting. Mr. Ahearn made a motion to approve the FY19 sewer rate increase. Mr. MacPherson seconded the motion. Mr. Connors would approve the 2% increase, but would not like to see a major spike next year. Sewer rates were approved unanimously at the 2% increase for FY19.

The Board questioned whether the funding from the Benchmark development on Clapboardtree Street is included in the sewer revenue. Ms. Dukeman will review and report back to the Board.

Mr. Connors motioned to move \$250,000 from the sewer fund balance to the following reserve funds: financial policy reserve (\$50,000) and the emergency reserve (\$200,000). Motion was approved unanimously.

MWRA grant program update: Currently, there is one MWRA grant remaining for a total of \$441,000 (phase 10).

**Wilsondale/Westfield Sewer Update**

Environmental Partners has completed the easement assessment and will forward all information to Mr. Bailey for review and filing of records. Once the review is completed, a presentation will be made to the Sewer Commission.

**Other Business that may come up properly before the Board**

**Schedule next meeting- TBD**

Adjourn: Motion to adjourn at 8:32 am by Mr. Ahearn, seconded by Mr. Connors.

Approved:

Date  7/8/19

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Sewer Commission, Clerk