

**BOARD OF SEWER COMMISSIONERS
MEETING MINUTES**

January 8, 2015

Carby Street Municipal Office Building, Champagne Meeting Room

The meeting was called to order at 8:05 am

Present:

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

Staff: Todd Korchin, Jeff Bina and Rich Barry

Daniel Bailey (Rackemann, Sawyer and Brewster)

Tighe and Bond: Adam Yanulis and Ian Catlow

Minutes recorded by Tish Healey

Approval of Minutes: November 14, 2014 meeting minutes were approved with the following change as amended by Chairman Jim Connors:

Per opinion of Town Counsel, Chairman Connors is not required to recuse himself from discussion as pertaining to the potential sewer connection for the Far Reach Road subdivision.

Retained earnings and Capital Projects (*Pam Dukeman Finance Director*)

- Tony Antonellis motioned to reserve \$500,000 of the sewer retained earnings for emergency use. Frank and Jim seconded the motion. Pam will segregate the funds in the FY15 budget.
- Retained Earnings (in thousands)
 - \$500.0 emergency reserve
 - \$400.0 working capital reserve
 - \$191.0 FY 15 interest/bond
 - \$387.0 reserve for MWRA assessment
- Sewer budget to be reviewed annually at the January meeting.
- Tony Antonellis would like the Commission to work with the Board of Selectmen on much needed improvements to the current DPW facilities at 50 Carby Street. The DPW has conducted a feasibility study and Todd Korchin will share the results with the Commission at the next meeting.

Pump Station Facility Evaluations and Upgrades (*Tighe and Bond*)

- Adam Yanulis and Ian Catlow from the engineering consulting firm Tighe and Bond, presented results of the pump station facilities evaluation. Tighe and Bond conducted a condition assessment on the 10 pump stations in town. Overall, the pump stations are clean and well maintained, but there is a need for significant improvements. Improvements were broken down into 4 categories:
 - Immediate (0-1 years)
 - Category A (1-5 years)
 - Category B (6-10 years)
 - Category C (11-20 years)
- Primary concerns for improvement:
 - Aging instrumentation
 - Lack of discharge metering
 - Pumps susceptible to potential flooding
 - Limited gas detection equipment (currently utilize portable detection monitors)
- There are no immediate safety issues or code violations present.
- All pump stations are powered by electricity, backed up with a generator. If the backup generator fails, we have a portable generator for use.

Pump Station Facility Evaluations and Upgrades (*Tighe and Bond*) continued

- Jeff Bina has itemized sewer pump station improvements as part of the sewer department's five (5) year capital plan proposal. Request to be presented at next Town Meeting, \$465.6K in total to be requested in FY 2016.
- Immediate Improvements necessary per study-
 - Conant Road (\$138K)- Emergency lighting and replace gates/valves
 - Stevens Farm (\$1K) – Add panel board barrier to protect staff from exposure to wiring
 - Arcadia Street (\$5K) - Install emergency lighting, and add exhaust fans to enclosure.
 - Sycamore (\$14K)- Replace rusted control boxes and add safe relays to Pump Control Panel
 - Brook Street (\$286K) – Replace existing pumps with immersible motors, repair loose gates/valves, fix conduit connection, add exhaust fans, and replace PLC
- Commission would like to prioritize improvements- Safety concerns, emergency avoidance (flooding) etc. Do we currently have a yearly maintenance budget? The Sewer Department has requested pump station improvement funds as part of the 5 year Capital Planning project.
- Todd Korchin and Jeff Bina will develop a priority list of improvements with anticipated costs and present proposal at next Sewer Commission meeting.

Benchmark Project- Update

- Tony Antonellis per Special Town Counsel documentation can participate and vote on matters as pertaining to Benchmark Properties. Counsel Dan Bailey, will file the signed letter with the Town of Westwood and with State Ethics Commission.
- Sewer Commission voted unanimously 3-0 to deny the request by Benchmark Properties to connect to the sewer system on Clapboardtree at this current time.

Proposed Subdivision with sewer connection- off Far Reach Road

- Proposal is currently before the Planning Board and no updates are available at this time.

Grove Street Sewer-

- Conceptual design has been completed by Environmental Partners (EPG), no further updates at this time.
- Grove Street is on the list of roads to be paved summer 2015.

Wall Street Development-

- No update as this time, all documents requested by Lou Petrozzi and Wall Street Development were submitted in November 2014. Dan Bailey will follow up with Wall Street Development.

Other Business that may come up properly before the Board

- A resident offered complimentary remarks to the Commission regarding Rich Barry, for his dependability and strong work ethic in maintaining the sewer pump stations for the Town of Westwood, especially the Sycamore Street pump station.

Schedule next meeting

- Next meeting is scheduled for February 26, 2015 at 8:15 am. Alternate date will be February 27, 2015 at 8:15 am due to a potential conflict for Tony Antonellis on February 26th. Both dates will be posted.

Jim Connors adjourned the meeting at 9:25 am

Approved:

Date 2/27/15 *Fran X Murphy*

Sewer Commission, Clerk