

BOARD OF SEWER COMMISSIONERS

MEETING MINUTES

Wednesday, January 23, 2013

Carby Street Municipal Office Building, Champagne Meeting Room

Jim Connors called the meeting to order at 8:00am

Present:

Commissioners: Jim Connors, Chair; Frank MacPherson; and Tony Antonellis and
Finance Director: Pam Dukeman

Staff: Todd Korchin, Chris Gallagher, Bob Angelo and Laura Fiske

CDM Smith: Adam Yanulis, Marina Pereira

Grove Street Residents: Donna Gardner, Mike Dwyer, Ted MacAusland, Bob Rands,
Joanna Kjellman, Julia Woodard

Minutes were recorded by Liz Keefe

Approval of Minutes: December 12, 2012

Minutes were approved with the following changes noted below:

Jim Connors stated concerns that the School Department may not have enough funds available for the purchase of a generator, due to the School Department's budget constraints (pg. 1 sec. 2). Minutes signed by Frank MacPherson

1. Rules & Regulations

- Rules and Regulations changes that were submitted by CDM and Frank MacPherson have been updated and will be posted.
- Bob Angelo will notify Commissioners of the date when the changes become effective.

2. Walpole Sewer Connection at Bubbling Brook Road

- CDM completed Sewer Impact Analysis of the Bubbling Brook Road area and the Brook Street Pumping Station. The Analysis showed that the Westwood sewer system in that area can handle the additional flow from the 3 homes on Tom Taylor's property and the 5 additional connections on Bubbling Brook Road and Trailside Drive. The system can also handle the 6 possible future connections on Phillips Brook Way.
- Marina Pereira from CDM Smith explained to the Sewer Commission that the existing flow and the proposed additional flows remain less than the design capacity of the 8" sewer pipe. Marina stated that 8"-10" pipes will be sufficient for the additional flows. The CDM Sewer Impact Analysis finds that that the sewer pipes and the Brook Street Pumping Station are capable of handling the additional flow from Tom Taylor's property, any potential tie in's, and any possible new Westwood development.
- Jim Connors asked Todd Korchin, Bob Angelo, and Chris Gallagher if they were all comfortable with the connection of the homes on Tom Taylor's property to the Westwood Sewer. They all stated they were comfortable with the connection.
- Jim Connors asked if in the Inter-Municipal Agreement between Walpole and Westwood if Westwood can limit the number of connections. Jim Connors stated he is concerned that many years from now if the land is subdivided

connections. Todd Korchin agrees with Jim Connors and wants the language in the agreement to be very specific. Tony Antonellis states this is possible and they can make that clear to the attorney drawing up the new agreement. In the future if Westwood decides to allow more Walpole connections the agreement can be amended.

- Tony Antonellis states the Commissioners will approve Tom Taylor's request to have the 3 homes on his property connect to Westwood sewer pending a signed Inter-Municipal Agreement between Walpole and Westwood. Once the attorney puts together the agreement the attorney will go over it with Tony Antonellis and Jim Connors.
- John Glossa, Tom Taylor's engineer, asks the Commissioners if it is alright to go to the Walpole Planning Board and inform them the Westwood Sewer Commission has given its approval for Tom Taylor to connect to Westwood sewer. All the Commissioners agree to John Glossa's request.
- Tony Antonellis motions that the Commission approve Tom Taylor's request for the 3 houses on his property be able to connect to Westwood sewer pending the Inter-Municipal Agreement with Walpole and Westwood. The Sewer Chairman will work with Commission and the developer of the Walpole property, bring in appropriate staff and authorize outside counsel to draft agreement.

3. Budget – FY14

- Jim Connors asked Pam Dukeman, Finance Director, for an update on the FY14 budget and rates. Pam Dukeman informed the Commission consumption was down in 2012 and as of right now FY13 is tracking the same way. If consumption remains down the sewer department will have to raise rates to bring in the same money they do now. Pam says the Sewer Department cannot maintain another year with a zero increase of rates if consumption is still down by June of 2013. The Sewer Department is down 8% in revenue approximately \$225K. Jim Connors asks how much we need to increase rates to get the amount of revenue the Sewer Department needs. Pam says an increase of 5% which translates to approximately \$28 a year per average household. Tony Antonellis would like to see if there is a way to keep rates the same again in FY14. Jim Connors says no decision on rates needs to be made until summer for FY14 rates so he suggests they discuss the possible rate increase at the next few meetings before any decision is made.
- The new billing system can provide the Sewer Department with a more accurate report of consumption changes than was available to the Sewer Department in the past. Jim Connors thanks Laura Fiske for her work on change from the old billing system to the new billing system.
- In the past few years the Sewer Department has saved \$387K to be used for rate stabilization. Tony Antonellis and Jim Connors stated that this is the third year of no rate change following 2 years of declining rates. Pam Dukeman said that a rate increase in FY14 would not be a dramatic spike but we will not be able to stay level with consumption going down.
- Pam Dukeman informed the Commissioners that the Sewer Department had \$400K set aside for revenue fund (it is policy to about 10% of revenue aside in a reserve fund), and approximately \$890K in Capital.
- Tony Antonellis suggested Bob Angelo or Pam Dukeman look into loan programs through the MWRA. Rates are very low right now. Jim Connors

would like to tie the MWRA loan to the I/I Project. Marina of CDM stated the next MWRA loan won't be available until 2014.

- Tony Antonellis asked if there are any loans like the MWRA loan available for expansion projects, for example the Grove Street project. Marina (CDM) responded there is a state program called SRS Funding. The Sewer Department would complete a project evaluation form and the application needs to be completed a year in advance of the project. We could start the process now for funds the Sewer Department is looking to use in 2015. CDM would complete all of the paperwork for the Sewer Department.
- Bob Angelo told the Commissioners that the Sewer Department will need \$45K for the purchase of a portable generator and 8 of the 10 pumping stations will need to be retro-fitted at a cost of \$6K per pumping station. The Sewer Department will need approximately \$100K for FY14 for these items.
- Tony Antonellis inquires which of the 2 pumping stations did not need to be retro-fitted and Jim Connors inquired why they didn't need it. Bob Angelo explained Farm and Sycamore were the pumping stations that were not being retro fitted because they are small stations and it is easy to prevent back-ups using our vacor truck.
- Tony Antonellis moves to approve the one time capital expense of \$100K for the purchase of a portable generator and the retro-fitting of 8 of the 10 pumping station in town. The Commission approves \$100K for these purchases in the FY14 budget.

4. Grove Street Expansion

- Todd Korchin informed the Sewer Commission that the DPW sent letters to the Grove Street residents regarding the DPW's plan to pave Grove Street in the summer of 2013. A group of residents then contacted the DPW about the possibility of connecting to sewer before the street is paved and the 5 year moratorium goes into effect. Chris Gallagher met with the residents that would like to connect to sewer and several of them are in attendance at today's meeting. The residents are also looking for some assistance in getting natural gas and water.
- There are 10 potential Grove Street residents that want to connect to sewer. In the past Grove Street connecting to the Summer Street pumping station was not an option. Recently the property at the corner of Grove Street and Summer Street was subdivided. The developer paid to run the sewer from the Summer Street pumping station (down by Far Reach Road) up to the corner of Grove and Summer Street. In 2002-2003 sewer was run from Country Club Road down the system on High Street down to Westwood center. These changes now provide the Grove Street residents with some sewer options. Half of the houses on Grove Street pump up to the sewer on High Street and use gravity on the other half of Grove to Summer Street. This would be approximately 2,000 ft. of pipe at \$100ft.
- Jim Connors inquired if there is ledge on the lower half of Grove Street. Chris Gallagher responded that there is ledge on both the upper and lower parts of Grove Street. Tony Antonellis asked if gravity could be used for the entire sewer expansion. Chris Gallagher replied that the Sewer Department would need to do a full survey of the street.
- Jim Connors stated that the Sewer Commission wanted to help the residents get sewer and other utilities to their properties. Jim is concerned about opening up the potential of big development in the future. Jim mentioned a

Grove Street resident a few years ago that wanted to build a nursing home with several hundred bedrooms. This was not allowed due to zoning issues but Jim wants to be careful about making sure the sewer will not expose Grove Street to large developments. Chris Gallagher stated that the Summer Street pumping station is one of the towns smaller pumping stations and this would make it difficult for any large developments on Grove Street. Tony Antonellis recommended the Sewer Department do a similar analysis to the one that CDM just completed in the Bubbling Brook Road area.

- Tony Antonellis inquired about the drainage issues on Grove. Todd Korchin told the Commission that the DPW is working on the drainage issues on Grove Street. The DPW is working on test locations for drainage on the street. The drainage improvements the DPW are designing will be funded out of the DPW budget not the Sewer Department budget.
- The Commissioners agree that they all want to help the residents of Grove Street connect to sewer and assist in any way they can with helping out with the other utilities. Todd Korchin informs the Commissioners and Grove Street residents that the Sewer Department cannot contact Nstar for the residents. Donna Gardner a resident of Grove Street (representative for Grove St. residents) stated she spoke to Nstar and is waiting to hear back from them. Donna Gardner also stated Chris Gallagher told her to contact Steve Locke at DWWD about getting water. Steve Locke was going to speak to the head of the Dedham-Westwood Water district and get back to the residents. Chris Gallagher spoke to Steve Locke as well.
- The Commissioners also wanted to make sure the Grove Street residents are aware that residents are responsible for 50% of the cost to bring sewer to Grove Street. It is a town by-law that the town pays half and residents pay half. That has been the policy from the 1970's when sewer was first put in Westwood. It is considered a betterment cost and even residents of Grove Street that do not connect to sewer will still be charged the betterment cost.
- The Sewer Commission and Todd Korchin agree to postpone the pavement of Grove Street for a year. Tony Antonellis motions to have CDM complete a sewer impact analysis of Grove Street the Commission approves CDM to complete a sewer impact analysis of Grove Street for a cost of up to \$5K. The motioned is approved unanimously by the Commission.

5. Inflow and Infiltration Project

- Jim Connors asked what the plan is for the next phases of the Inflow and Infiltration project. Todd Korchin replied that the plan is to take an incremental approach to the remainder of the project.
- Marina Pereira of CDM Smith informed the Commission that the 2012 portion of the Inflow and Infiltration Project is complete. The total budgeted construction costs were \$491K but due to a modification in the scope of the project the actual construction costs were \$453K. On Pond Plain there is a sunken manhole which has resulted in sewer sag that makes it necessary to replace this section of sewer and the manhole. Due to these issues CDM Smith and the Sewer Department decided to push back these repairs to be fixed in a later phase of the project.
- Marina of CDM reported on the construction issues that occurred in the 2012 phase of the Inflow and Infiltration project. Soft spots were found in the liner after it was installed. The soft spots were caused by ground water infiltrating the liner. When there is a lot of ground water the liner has to be cured for longer than normal. The contractor went back at the request of CDM and

Bob Angelo and re-cured the liner. The other issue with the lining installation was the liner was shifting. This can cause a close out of the sewer service lateral. The contractor worked with CDM to fix these issues. Tony Antonellis inquired how the shifting liner was fixed. Marina informed the Commissioners that the contractor installed a short interior liner a little bit over the sewer lateral. These issues led to additional time on the project for the on-site engineer. Frank MacPherson inquired if these contractor issues increased the cost of the project to the town. Marina explained that the contractor paid for the extra town staff and the onsite engineer for the extra time they were on the job due to the contractor problems. Jim Connors asked if all the issues were resolved to the satisfaction of Bob Angelo and Bob said that he was satisfied. Bob informed the Commission that CCTV work is scheduled for the week of January 28, 2013 to inspect the 2012 work and would report the findings.

- Tony Antonellis motions the Commission approve going forward with the next phase of the Inflow and Infiltration Project (only one phase). Frank MacPherson seconds this motion and it is passed unanimously by the Sewer Commission. The Sewer Commissioners agree to discuss completing more phases of the I/I project at once. Marina Pereira (CDM), Todd Korchin, Chris Gallagher and Bob Angelo met in December to decide how to move forward with the project. In the Pond Plain area the design is complete. In July and August of 2013, construction season, the plan is to fix the migrating inflow and infiltration and the manhole on Pond Plain. Design and construction will also be done on the 30 manholes in the Millbrook Road area.
- Jim Connors asked if the Sewer Department would use the same contractor or would the project be put out to bid again. Todd and Chris responded that they would like to tighten up the spec and need to put it out for bid again. The last bid had a half time engineer and the new bid will specify a full time engineer on the project.
- The 2014 phase would be lining the Brook Street area. This would include Brook Street, Sunrise Road, and Weatherbee Drive. Jim Connors asked Pam Dukeman how the Sewer Department should plan on paying for the construction of Phase II and Phase III portions of the Inflow and Infiltration Project. Pam thinks the best way to pay for Phase II and Phase III of the Inflow and Infiltration project is to bond the construction costs. The Commission asked about possible funding it with a state grant. Marina of CDM informed the Commission that there was not a grant available for 2013 or 2014. If a state grant becomes available for the town it can still apply for the grant retroactively even if the project is completed (that is true for all state grants). Jim Connors told Pam to let the Commission know if the bond for the construction cost will be for 10 or 20 years once she knows what time frame works best for the town.

6. Other Business

- Next meeting is February 27, 2013 and snow date is March 1, 2013
- CDM Smith will be in attendance at the February 27, 2013 meeting in regards to the Grove Street Expansion Project and the Inflow and Infiltration Project.

Jim Connors adjourned the meeting at 9:37am

Approved:

2/27/13

Date

J. M. L.

Sewer Commission, Clerk