

**BOARD OF SEWER COMMISSIONERS
MEETING MINUTES**

March 1, 2017

Carby Street Municipal Office Building, Champagne Meeting Room

The meeting was called to order at 8:09 am

Present:

Commissioners: Jim Connors (Chair) and Frank MacPherson

Staff: Todd Korchin, Rich Barry

Daniel Bailey (Pierce Atwood LLP)

Pam Dukeman, Town of Westwood Finance Director

Minutes recorded by Tish Healey

Capital Planning-

Pam Dukeman, the Town of Westwood Finance Director, gave a recap of the sewer fund balance, at the end of fiscal year 2016. As of July 1, 2016 the Sewer Department is in good financial shape and the FY 2017 revenue and expenditures are currently on budget. It is anticipated that with the completion of University Station Phase One, the sewer collection fees will start to decline annually. University Station Phase One is almost fully completed with only the Del Frisco's Grille opening remaining. Phase Two construction will include an 80,000 square foot Brigham and Women's Hospital Primary and Urgent Care Center. The center will be constructed in phases and the facility has been approved by the Board of Selectmen, but will still need final approval by the Planning Board. Also, an additional 100 condo units will be phased in over the next few years. In addition, Ms. Dukeman reviewed the current outstanding debt as of June 30, 2017 with the Board. In a few years, Ms. Dukeman is confident that the Sewer Commission can seek out a future bond to fund any major town wide projects. Mr. Connors would like to review the Sewer Department five year capital plan at the next Sewer Commission Meeting.

Mr. Connors stated that residential connection fees are likely to decrease with no major construction projects currently in Town. Mr. Connors would like to support the purchase of the SCADA system upgrade and continue with our Infiltration and Inflow projects (I/I), but would like to be conservative with any additional spending over the next 5 years. Mr. Bailey questioned whether the Town would need to upgrade the existing sewer lines in the near future. Mr. Korchin stated that the department will continue to use cameras to monitor our sewer lines. The camera system is funded through our operation budget and the Department is aware of any potential gaps or problem areas in the infrastructure. These areas are monitored frequently, but there is no immediate concern at this time.

Mr. Connors moved to approve spending to fund the purchase of the new SCADA system. Mr. MacPherson seconded and the motion was approved unanimously. On March 27, 2017 the Finance and Warrant Commission will review financial articles for the spring 2017 Town Meeting.

Other Business that may come up properly before the Board

Prior Business-

1. A Developer is currently outstanding on a sewer connection payment due on October 1, 2016. The sewer department will send a reminder notice for November 1st payment. *Mr. Bailey to review the agreement.*
2. Follow up with Acura Dealership on proposed sewer connection.
3. Stormwater meeting recap.

Adjourn: Motion to adjourn at 8:40 am by Mr. Connors, seconded by Mr. MacPherson.

Approved:

Date 

10/26/17

Sewer Commission, Clerk