

**BOARD OF SEWER COMMISSIONERS
MEETING MINUTES**

**September 10, 2021
Zoom Remote Participation**

The meeting was called to order at 9:03 AM by Chair, F. MacPherson

Present:

Sewer Commission members present: Frank MacPherson (Chair), David Krumsiek and Diane Hayes

Special Town Counsel: Dan Bailey

Environmental Partners Group: Bob Rafferty and Ryan Paul

Staff Members: Brendan Ryan, Todd Korchin, Kerry Higgins and Paige Royce

Assistant Town Administrator/Finance Director: Pam Dukeman

Minutes recorded by: Kerry Higgins and Paige Royce

A. Introduction:

Brendan Ryan spoke to Laura Fiske's retirement and Paige Royce stepping in as Interim Administrative Assistant

B. Summary & Presentation of FY21 and FY22 Sewer (& rates):

Pam Dukeman gave a presentation to the proposed sewer rates for FY21 (presentation copy included as attachment to these minutes).

FY21 summary shows revenue and expenditures were fine with no rate increase (revenue was strong and did not exceed budget). The MWRA did a one-time COVID relief adjustment to assessment by \$132K to the town (for all communities), largest item in budget almost at 75%. Total FY21 actual revenue was \$5.34m vs. reduced budget of \$4.71m. total revenue included \$355k of connection fees which are not into the rate budget. Billed over target by \$144k (billing based on fluctuating consumption), FY19=actual billing higher by target \$200k and FY20= actual billing less than by target \$92k. There were no emergency repairs (\$17k in FY20). FY21 final unreserved fund balance (retained earnings) is \$4,504.306 (FY20 was \$3,849.515). Good year for FY21.

For FY22 town meeting budget is approximately 2.8% increase over the FY21 adjusted rate budget. There is no rate change recommend (based on FY22 budget & updated consumption levels) as past several years show as steady, no dramatic increases in sewer bills. Only appropriated capital for FY22 is \$ 70k (for Storm Water Compliance) FY21 was a combined total of \$765k. After MWRA \$550k used for project phase 1/1 there will be a remaining \$1.71m remaining for projects (phase 11-13). Have very low debt position. Excellent sewer bill collection rate at 98% (some are/opt to lien over to real estate taxes).

F. MacPherson motions to accept no increase in rates, D. Hayes Seconded.

Unanimous Vote 3-0. D. Hayes, aye. D. Krumsiek, aye. F. MacPherson, aye.

C. Grove Street Drainage:

D. Bailey spoke to sewer/drainage easement for improvements done (a year or 2 ago) at 281 Grove Street, consisting of a wear & back filling (2200 sq. front of property abutting Grove St.), if approved, need signed (signed by two commissions, only 1 needs to be notarized) and recorded at registry of deeds and will be all set. Home owner (address to be verified) very proactive and have reviewed all documents to finalize/formalize (town pays for recording only). F. MacPherson motions to accept pending Dan Bailey's findings, D. Hayes Seconded. Unanimous Vote 3-0. D. Hayes, aye. D. Krumsiek, aye. F. MacPherson, aye.

D. University Avenue/Station Lining:

D. Bailey gave an update on the funding on infrastructural impact of lining a pipe and all the new construction tying into the new pipe (project didn't warrant pipe lining), thus the funding (drafted to be flexible) is secure & in town for future use (no vote needed).

E. Inflow and Infrastructure (I/I) Update:

B. Rafferty and R. Paul gave a presentation on the Inflow and Infrastructure program. Successful investigation (FY21 cost \$117k, FY22 estimated cost \$606k, 80% is field work cost) with CCTV work, manhole inspections on Washington St & surrounding areas, 5000 ft of sewer and 30 manhole inspections (infiltration, off set pipes, roughness in pipes, most AC-small portion PVP, runners, gushers, staining in manholes, roots and good amount of defectives). FY19 remaining work (Thatcher, Deerfield, Arcadia & Fisher) will be included in this phase.

F. Pump Station Update:

B. Rafferty and R. Paul gave an update on completing Far Reach Road pump station updates and rehabilitation of Clapboardtree Street pump station and the replacement of the force main. Going through aniline hearings, wrapping up in October, same parrael timeline as I/I project bid over the winter and spring construction. Replacement of pumps in wet well, adding an emergency by pass connection in case of future failures down the line, and to be used during construction by passing installation of new line and rerouting some gravity sewers (one flow into wet well with some electrical upgrades). Providing a merge for two lines before comes into wet well and designing a replacement for the force main. Costs \$550k for construction total (new force main and upgrades to pump station). Westwood is doing great and is used as an example for other clients.

G. Staffing:

Lost a pump operator, position open.

H. Approval of Meeting Minutes:

Outstanding:

August 6, 2020

The meeting minutes were approved and Frank MacPherson will sign the minutes

I. Future Communication:

F. MacPherson spoke to keeping communication open moving forward (as it's been a year since last meeting) with emails/updates (status reports/check in) to stay relevant. Next meeting to be held January 12, 2022 at 9 AM (no vote necessary).

J. Adjournment

F. MacPherson moved to adjourn the meeting at 10:53 AM, seconded by D. Hayes, third by D. Krumsiek, Unanimous Vote 3-0 D. Krumsiek, aye, D. Hayes, aye. And F. MacPherson, aye.

Approved:

Date:

 1/18/22

Sewer Commission, Chair