

**BOARD OF SEWER COMMISSIONERS  
MEETING MINUTES**

**January 12, 2022  
Zoom Remote Participation**

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

**Present:**

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

**Environmental Partners Group:** Bob Rafferty and Ryan Paul

**Staff Members:** Brendan Ryan, Todd Korchin, Cindy Barenthaler and Paige Royce

**Minutes recorded by:** Paige Royce

**A. Introduction:**

Brendan Ryan spoke to Paige Royce hired as a full time Administrative Assistant and Sewer Admin.

**B. Approval of Meeting Minutes:**

Outstanding

September 10<sup>th</sup>, 2021

The meeting minutes were approved

Dave Krumsiek moved to approve Diane Hayes second motion and Frank MacPherson Approved. Unanimous vote 3-0. D. Hayes aye. D. Krumsiek, aye. F. MacPherson, aye.

**C. Second Meter Discussion**

Brendan Ryan opened up the discussion with the towns second meter program and how we can make improvements to the process. There has been a cycle of residents missing the submission window and in turn looking for an adjustment to be made after the bills have been processed. Per sewer commission residents are allowed a one-time adjustment on their sewer bill if read isn't submitted. Environmental Partners conducted a study of options for improving the second meter process and comparing it to how other communities run their programs. Looking to open up the discussion and asking for support from sewer commission as well as Pam Dukeman. Keeping in mind the finances, and resolving the issue administratively and for the residents. The department is proactive in reminding residents to submit their reads. Including updating the website, mailing out letters to new homeowners with a second meter and sending out calls. B. Ryan and T. Korchin would like to clean up the process along with Bob Rafferty, Ryan Paul and admin. D. Krumsiek, D. Hayes and F. Macpherson support looking further in to making improvements. (No vote needed)

#### **D. Inflow and Infrastructure (I/I) Project update:**

Ryan Paul gave an update on the Inflow and Infrastructure program. We are in phase III. Bids to open on January 27<sup>th</sup>.

I and I project (3<sup>rd</sup> phase) will start in the spring time and will include 1,300 ft of cleaning primarily along Route One and several other areas in town. There will be a few spot repairs on Deerfield, Route One and Thatcher Street. 3,400 feet of lining along with leak, man hole repairs and frame adjustments for inflow reduction. Total estimate is \$605,000 which includes engineering services that are covered by MWRA grant and loan. EP submitted plans and no comments were made. Overall, since 2012 with these repairs there will be an approximate reduction of 200,000 gallons in the system. Program will run through spring and summer and be inspected in the fall.

Bob Rafferty looks ahead to Phase 4 which will focus on old/iron pipe and easements. Finding most of the leaks are coming from building connections. Further discussion to be had in the future.

#### **E. Pump Station Update:**

B. Rafferty spoke to Clapboardtree pump station bid opening January 27<sup>th</sup>- Spring construction going in to early summer. Not covered by MWRA lone and will come out of our capital, estimated cost \$570,000. Adding valve vault, replacing internals and replacing the force main which is undersized. No concern with getting heavy equipment in to complete the project. Looking ahead to future projects B. Rafferty spoke to the Farm Lane or Stevens Farm pump station. Main focus on Stevens Farm Pump station, which is 25 years old, and needs to be updated and adjusted to run efficiently. The main priority to remove the generator from the top level which is a safety hazard.

#### **F. Sewer Capital**

Todd Korchin spoke to the FY 23' requests being presented at the upcoming town meeting in May. This will include \$125,000 request for another round of I/I investigation work and pursue another \$500,000 request for pump station upgrades. We are still in the preliminary stages and will need to revisit finances with Pam Dukeman and team, but these are the goals moving forward.

D. Krumsiek inquired about how many pump stations have been upgraded. B. Rafferty responded with 6 upgrades and the larger stations have been updated not long ago. One of the biggest things to look at is making sure all of the bypass systems work on the larger pump stations. B. Ryan mentioned as well the importance of having bypass as an option at all of the pump stations.

T. Korchin concluded that we have an ongoing storm and water MS4 requirement that goes through our sewer capital for \$75,000 which BETA group handles. No impact to our sewer system. F. Macpherson inquired about when we need to submit everything for the town meeting. T. Korchin noted the capital outlay has been submitted for the next five years and is currently in review. Financial commission process begins the first or second week of February.

**F. Open Pump Operator Position**

B. Ryan spoke to the pump operator position still open. An offer was made to an individual but declined. Looking to coordinate another interview moving forward, but might have to reassess and repost the position.

**G. Billing**

There was a bit of delay getting December billing out, but moving forward we are on track to get it out in a timely manner.

**H. Grove Street Drainage Update.**

Dan Bailey is reviewing and revising the easement agreement that needs be signed by two sewer commission members. Admin will reach out to sewer commission members when agreement is ready to review.

**I. Future Communication**

F. MacPherson discussed setting a new meeting time and T. Korchin agreed to keep the consistency and momentum moving forward. Next meeting will be held virtually March 16, 2022 at 9:00 AM (no vote necessary).

**J. Adjournment**

F. MacPherson moved to adjourn the meeting at 9:54 AM, seconded by D. Krumsiek, third by D. Hayes. Unanimous vote 3-0. D. Hayes aye. D. Krumsiek, aye. F. MacPherson, aye.

Approved:

Date:

  
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Sewer Commission, Chair

3/21/22  
\_\_\_\_\_  
Date