

**BOARD OF SEWER COMMISSIONERS
MEETING MINUTES**

**December 11, 2023
Zoom Remote Participation**

The meeting was called to order at 9:05 am by Chair, Frank MacPherson

Present:

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

Environmental Partners Group: Ryan Paul

Staff Members: Brendan Ryan, Todd Korchin, Debbie Lodge and Kerry Higgins

Minutes recorded by: Debbie Lodge

A. Clapboardtree Pump Station Update:

We are nearing completion; the goal is to try to have it wrapped up around Christmas, wet well and bypass are in place. Ryan Paul shared, believe we are finished with the epoxy or are very close). Next steps are pumps and internal components. All the electrical components and all the new piping are complete and ready to be connected to the force main. Startup will be right before Christmas. There was a team meeting with EP and our Sewer Department right before the bypass went live to ensure that everything was going to be up and running correctly. No foreseeable issues. The budget for this project stands and no extra cost. It should be completely up and running and operational by us at the end of December.

B. I&I Update:

Bidding opened up last week. The area we are starting work is the farms/the maze right across from the High School. The awarding contractor, National Watermain is very familiar with the area and has worked on other projects in town. They bided at \$310,000 which is under budget and we are eager to start in the spring. Ryan commented, the phase of this project is a reduction of 62,000 gallons per day in flows, 13 leaks to repair, aligning 2,400 liner feed of 8-inch pipe, this will give us about 40 more years with these pipes. There are a bunch of manholes to repair in this area. The project should take 3-4 months to finish.

C. Sewer Vac Truck update:

The vac truck is ordered and should be here at the end of February/beginning of March. It is fully stocked with everything we wanted. The dealership is ahead on the chassis and once complete they will send for body work. The truck will be equipped with a longer hose to get to more pipe. Color will be black and white to match the other trucks in town.

D. Billing Updates:

Process for December bills went smoothly and were just sent out. We are working with the IT department to get a new software for the second meter inputs, hoping to lessen the errors

upon entering readings. We talked about the second meter onetime adjustments process; allowing a onetime adjustment on each account and then no more. We agreed that we are still looking to find a better way for this process and will continue to do this.

E. Overall Operational Update:

Two new hires have been doing a great job getting familiar with the systems, pump stations and the flow. This coming January they will both be on the on-call rotation to alleviate some stress on Shaun (Shaun has been doing it alone since the new hires have come on board). The connection inspections are still coming in but starting to slow down for the winter. The team has been doing a great job working together keeping everything running smooth.

Dianne requested an update on the stormwater and if it is being looked at. Brendan updated we are working with Beta and plugging away at coming up with a master plan for all the storm water (finding some areas that need an upgrade). We have talked with Stephine about starting a storm water utility fee and we will look into seeing if we can find some grants to help out with this

The new pickup truck is expected in the next few weeks.

We are also dealing with the beaver problem in town and looking into a way to rectify

Brendan complimented EP for the great job they do with the work in town.

F. Minutes Approved:

The 8/2/23 minutes have been approved (Frank has asked for one typo/word to be corrected before sign off, completed).

G. Future Communications:

The next meeting is scheduled (virtually) for March 13, 2024 at 9AM.

H. Adjournment:

MacPherson moved to adjourn the meeting at 9:48 am, seconded by D. Hayes, third by Krumsiek

Approved:



Sewer Commission, Chair

3/13/24

Date