

**GROTON SEWER COMMISSION
MINUTES OF JANUARY 20, 2016 MEETING
2:30 PM – TOWN HALL**

MINUTES

Commission Chair James Gmeiner called the meeting of the Sewer Commission to order at 2:30 PM. Also present were Vice Chair, Thomas Orcutt, Clerk, Thomas Hartnett and Business Manager, April Iannacone. Minutes were taken by Ruth Stevens, Water/Sewer Assistant.

Discussion of Pepperell and Sewer Agreement

As requested at the last meeting, each BOSC member received a copy of the 20 Year Agreement between Pepperell and Groton (see attached) to review. Due to a large time commitment, Mr. Gmeiner suggested that Bob Rafferty of Environmental Partners also be given a copy of the Agreement in order to make any recommendations that he thinks would be beneficial to the BOSC, and possibly representing them in future negotiations. Mr. Hartnett then made a motion to include Mr. Rafferty as a point of contact for his input and experience going forward with the 20 Year Agreement. Mr. Orcutt seconded and the vote carried unanimously. Mr. Orcutt called attention to some areas that might require special attention from Mr. Rafferty including: Average Daily Flows, COD, Expansion and Upgrades and Mr. Gmeiner added Cost Allocations. Mr. Hartnett mentioned needing a good “Opt-Out Clause” in case of a future relationship with Ayer/4 Corners. Mr. Gmeiner also noted Section 7, pages 23 & 25, (Formulas for Calculating Costs) would be something to look at and run current numbers against. Mr. Gmeiner requested having Mr. Rafferty come in for a meeting with the BOSC. Mr. Orcutt agreed to arrange it.

Grinder Pump Service Contract

The BOSC was given a quote from F.R. Mahoney (see attached) for a Grinder Core totaling \$2233.00. Mr. Gmeiner questioned the wording of the quote with regard to the conversion kit, specifically the “(if required)” part, to which he commented that he would like it to be included. The BOSC discussed coming up with a step by step “Policy” in the event a resident experiences a Grinder Pump failure. Mr. Gmeiner asked the BOSC where they thought the grinder core should be stored. Mr. Orcutt suggested keeping it at Nod Road and getting a key from Carmen DeFillipo from Pepperell. He also said the core should be able to work both indoors and outdoors and requested finding out the size of the core. The BOSC continued the discussion and decided on the following steps:

- 1.) Communicating with Pepperell to let them know Groton will have a spare core on hand (to be stored at Nod Road) for any resident that experiences a grinder pump failure.
- 2.) Compiling a list of local plumbers who have experience with grinder pumps (check with Pepperell) and make it available to residents with grinder pumps so they can call one of them in the event of a grinder pump failure to install it. The Homeowner pays the plumber directly for his services.

- 3.) The “spare core” now becomes the homeowner’s core and the homeowner will be billed for it from the Sewer Department. Should the homeowner have a “hardship”, the Sewer Department will work out a payment plan with them (1 year).
- 4.) The Sewer Department will then order and pay for another core from F.R. Mahoney to use as a spare until the next grinder pump failure.

Ms. Iannacone was asked to order a core; contact Pepperell to let them know Groton will have a spare core on hand and where it will be stored and request a key; get a list of plumbers from them to formalize a Policy; and mail out a Policy to Grinder Pump Homeowners. Ms. Stevens will let F.R. Mahoney know that the Conversion Kits need to be included in the pricing of the Core as quoted and will clarify that inside cores fit outside cores.

Sewer Capacity

The discussion began with Mr. Orcutt informing the BOSC that it doesn’t look as if Indian Hill Music will be connecting to Sewer in the near future. He said that they are currently looking into a Septic System and would rather not have to be making quarterly payments for Sewer. Mr. Gmeiner said he would still reserve capacity for them going forward. Mr. Hartnett said he would like to see Indian Hill connect to Sewer and that they would be a good customer to have down the road. Ms. Iannacone presented the 1/20/16 Capacity Balance Sheet (see attached) to the BOSC noting the following updates: She lowered I&I, which Mr. Gmeiner said he was comfortable with; dropped 8K from Myette and also dropped Old Ayer Extension down to 5K on Sewer. Mr. Gmeiner mentioned the BOSC might want to start thinking about lowering the High School capacity too. He asked Ms. Iannacone to follow up with Lawrence Academy for capacity to be adjusted. He asked that she draft a letter/invoice to them for PPA and also look at their flow. Ms. Iannacone continued that she took out 14 Station Ave. She also told the BOSC that she is thinking of rearranging the Capacity Balance Sheet in order to make it more functional in the future.

FY-17 Budget Update

Ms. Iannacone presented the BOSC with data sheets (see attached) for the FY-17 Enterprise Fund Budgets (Water & Sewer) and the Sewer Department Line Item and Salary Budgets. Mr. Orcutt reminded the BOSC that they need to prepare the language for the Spring Town Meeting Article. Mr. Gmeiner said that it should be in the budget. He also would like a separate Article for Reserves for Water and for the FY17 Reserve #'s for the Operating Budget. Mr. Orcutt said that the Water Department will square those 2 things away.

Town Report

Ms. Iannacone presented a draft of the 2015 Annual Report page for Sewer and reported that the Department is running fairly consistent with what they had previously been projecting. A few minor changes included deleting a redundant sentence and adding “Sewer” to Ms. Stevens title, making it Sewer Assistant.

Other Business

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Mr. Gmeiner asked about the status of the Pepperell Agreement. Mr. Orcutt explained that another original signature from Mr. Doneski is required and is currently awaiting for it's return in order to send the agreement on to Pepperell for their signatures.

Next Meeting – The next meeting of the BOSC will be held on **Wednesday February 3, 2016 @ 2:30 PM.**

BILLS SIGNED

One set of Bills were signed at this meeting for FY-16, Expense Warrant (EW-16).

MINUTES of January 6, 2016 – Mr. Hartnett made a motion to approve the previous meeting's minutes Mr. Orcutt seconded, and the vote carried unanimously.

ADJOURN – Mr. Orcutt made a motion to adjourn the meeting at 3:30 PM. Mr. Hartnett seconded, and the motion carried unanimously.

Respectfully submitted,

Ruth Stevens, Water & Sewer Assistant