



Chair/James Gmeiner
Vice Chair/Thomas Orcutt
Clerk/Michael Bouchard

Town of Groton Sewer Department
173 Main Street
Groton MA 01450

Date: February 13, 2019

Time: 11:30 A.M.

Location: Town Hall/First Floor

Members Present: Chair/James Gmeiner
Vice Chair/Thomas Orcutt
Clerk/Michael Bouchard

Others Present: Ann Livezey/Water & Sewer Assistant, Lauren Croy/Business Manager, Bob Rafferty/EP and Judy Anderson

The Meeting was called to order by James Gmeiner at 11:30 A.M.

Capacity & I&I Program

Mr. Rafferty was present from Environmental Partners to discuss the Agreement for Engineering and Supplemental Services in Connection with 2019 Capacity Evaluation. Mr. Rafferty told the BOSC that Phase 1 covers Infiltration Investigation and Phase 2 covers – Capacity Model. He said the I&I Investigation would include CCTV Inspection of approximately 5,300 linear feet of gravity sewers on North Main Street and Nod Road between the Rail Trail crossing and would include a dozen laterals. The cost would be \$750.00 per lateral. Mr. Gmeiner asked if this work would be performed at night and Mr. Rafferty replied that it can be done at night. Mr. Orcutt asked Mr. Rafferty if it would be more beneficial to do at night and Mr. Rafferty replied yes especially if it is a business because it's going to take a few days. Mr. Orcutt said he would check with the Chief of Police and see if he prefers day/night.

Phase 2 – Capacity Model, Environmental Partners will develop a sewer model in SewerGEMS software for the sewer collection and that will allow them to see what the collection capacity is. Mr. Gmeiner asked where the flow isolation is and Mr. Rafferty replied from the Rail Trail at the way down Nod Road. Mr. Rafferty told the BOSC that the flow isolation can be taken out of the quote and that would bring the lateral price down. Mr. Orcutt asked if this work would require a DOT Permit and Mr. Rafferty replied yes and that he would coordinate with the DOT.

Sewer District Guidelines

Mr. Bouchard submitted a draft to the BOSC for Sewer District Expansion Guidelines, he stated that this is to offer guidance for the applicant about the requirements associated with a sewer extension. Mr. Gmeiner said he reviewed the draft and asked Mr. Bouchard to make sure these are guidelines and not regulations. Mr. Gmeiner suggested a few minor edits and asked Mr. Bouchard to bring to the next meeting for review.

Rate Prep Hearing

Ms. Crory prepared some budget sheets for the BOSC showing the FY19 Enterprise Fund beginning balance of \$416K. After reviewing the expenses Mr. Gmeiner feels that a transfer of \$120K will be needed in the spring. Mr. Bouchard asked if this transfer is covering the shortfall and Mr. Gmeiner replied that its always been an issue with rates covering expenses. Mr. Gmeiner said the increase would be necessary due to the upcoming added expenses the BOSC will incur such as; 436 Main Street, Nod Road, Pepperell Plant Upgrade and the new flow over flow increase. Mr. Gmeiner also mentioned also stated it would be necessary to meet the annual budget shortfall.

Ms. Crory prepared some numbers for the potential rate increase and the effects it would have by tier. The rates were run by a 5% and 10% increase. Ms. Crory also provided a sheet showing the average family usage sewer bill based on 15-20 units per quarter and some examples for users over 130 units per quarter. The BOSC also discussed adding a flat fee to the quarterly bills to cover the upcoming Pepperell Upgrade in FY22. Mr. Orcutt suggested this line item be referred to as a Capital Project Cost Fee and Mr. Gmeiner said it could be either a Plant Upgrade or Capital Project Cost fee and it would have to be a known sum each year.

The BOSC also discussed connection fees, PPA Fee's and the possibility of adding a new use to increase capacity costs. Mr. Gmeiner suggested that we consider changing the Center District regulations to follow the Four Corner Sewer District, which bases it on a 3-bedroom minimum based on Title V. Mr. Gmeiner told the BOSC that they would have to set a PPA fee at the Rate Hearing and the connection fees would be tied into the rate hearing, but part of the regulations would require a separate hearing. He suggests that BOSC think about the connection fee's and they will continue to discuss at the next meeting. Mr. Orcutt asked that if this would apply to a property that becomes change of use. Mr. Gmeiner said we would have to work that out and we could say current use by Title V or use what is allocated for water units when they originally connected and convert to Title V then apply new use using Title V and come up with an upcharge.

Mr. Gmeiner asked Ms. Crory to bring the rates income and what we actually took in for the past four years and Mr. Orcutt also asked Ms. Crory to run the rates by tiers at a 15% increase.

Town Meeting Transfer

Mr. Gmeiner feels that after reviewing the FY20 Budget that it will be necessary to do a transfer at the spring Town Meeting of \$120K. He informed the BOSC that rates have not been meeting the expenses and we have been using the reserves to off set and the reserves are getting very low.

Other Business:

GDRHS

Mr. Gmeiner informed Mr. Rafferty that Pepperell has informed the BOSC that they do not have the man power or the time to replace the pumps at GDRHS and they suggested that it be subcontracted out. Mr. Rafferty informed the BOSC that he has received a quote for the pumps at GDRHS from Pepperell for \$10,600.00 for submersible pumps and it is from Williamson Pump and motor. Mr. Rafferty said that these are good pumps and he also mentioned that some common firms do similar work Hall Pumps, Williamson Pumps which did the work at Four Corners and United Compressor. They all carry similar pumps and he suggested that we could go out and get three quotes. Mr. Orcutt asked Mr. Rafferty how long this work would take and he replied probably a two-day job and could be done on a weekend. Mr. Rafferty said he would need the drawings from Pepperell and estimates the work to be under \$20K. Mr. Orcutt said he would reach out to Steve Burns and the Business Manager at the GDRHS to coordinate.

Dig Safe

Mr. Orcutt informed the BOSC that he received a Dig Safe for 788 Boston Road he said he sent it back to Mickey Higgins because he does not have any as built plans. Mr. Orcutt asked the BOSC how we want to handle the Dig Safes for this area moving forward.

Next Meeting – February 20th, 2019

BILLS SIGNED

No Bills were signed at this meeting

MINUTES:

No minutes were approved at this meeting

ADJOURN –

Mr. Orcutt made a motion to adjourn at 1:55 P.M., Mr. Bouchard seconded, and the motion carried unanimously.

Respectfully submitted,

Ann Livezey
Water & Sewer Assistant

APPROVED:
