



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

Town of Groton Sewer Department
173 Main Street
Groton MA 01450

Date: November 19th, 2019

Time: 1:00 P.M.

Location: Town Hall/First Floor

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

Others Present: Ann Livezey/Water & Sewer Assistant and Lauren Crory/Business Manager

The Meeting was called to order by James Gmeiner at 1:00P.M.

Budget FY21

Ms. Crory told the BOSC that she has updated the FY21 budget excluding the Pepperell Debt payments as she is still waiting on those numbers from Pepperell. She told the BOSC that the estimated rate income for FY21 would be \$650K and believes that the increase is from the rate increase that was done last year. Last year she stated we budgeted \$575K and \$25K for the GDRHS for a total of \$600K, so with the increase in a 4-5month span we took in \$50K and with a full year it could potentially be \$75K. Mr. Bouchard asked Ms. Crory if that meant the extra \$50K in extra revenue was from February – June 30th and if any of that included the capital charge we put in place and Ms. Crory said she assumed it was from the rate increase. Mr. Gmeiner said it's not clear what portion is from the rate increase, but we did end with the \$600K last year. Ms. Crory told the BOSC at this time last year the revenue was \$280K and this year as of now we are at \$310K.

Ms. Crory said after discussing with Mr. Orcutt they allocated \$36K for connection fees and Mr. Orcutt added that the Waters House is permitted for next fiscal year. Mr. Gmeiner asked if there are any other building projects planned and Mr. Orcutt replied that Donelan's is a possibility. Mr. Gmeiner asked if Indian Hill will be making payment this year and Mr. Orcutt said they did not consider that in this budget. Mr. Gmeiner mentioned Court Street and Mr. Orcutt replied there is no purchase and sales yet. Mr. Bouchard inquired about Gratuity Road and Mr. Gmeiner asked about the Hindu Temple and Mr. Orcutt replied that neither of those were considered because that is down the road. Mr. Bouchard asked of the \$600K how much of that would be the Waters House and Mr. Orcutt replied he was unsure and would not know until the Land Use Meeting and told Mr. Bouchard he is welcome to sit in on the meeting. Mr. Gmeiner feels \$36K is good and asked Mr. Bouchard his opinion and he replied that it is not a huge amount and what if it falls short and Mr. Gmeiner replied that the only thing, he sees is that we would get paid in this Fiscal Year for it.

Ms. Crory said that there is some extra money in betterments and Mr. Bouchard asked if we finish up the betterments, do we have to refund. Mr. Gmeiner replied that we have been collecting the monies and when it comes in Ms. Dufresne has been setting aside for the future. Mr. Gmeiner feels that keeping \$25K for Engineering is good. Mr. Bouchard asked if there is a project like I&I where would that money come from and Mr. Gmeiner replied that we encumbered a lump sum for that. Mr. Gmeiner asked if the line item that reads meter repairs was for replacements and asked that it be changed to meters. Mr. Bouchard asked about our portion to Honeywell and Mr. Orcutt replied that would be a transfer. Mr. Bouchard asked about the connection we owe Thibeau and half of the construction/engineering costs. Mr. Orcutt replied that would be a transfer when we get the numbers. Mr. Gmeiner stated that we know that it is coming and we could throw in the FY21 budget. Mr. Orcutt told the BOSC that if we put it in the budget for FY21 and its printed and sent out then all of a sudden it happens this spring, we would have to do a transfer and take to Town Meeting to switch it. Mr. Orcutt said he would bring it up to Mr. Haddad and he thinks there is a better chance of it happening in the spring and we will have to transfer in from reserves. Mr. Gmeiner agreed and suggested we hold off and not put in the FY21 budget. Ms. Crory stated at this time the Enterprise fund balance at the start of FY20 was \$315K for Sewer and Water is \$334K. Mr. Orcutt told the BOSC that we need a budget message prepared (overview) and asked if they would like him to prepare and Mr. Gmeiner and Mr. Bouchard both approved.

Mr. Orcutt made a motion to increase the Office Assistant hours to 35 hours a week for the FY21 Budget in which 5/hrs. will be paid out of the Four Corner Sewer District Budget Mr. Bouchard seconded and the motion passed unanimously.

Four Corners Budget

Mr. Orcutt told the BOSC he was not sure on what new connection fees would be coming in for FY21 and that Mr. Moulton's fees have already been assessed. Mr. Orcutt said he reviewed the rates and came up with an estimate of what the rate revenue would be and said he was conservative with that number. Mr. Gmeiner asked when the connection fee monies are due to Ayer. Mr. Orcutt replied he thought that it was in five years. Mr. Gmeiner told the BOSC that we need to make sure we set aside those monies due to Ayer and avoid spending. Mr. Bouchard asked if we owe Ayer money for any maintenance like we do with Pepperell and Mr. Gmeiner replied No. Mr. Bouchard then asked if there happens to blockage in the system, do we just hire somebody? Mr. Gmeiner suggested we make a budget line item for system maintenance and thought \$1,000.00 would be sufficient and Mr. Orcutt recommended we do \$5,000.00. Mr. Gmeiner asked who pays Environmental Partner and Mr. Orcutt said we have only been paying for reviews and we have billing Mr. Moulton. Mr. Gmeiner suggested that we increase the engineering from \$500.00 to \$1,000.00 and Mr. Bouchard asked if that line item would be when he does work for us. Mr. Gmeiner said it would be like the GDRHS we pay the invoice then we bill it out.

Mr. Gmeiner asked Ms. Crory to add The Four Corners to the FY21 Enterprise Fund Budget Sheet and list all four categories like the sewer budget.

Other Business:

Next Meeting – November 21st, 2019

BILLS SIGNED

One set of bills were signed at this meeting for FY20, Expense Warrant (EW-12)

MINUTES: No minutes were approved

ADJOURN –

Mr. Orcutt made a motion to adjourn at 2:30 P.M., Mr. Bouchard seconded, and the motion carried unanimously.

Respectfully submitted,

Ann Livezey
Water & Sewer Assistant