

MINUTES OF MEETING OF BOARD OF SEWER COMMISSIONERS

Date of Meeting: November 3, 2016
Date of Transcription: November 8, 2016
Transcribed by: Rebecca Benitez-Figueroa

1. MEETING TO ORDER

The meeting was called to order by Chairman Giberti at 6:30 pm

Chairman Giberti appointed Commissioner Peter Dunlop as Clerk, pro temp

2. ROLL CALL

Sewer Commissioners Present: James R. Giberti
Malcolm R. White
Peter G. Dunlop

Commissioners Absent: Susan J. Sweeney
Donna M. Bronk

Others Present: Guy Campinha, Sewer Superintendent

3. APPROVAL OF MEETING MINUTES

MOTION: Commissioner White moved to accept the Board of Sewer Commissioners October 13, 2016 Meeting Minutes as written. Commissioner Dunlop seconded.

VOTE: 3-0-0 (Unanimous)

NOTE: No meeting minutes posted on agenda. The minutes of October 13, 2016 were previously approved on October 27, 2016.

4. SEWER BUSINESS

Chairman Giberti stated that policies for review are not available. Mr. Campinha stated that he had not had to opportunity to review the changes previously voted on by the Board and will have them ready for a future meeting.

5. SEWER SUPERINTENDENT'S REPORT

a) EDU policy change

Mr. Campinha reported that a change in the EDU rate charged to municipal buildings and other commercial business undergoing renovations or reconstruction or no longer being used, however, water service must remain on should be done a case by case rather than a blanket policy. The closed East Wareham Elementary School and the Glen Haven Hotel were given as examples.

b) Collapsed pipe in Swifts Beach area

Mr. Campinha explained while preparing for the cleaning and relining of sewer pipes in the Swifts Beach area it was discovered that there was a collapsed pipe on Wankinquoah Ave. After contacting DCAMM, it was recommended by DCAMM that instead of an emergency repair that

SEWER COMMISSIONERS MEETING MINUTES -11/3/2016 (CONT'D)

a change order under the current contract be done as long as the cost does not exceed 20% of the contract cost. Brief discussion ensued.

c) Basins cleaning

Mr. Campinha stated that the front basin has been cleaned as well as the pre basin and both are on line. Emptying of the aeration basin to begin on Monday in order to prepare it to be rehabbed.

d) Upcoming Board of Selectmen's Meeting

Mr. Campinha brought to the Board's attention that the Board of Selectmen will be discussing in executive session the Bourne IMA, possible odor litigation u IMA agreements with the with the water districts. Chairman Giberti responded that he had been invited to attend. Mr. Campinha reported that Mr. Abrahams reviewed our present accounting regarding the Bourne IMA and finds our practice is correct. He will be making a full presentation to the Board on December 1, 2016.

e) Meeting minutes notes

Mr. Campinha asked if the Clerk, pro temp would provide his meeting notes to be used in assistance with transcription. He explained that Clerk Sweeney provides notes of recorded motions and votes as well as brief notes on other matters discussed at the meeting.

6. UNFINISHED BUSINESS AND GENERAL ORDERS (Unanticipated Items)

(none)

7. NEW BUSINESS

a) Items brought forward (not on agenda)

Chairman Giberti brought forth a proposed policy on contract wherein all contracts to be approved by the Sewer Commissioners before submission to the other Town departments/officials. Brief discussion ensued. (See attachment – read into the records)

MOTION: Commissioner Dunlop moved to accept the new policy recommending approval and signing of contracts before submission to the Town Accountant.
Commissioner White seconded.

VOTE: 3-0-0 (Unanimous)

8. NEXT MEETING DATE AND TIME

The next meeting scheduled for November 17, 2016 at 6:30 p.m.

9. ADJOURNMENT

MOTION: Commissioner White moved to adjourn. Commissioner Dunlop seconded.

VOTE: 3-0-0 (Unanimous)


SEWER COMMISSIONERS MEETING MINUTES -11/3/2016 (CONT'D)

Respectfully submitted,

Rebecca Benitez-Figueroa

Department Assistant

Attest:


Peter G. Dunlop, Clerk pro temp

BOARD OF SEWER COMMISSIONERS

Date Signed: 11/17/2016

Date sent to the Town Clerk: 11/21/16

CONTRACT POLICY

11/3/2016

All contracts must be recommended for approval and signed by the Sewer Commissioners. Upon approval, the signed approval will be presented to the Town Accountant for verification of the money and form. The Town Accountant will then complete the process.

CONTRACT APPROVAL FORM

_____ CHAIRMAN

_____ Commissioner

_____ Commissioner

_____ Commissioner

_____ Commissioner

_____ TOWN ACCOUNTANT

_____ LEGAL