

MINUTES OF MEETING OF BOARD OF SEWER COMMISSIONERS

Date of Meeting: November 5, 2015
Date of Transcription: November 16, 2015
Transcribed by: Rebecca Benitez-Figueroa

1 MEETING TO ORDER

The meeting was called to order by Chairman Jordan at 7:00 pm

2. ROLL CALL

Sewer Commissioners Present: Marilyn J. Jordan
James R. Giberti
Malcolm R. White
Susan J. Sweeney
Donna M. Bronk

Others Present: Guy Campinha, Sewer Superintendent

3. APPROVAL OF MEETING MINUTES

(none)

4. SEWER BUSINESS

1. Town of Bourne Second Quarter Usage Fee Billing

MOTION: Commissioner Giberti moved to approve the Town of Bourne Second Quarter Sewer Usage Billing for the period of October 1, 2015 to December 31, 2015 in the amount of \$98,910.16. Commissioner Bronk seconded.

VOTE: 5-0-0 (Unanimous)

5. SEWER SUPERINTENDENT'S REPORT

1. Report – October 19, 2015 meeting regarding Buzzards Bay Coalition

Mr. Campinha reported the meeting was attended by officials from Bourne and Plymouth as well as Mass Maritime and Buzzards Bay Coalition and the other communities support the grant application.

2. Letters to haulers regarding need for key to unload

Mr. Campinha expressed the problems with receiving dumping slips on a daily basis from a few of the haulers which impedes the billing process. Discussion ensued whereas the Board recommended that written notice to be sent to the haulers who are not turning in the dumping

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slips daily or that the code number be changed that would require that hauler to come to the office for a key to offload. Upon return of the key, a dumping slip must be left at the office.

3. Report on meeting with Wareham Water Commissioners on Nov. 2, 2015

Mr. Campinha stated that the meeting did not go forward as one of the participants would not be in attendance and will be scheduled again at a later date. A purchase agreement from a company to provide WPCF with all the Wareham Water Districts' accounts and water usage for the last 3 years was discussed. The information to be given to Tighe and Bond to determine which accounts also are on sewer. The total cost would be \$1,680.00 for 12 hours of custom programming.

MOTION: Commissioner Giberti move to accept the purchase agreement from Northern Data Systems in the amount of \$1,680.00 and to forward it to the Town Administrator for approval. Commissioner Sweeney seconded.

VOTE: 5-0-0 (Unanimous)

4. Request for Board to vote to sign the letter of support for Buzzards Bay Coalition's grant application

Mr. Campinha requested that the Board sign and send a partner support letter Buzzards Bay Coalition's submission of a full proposal of their grant application for 'A Multi-Community Collaboration to Reduce Nitrogen in Upper Buzzards Bay' project. WPCF to commit \$50,000 of cash as match in addition of an estimated 150 hours of his time valued at \$6,599.52 as in kind match. Brief discussion ensued.

MOTION: Commissioner Giberti moved that the Sewer Commissioners sign the Partner Support letter for the full proposal of the grant application of Buzzards Bay Coalition for the 'Multi-Community Collaboration to Reduce Nitrogen in Buzzards Bay' and the commitment of \$50,000 cash and \$6,599.52 of in-kind services. Commissioner Sweeney seconded.

VOTE: 5-0-0 (Unanimous)

6. UNFINISHED BUSINESS AND GENERAL ORDERS (Unanticipated Items)

Chairman Jordan disbursed an Auction Proceeds spreadsheet from Town Treasurer John Foster indicating that the Sewer Department will be receiving \$20,708.71 from the auction.

7. NEW BUSINESS

a) Authorization to Sign Waiver of Service – 20 Bisbee St.

MOTION: Commissioner Giberti moved to authorize the Chairman to sign the Waiver of Service for 20 Bisbee Street. Commissioner Sweeney seconded.

VOTE: 5-0-0 (Unanimous)

b) Authorization to sign Waiver of Service – 5 Apple St.

MOTION: Commissioner Giberti moved to authorize the Chairman to sign the Waiver of Service for 5 Apple St. Commissioner Sweeney seconded.

VOTE: 5-0-0 (Unanimous)

SEWER COMMISSIONERS MEETING MINUTES - 11/5/2015 (CONT'D)

c) Request of Great Hill Mobile Home Park to increase flow into Town's sewer system.

Present before the Board: Attorney Leonard Bello for Great Hill Corp.(owner of Great Hill Mobile Home Park)
Kevin Klein, Engineer for Great Hill Mobile Home Park

Mr. Campinha informed the Board of the review and recommendations made by Beta Group (peer review for WPCF) that the connection of the mobile homes be phased in over 5 plus years. To monitor the flow of each phase, it is recommended: 1) that a flow meter be installed to monitor the flow as each phase is brought to conclusion. This flow meter will verify proposed flows to actual flows per plans. A report will be submitted and agreed upon by the owner and the Town before commencement of the each phase; 2) Evaluation of the impact to Kendrick and Thacher pump stations after each flow phase to make flow adjustments as needed or mitigation if necessary; 3) a maintenance agreement addressing contact number for the users of the park. The Town will not be responsible for operation and/or maintenance of the low pressure system; and 4) calibration of the flow meter to be done annually and a calibration certificate be sent to the Town. Mr. Campinha recommends that the Board approves the expansion with the recommended conditions.

Brief discussion ensued. Mr. Klein reported that there are currently 66 mobile home units connected to sewer and the remaining units to be connected to sewer over a 4-6 year period. Fifty two duplex grinder pump stations, a low-pressure collection system and a small gravity system is for proposed collection system. Four (4) mobile home units per pump station. This will reduce the financial impact to the residents. Attorney Bello stated that it could be approximately increase of \$18.00 per month to the monthly rental per unit. This cost does not include any labor costs.

MOTION: Commissioner Bronk moved to approve the request of Great Hill Mobile Home Park to increase the flow into the Town's sewer system with the condition that 1) flow meter be installed exiting the park to monitor flow of each connection phase with a report submitted and approved by owner and the Town before commencing with next phase, 2) an evaluation of impact to Kendrick Rd. and Thacher Lane pump station after each flow phase to mitigate or adjust flow as necessary; 3) a maintenance agreement be in place, and 4) calibration of flow meter be done annually with a calibration certificate be sent to the Town. Commissioner Giberti seconded.

VOTE: 5-0-0 (Unanimous)

d) Request of Sewer Connection for proposed development on Minot Ave of 3 duplex units (Assessors May 43, Lots 1076 – 1077)

Present before the Board: Jim Pavlik, Engineer, Outback Engineering, Inc
Chris VanDenBerghe, Outback Engineering, Inc.

Mr. Campinha provided documentation that the lots have been subdivided and approved by the Planning Board into three (3) separate lots and read into the records the Sewer System Development Charge policy (attached to Minutes). The most recent betterment fee of \$18,000 to be assessed to each lot, less the cost of a pumping system where a gravity-fed connection is not possible and the pumping system is required. Documentation of the total cost of the pumping system be submitted to the Town to determine what, if any, the Sewer System Development Charge would be. The recommendation of the peer review of Beta Group for WPCF indicate that the following be considered in approving the connection to Town sewer: 1) provide sizing

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and pipe material for low pressure sewer main; 2) confirm an air release valve is not required for system; 3) provide concrete block value support along service lateral and provide thrust blocks for connection from service lateral to low pressure sewer main; 4) confirm fittings, valve and pipe connections are rated for the pressures in the sewer force main; 5) confirm a system head curve has been developed for the proposed pumping system that considers operation of the existing sewage force main and the operating pressures at the point of connection; 6) a tapping sleeve and valve be used at point of connection with force main; 7) the tapping sleeve and valve will assure a tight connection with the sewer force main, allow future isolation of the low pressure main and with retrieval of the pipe coupon from the tapping operation which would allow evaluation of existing force main condition at the connection; and 8) a clean out at that location to allow effective flushing of the low pressure main, if required.

Mr. van den Berg stated that the recommendation would not be a problem to incorporate into the proposed plan. Discussion ensued as to who would be responsible for the E-1 grinder pumps. Mr. van den Berg stated that it would be the responsibility of the property owner. Mr. Campinha suggested that a maintenance agreement be made. Brief discussion ensued.

MOTION: Commissioner Giberti moved to grant 'conditional' approval to the request for Sewer Connection for proposed development on Minot Ave that all comments submitted by Beta Group be incorporated into the proposed plan and the revised plan be submitted to the Board. Commissioner Sweeney seconded.

VOTE: 5-0-0 (Unanimous)

Note: Mr. Campinha provided copies of Beta Group report to Outback Engineering

8. NEXT MEETING DATE AND TIME

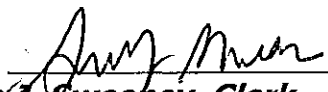
The next meeting scheduled for November 19, 2015 at 6:30 p.m.

9. ADJOURNMENT

MOTION: Commissioner Giberti moved to adjourn. Commissioner Bronk seconded.

VOTE: 5-0-0 (Unanimous)

Respectfully submitted
Rebecca Benitez-Figueroa
Department Assistant

Attest: 
Susan J. Sweeney, Clerk
BOARD OF SEWER COMMISSIONERS

Date Signed: 11/19/15

Date sent to the Town Clerk: 11/23/2015