

MINUTES OF MEETING OF BOARD OF SEWER COMMISSIONERS

Date of Meeting: November 19, 2015
Date of Transcription: November 24, 2015
Transcribed by: Rebecca Benitez-Figueroa

1. MEETING CALLED TO ORDER

The meeting was called to order by Chairman Jordan at 6:30 p.m.

2. ROLL CALL

NOTE: Chairman Jordan announced that the clerk (Commissioner Susan Sweeney) will be arriving late and request that Commissioner Donna Bronk take the roll call.

Sewer Commissioners Present: Marilyn J. Jordan
James R. Giberti
Donna M. Bronk
Susan J. Sweeney (arrived at 6:40 p.m.)

Sewer Commissioners Absent: Malcolm R. White

3. APPROVAL OF MEETING MINUTES

a) October 29, 2015

MOTION: Commissioner Giberti moved to accept the October 29, 2015 Meeting Minutes as written. Commissioner Bronk seconded.

VOTE: 3-0-0 (Unanimous)

b) November 5, 2015

MOTION: Commissioner Giberti moved to accept the November 5, 2015 Meeting Minutes as written. Commissioner Bronk seconded.

VOTE: 3-0-0 (Unanimous)

4. CITIZENS PARTICIPATION

(none)

5. SEWER BUSINESS

a) Abatements

1. Applications for sewer usage abatements for:

a) 7 Ocean Ave. – Account No. 735255, Map1, Lot 129) – cont'd from Oct. 29, 2015

SEWER COMMISSIONERS MEETING MINUTES – 11/19/2015 (CONT'D)

Mr. Campinha's recommendation at the October 29, 2015 Sewer Commissioners meeting remain the same that an abatement of \$99.34 for the months of May and June of the 1st half of FY2016 Sewer Usage Billing be granted. He explained that the water was turned off in February, 2015 and turned back on in August, 2015 does not meet the water off criteria and the permit for cut and cap was for the months of June and July.

MOTION: Commissioner Bronk moved to grant an abatement of \$99.34 for the months of June and July of the 1st half of FY2016 Sewer Usage Billing on the application of Dawn Tenney for 7 Ocean Ave. Commissioner Giberti seconded.

VOTE: 3-0-0 (Unanimous)

- b) 72 Main St. – Account No. 737417, Map 47, Lot 1121 (rear building) – cont'd from Oct. 29, 2015

Mr. Campinha reported that the site visit done on November 9, 2015 indicated that the gas, water and sewer lines were cut. As there is no way to determine how long these were done, Mr. Campinha recommended that the abatement request be denied and the account made "inactive" until such time that there is any reconnections.

MOTION: Commissioner Giberti moved that the application for abatement for 72 Main Street (rear) of Hollywood East Realty LLC be denied and that the account be made inactive as recommended by the Sewer Superintendent. Commissioner Bronk seconded.

VOTE: 3-0-0 (Unanimous)

- c) 7 Beach St. – Account No. 738629, Map 50D, Lot 20

Mr. Campinha recommended that the request for abatement for 7 Beach Street be denied as the application was received after the filing deadline.

MOTION: Commissioner Giberti moved that the application for abatement for 7 Beach Street be denied. Commissioner Bronk seconded.

VOTE: 3-0-0 (Unanimous)

Note: Commissioner Sweeney arrived at 6:40 p.m.

6. SEWER SUPERINDENT'S REPORT

- a) Granicus website

Mr. Campinha reported that the Granicus website is www.wareham.granicusideas.com where individuals can visit and may leave comments/ideas after signing up. Also, according to IT staff, there is a link on the Town's website. Several items are already on the website including a video about grease. Other items will be added and the site will be updated regularly.

- b) CPower agreement

Mr. Campinha reported that the agreement has been fully executed and sent to CPower.

- c) Purchase agreement with Northern Data Systems

Mr. Campinha reported that the agreement with Northern Data Systems for Wareham water usage accounts is at an impasse. The Town has a policy of not executing an agreement before executed by the other party. Northern Data Systems has the same policy. Mr. Campinha will

SEWER COMMISSIONERS MEETING MINUTES – 11/19/2015 (CONT'D)

make a request to Andrew Reid of the Wareham water department to intervene. Once the agreement is signed and the information received, it will be forwarded to Tighe & Bond to to an overlay to determine which accounts are on sewer.

d) Meeting with Water Departments

A meeting is scheduled for November 24 with both water departments and Municipal Maintenance to discuss grants for infrastructures and discuss how to work together for repairs and constructions. A Memorandum of Understanding to be considered.

e) Audit report on Stonebridge restaurant

Mr. Campinha reported on his visit and submitted a written report. Brief discussion ensued.

f) Report on sewer lines on Wankinco Street

Mr. Campinha presented a written report of the findings and problems from manhole to manhole in Wankinco St. in the Swifts Beach area. There is also a report on Bayview St. indicating the findings and problems. Mr. Campinha will request a full report and recommendations from the engineers to be submitted next week. Discussion ensued. Commissioner Sweeney raised the possibility if the property owner would be able to have a camera inspection of their pipes from the street clean out as a preventative measure.

7. UNFINISHED BUSINESS AND GENERAL ORDERS (Unanticipated Items)

a) Discussion regarding Indirect Cost

Chairman Jordan read into the records a letter to be signed by the Board and sent to the Town Administrator (see Attachment A). Brief discussion ensued. Commissioner Giberti suggested that the word 'numerous' be removed from the letter.

MOTION: Commissioner Bronk moved that the letter be that the Board sign and be sent to letter to the Town Administrator. Commissioner Sweeney seconded.

Discussion ensued and a consensus of the Board that the word 'numerous' be removed.

NOTE: Motion include that 'numerous' will be redacted from letter.

VOTE: 4-0-0 (Unanimous)

b) Waiver of Service (unanticipated – less than 48 hours' notice)

MOTION: Commissioner Bronk moved to authorize the Chairman to sign the Waiver of Service on 6 Leonard St. Commissioner Giberti seconded.

VOTE: 4-0-0 (Unanimous)

8. NEW BUSINESS

a) Omitted Commitment on FY16 1st Half of Sewer Usage Billing

MOTION: Commissioner Giberti moved to send an Omitted Commitment for 1st half of FY16 Sewer Usage Billing to the Town Treasurer to be sent out. Commissioner Sweeney seconded.

VOTE: 3-0-0 (Unanimous)

b) Discussion of "Smart Goals" Program

SEWER COMMISSIONERS MEETING MINUTES – 11/19/2015 (CONT'D)

Commissioner Sweeney explained the 'SMART' goals program which is an acronym for: Specific-Measurable-Attainable-Relevant-Time based. The program is a tool to assist in goal setting. A list of suggestions for SMART goals included: 1) EDU rate –hybrid system; 2) IMA; 3) Granicus; 4) Contract (Greasezilla); 5) Primary Clarifiers; 6) Grease program; 7) I & I (Inflow & Infiltration) and 8) Expansion (outfall pipe).

c) Discussion of Enterprise Funds' Accounts

Chairman Jordan reported on two new accounts set up to deal with the gifts from Walmart. A prepared letter to the Town's Financial Director requesting specific information suggested by the Attorney General's Office should be signed by the Board and sent to the Financial Director. Discussion ensued with suggested changes be made to the letter.

MOTION: Commissioner Sweeney moved that a letter with changes asking for some clarification and some possible procedural placements for funds moving into and out of the Sewer Enterprise Fund. Commissioner Giberti seconded.

VOTE: 3-0-0 (Unanimous)

9. LIAISON REPORTS

a) Commissioner Bronk reported that she had not received any contact from the Selectmen regarding a meeting on the IMA with the Town of Bourne. Mr. Campinha reported the Town Administrator suggested that Wednesdays would be set aside for Town Counsel to meet on Wednesday at the treatment plant. He will continue to reach out to Town Counsel. Commissioner Bronk will also reach out to Town Counsel. Discussion ensued. Follow up contact with Selectmen chairman regarding a meeting date. Commissioner Giberti to make contact with Selectmen chairman via email with copies of email be sent to the Sewer Commissioners.

Note: Commissioner Bronk left meeting at 7:30 p.m.

b) Commissioner Giberti will seek clarification of understanding of the IMA agreement that it is only a review and changes cannot be made at this time. Mr. Campinha pointed out that changes were made at the last review in 2010.

10. NEXT MEETING DATE AND TIME

The next meeting will be December 3, 2015 at 6:30 p.m. with discussion on primary clarifiers.

11. ADJOURNMENT

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

VOTE: 3-0-0 (Unanimous)

Respectfully submitted

Rebecca Benitez-Figueroa
Department Assistant

SEWER COMMISSIONERS MEETING MINUTES – 11/19/2015 (CONT'D)

Attest: *Jerry Mean*

Susan J. Sweeney, Clerk

BOARD OF SEWER COMMISSIONERS

Date Signed: 12/3/15

Date sent to the Town Clerk: 12/7/2015



BOARD OF SEWER COMMISSIONERS

6 Tony's Lane
Wareham, MA 02571
Telephone (508) 295-6144

Attachment A

Marilyn J. Jordan, Chairman
Donna M. Bronk, Vice-Chairman
Susan J. Sweeney, Clerk
James R. Giberti
Malcolm R. White

November 19, 2015

Derek Sullivan, Town Administrator
Town of Wareham
64 Marion Road
Wareham, MA 02571

RE: Indirect Costs

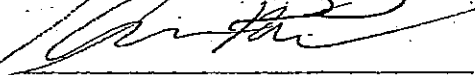
Dear Mr. Sullivan:

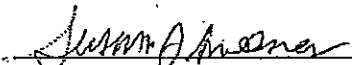
As of this date, the Sewer Commissioners have not received a response to the ~~requests~~ requests to meet with you to quantify and explain the formulas used to determine the "indirect costs" the Town of Wareham charges to the WPCF. Also requested was the development of a written agreement between the Town and the Board of Sewer Commissioners, as recommended by the MA Department of Revenue, regarding "Indirect Cost" charges. This "indirect cost" quantification information is pertinent to the development of the WPCF budget, and as of yet, has not been forthcoming. The Sewer Commissioners feel that without that quantification, we do not feel comfortable authorizing any transfers out of the Enterprise Funds.

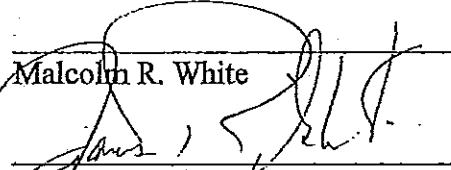
Sincerely,

Wareham Board of Sewer Commissioners


Marilyn J. Jordan, Chairman


Donna M. Bronk, Vice Chairman


Susan J. Sweeney, Clerk


Malcolm R. White


James R. Giberti

cc: John Foster, Treasurer
Guy Camphina, Director
Board of Selectmen