

MINUTES OF MEETING OF BOARD OF SEWER COMMISSIONERS

Date of Meeting: January 7, 2016
Date of Transcription: January 12, 2016
Transcribed by: Rebecca Benitez-Figueroa

1. MEETING TO ORDER

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

2. ROLL CALL

Sewer Commissioners Present: Marilyn J. Jordan
James R. Giberti
Susan J. Sweeney
Malcolm R. White – arrived at 6:33 pm

Sewer Commissioners Absent: Donna M. Bronk

Others Present: Guy Campinha, Sewer Superintendent

3. APPROVAL OF MEETING MINUTES

a) December 3, 2015

MOTION: Commissioner Giberti moved to accept the December 3, 2015 meeting minutes as written. Commissioner Sweeney seconded.

VOTE: 3-0-0 (Unanimous)

b) December 17, 2015

MOTION: Commissioner Giberti moved to accept the December 17, 2015 meeting minutes as written. Commissioner Sweeney seconded.

VOTE: 1-0-3 (Commissioners Jordan, Sweeney and Giberti abstained)

c) December 30, 2016

MOTION: Commissioner Giberti moved to accept the December 30, 2015 meeting minutes as written. Commissioner White seconded.

VOTE: 3-0-1 (Commissioner Sweeney abstained)

4. SEWER BUSINESS

a) FY2016 Capital Costs – Commitment of Town of Bourne's share.

SEWER COMMISSIONERS MEETING MINUTES – 1/7/2016 (CONT'D)

MOTION: Commissioner Giberti moved that the Board sign the commitment letter for the Town of Bourne's share of the FY2016 Capital Costs for the Water Pollution Control Facility in the amount of \$188, 477.53. Commissioner Sweeney seconded.

VOTE: 4-0-0 (Unanimous)

b) Final CZM Coastal Community Resiliency Grant Program Presentation

Present: Marc Drainville and Russell Kleekamp of GHD

Mr. Drainville and Kleekamp presented a slide presentation which include the following:

- The issue
- Project background
- Risk & Vulnerability Assessment
- Emergency Management Plan
- Recommendations.

Discussion ensued. Mr. Campinha advised the Board that a January 20, 2016 meeting with Mr. Kleekamp, the Town Administrator and himself is scheduled to discuss a Town-wide Hazard Mitigation Plan.

5. SEWER SUPERINTENDENT'S REPORT

1. Mr. Campinha reported that the EMS building was connected to sewer in December, 2015.

2. January 12, 2016 – EPA meeting in Boston re: outfall

Mr. Campinha reminded Board of meeting with EPA at 1:30 pm in Boston for discussion of the relocation of the outfall. Representatives from Bourne, Mass Maritime, Buzzards Bay Coalition, Town Administrator Sullivan, Town of Marion, SRPEDD will be attending. Commissioners Giberti and White plan to attend.

3. Grant application for \$500,000 (Town's portion = 10%) to be used for feasibility study regarding the outfall. (Summary attached). Mr. Campinha advised that the application process has not begun at this time.

4. January 20, 2016 – scheduled meeting with Town Administrator re: Hazardous Mitigation Plan.

5. Discussion of possible policy regarding new hires for the WPCF to have inoculations for tetanus and Hepatitis during their 2 week orientation. Although there is no mandate that WPCF absorb the cost, the Town Administrator recommends that all inoculations be paid from the Enterprise Fund and all boosters to be scheduled by WPCF.

6. Odors

Mr. Campinha reported that there have not been any complaints since before Christmas and the added chemicals are keeping the odors down. The CPUs are in place in the Narrows, Hynes Field and Depot St. pump stations and programming through SCADA is in the works with a anticipated completion date sometime in February. This will minimize the flow to the basin and keep the levels in the basins at a minimum. These implementations are intended to mitigate the odors.

7. FUTURE AGENDA ITEMS:

a) Sewer line for Preservation Lane in Cromesett – future expansion. Request the item be placed on the Jan. 21, 2016 agenda as possible Policy.

Mr. Campinha edified the Board of housing units being built at the end of Preservation Lane. The Board of Health would like the new properties connected to Town sewer rather than septic systems due to the proximity to water. There are no sewer lines extending down Preservation Lane although there is a 8” stub at the beginning of Preservation Lane. Question arises as do the line be extended and the property assessed a betterment fee or should the owner assume the total cost of bringing a line to the 8” stub.

NOTE: In addition to the Preservation Lane sewer line to be further discussed, Oakdale Heights sewer line expansion to be placed on the January 21, 2016.

b) E1 pumps – discussion of suggestion for maintenance agreement between homeowner and WPCF – new Policy

Mr. Campinha reported on the number of complaints from the Mark Cove area of Cromesett for E1 alarms going off. The warranty on the pumps is effective the date of purchase – not the date of installation. The pumps have been at the treatment plant for 3 years and the department’s warranty was for 5 years. The floats in the pumps are failing. The manufacture stated the pumps were improperly installed. Upon inspection by the manufacturer’s representative, it was determined that the pumps were installed properly and that the problem is with something internal in the pumps. As the warranties have expired, the problem exists as to what is the next step. Discussion ensued. Mr. Campinha to obtain a price quote for an evaluation to be done on one of the pumps at the treatment plant before discussion on a future agenda.

c) Gas/oil separator

Mr. Campinha would like to invite the plumbing inspector to a future meeting to discuss the requirement of a gas/oil separator.

d) Drainlayer’s Licenses - have all licenses renewed on same date (7/1) to coincide with Fiscal Year. Current licenses all have different renewal dates. (Town’s By-law attached)

Mr. Campinha requested that this be placed on a future agenda for further discussion as to how to effect a change whereas all the licenses can be renewed at the same time rather than staggered.

e) Utility Cloud presentation to Board – Request to place on Jan. 21, 2016 agenda. (Matt Bianchi from Utility Cloud).

Mr. Campinha requested that a Utility Cloud presentation be made to the Board.

6. UNFINISHED BUSINESSS AND GENERAL ORDERS (Unanticipated items)

a) SMART Goals – discussion

Commissioner Sweeney read into the records the draft of the SMART goal for the EDU hybrid system for implementation for billing beginning February, 2019 (see attached Appendix A). At a near future meeting, additional SMART goals should be established for the members to begin working on their projects.

b) Report on meeting with Town Administrator regarding Indirect Costs.

SEWER COMMISSIONERS MEETING MINUTES – 1/7/2016 (CONT'D)

Commissioner Sweeney reported on the meeting with the Town Administrator on January 6, 2016 regarding Indirect Costs. Commissioner Jordan reported that another meeting will be scheduled to include the Town Administrator, Financial Director, and Town Accountant along with Lee Cleveland of the WPCF. An Indirect Cost draft agreement to be prepared by Commissioners Sweeney and Jordan. A meeting in March with the DOR (Dept. of Revenue) will be specifically to Wareham's Indirect Costs and guidelines for Indirect Costs Agreements.

c) Report on meeting with Town Counsel regarding the MOU (Memorandum of Understanding) with the water districts.

Commissioner Jordan reported on the meeting held today with Town Council and Mr. Campinha. Rather than an MOU, the agreement would need to be in the form of an agreement/contract with the signatories being the Sewer Commissioners, Board of Selectmen and the water departments. Discussion ensued regarding the Onset Water Department whereas if an agreement cannot be reached with the Onset Water Dept, the rate payers in that district will be billed an EDU rate rather than on a hybrid rate system.

7. NEW BUSINESS

(none)

8. NEXT MEETING DATE AND TIME


The next meeting scheduled for January 21, 2016 at 6:30 p.m.

9. ADJOURNMENT

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

VOTE: 4-0-0 (Unanimous)

Respectfully submitted
Rebecca Benitez-Figueroa
Department Assistant

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

Date Signed: 1/21/16
Date sent to the Town Clerk: 1/25/2016

SMART GOALS – HYBRID RATE

DRAFT

STEP 1

It is the goal of the Board of Sewer Commissioners to create a Hybrid Rate. The rate shall be comprised of a base user fee and a per cubic foot usage fee. The per cubic foot usage fee shall be based on the users water consumption as provided by the water departments of Wareham and Onset.

This rate shall be derived to forecast increases for minimum of 5 years from the date on the initial implementation. This rate shall be established by 2018 and implemented by 2019. Bills for this rate shall begin February, 2019.

Sewer bills for this rate will show the following itemizations:

1. Rate payer's portion of direct operating expenses
2. Rate payer's portion of indirect costs paid to the Town of Wareham
3. Rate payer's portion of past sewer improvement debts and future capital improvement plans

Step 2 Our Action Plan

The following steps are necessary to achieve this goal

1. Long Term Binding Agreement with the Wareham and Onset Water Districts to obtain data

By date _____ Who _____

2. Agreement with town for indirect cost calculations – Analysis of previous indirect costs for forecast

By date _____ Who _____

3. Study and prioritization of Capital Improvement projects/costs

By date _____ Who _____

2.

SMART GOALS – HYBRID RATE

4. Analysis of 5 previous year's direct operation costs to forecast percent of future increases

By date _____ Who _____

5. Analysis of water consumption data for current sewer users and prospective tie-ins

By date _____ Who _____

6. Review and apply By-Laws for residents who are non-compliant of tie-in

By date _____ Who _____

7. Research for billing format for sewer hybrid rate bill

By date _____ Who _____

8. Compilation of all collected information of steps 1-7 to derive new rates and forecast for 5 years

By date _____ Who _____

DRAFT

3.

SMART GOALS – HYBRID RATE

Step 3

1. Sewer Board check sheet indicating all steps and sub-steps have been completed

By date _____ Who _____

KNOW WHEN I WILL REACH GOAL – When the first Hybrid Bill goes out

Step 4

Additional Resources:

SUPPORT

Town Administrator – Derek Sullivan

Town Council – Richard Bowen

Wareham Finance Director – John Foster

Town Accountant – Judith Louzon

Wareham Water District

Onset Water District

Tighe & Bond

CZM Capital Improvement

Learning Resources:

A. Samples of other towns bills

B. Inter-Municipal Agreements between other Water Districts and Towns

C. Indirect Cost Agreements between other Towns utilizing an Enterprise Fund

Time:

A. At the Board of Sewer Committee Meeting - planning and shared research

B. Goals for sub-committee meetings

DRAFT

SMART GOALS – HYBRID RATE

Step 5

Relevance – to create a fair, equitable and easily understandable Hybrid Sewer Rate.

Step 6

Reach Goal by date _____

Halfway measurement will be _____ on (date) _____

Any additional dates and milestones we will aim for:
