

## MINUTES OF MEETING OF BOARD OF SEWER COMMISSIONERS

Date of Meeting: December 3, 2015  
Date of Transcription: January 4, 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  
Malcolm R. White  
Susan J. Sweeney  
Donna M. Bronk

Others Present: Guy Campinha, Sewer Superintendent

### 3. APPROVAL OF MEETING MINUTES

a) October 5, 2015 – Joint Meeting with Wareham Water Commissioners

**MOTION:** Commissioner Giberti moved to accept the October 15, 2015 Meeting Minutes as written. Commissioner Sweeney seconded.

**VOTE: 4-0-1 (Commissioner Bronk abstained)**

b) November 19, 2015

**MOTION:** Commissioner Bronk moved to accept the October 15, 2015 Meeting Minutes as written. Commissioner Giberti seconded.

**VOTE: 4-0-1 (Commissioner White abstained)**

### 4. SEWER BUSINESS

a) Primary Clarifier Presentation

Mr. Campinha reported that the presentation will not be presented. Upon further calculations, the project cost of \$13,000,000.00 would result in an increase of \$80 - \$90 to the sewer user. Due to the substantial increase in user rates, an alternative method would be used; in that, the flow to the plant would be slower which would allow for minimum flow to the basin. In addition, more chemicals would be added to the basins to oxidize sulfides. The addition of a venture system in the Spring will help with the odors and suspension of solids. The basin will be emptied in January and cleaned. Additional calcium nitrate will be added to the basins beginning Saturday, December 5, 2015.

SEWER COMMISSIONERS MEETING MINUTES – 12/3/2015 (CONT'D)

Brief discussion ensued regarding including a portion of the capital expenditure to be billed to Bourne as part of the current IMA agreement. The current IMA is extended to end of January 2016.

Briefly discussed was the Emergency Mitigation Plan for the Town of Wareham which Mr. Campinha advised that GHD will be in contract with the Town Administrator to work on a Town adopted plan. This plan is necessary to apply for certain grants.

**MOTION:** Commissioner Sweeney moved to decline the office of the DEP SRF funding program for \$13,000,000.00 for the primary clarifiers program. Commissioner Bronk seconded.

**VOTE: 5-0-0 (Unanimous)**

**AMENDED MOTION:** Commissioner Sweeney moved to decline the \$13,000,000.00 loan from the SRF DEP funding program for the primary clarifiers program. Commissioner Bronk seconded.

**VOTE: 5-0-0 (Unanimous)**

**5. SEWER SUPERINTENDENT'S REPORT**

a) Northern Data Systems

Mr. Campinha reported that the contract between Northern Data Systems and the Town has been fully executed for records of water users of the Wareham Water Department to be utilized in the preparation of the EDU hybrid system. The data should be delivered to WPCF as early as sometime in January.

b) Fiscal Audit

Mr. Campinha informed the Board that the agreement is being prepared for review by Town Counsel and that he met with the auditing firm. The Powers & Sullivan Audit is not the type of audit for the WPCF Enterprise Funds.

c) Tighe & Bond

Before continuing with Tighe & Bond on the hybrid system, a MOU (Memorandum of Understanding) with the Water Departments is needed before moving forward.

d) FY17 Budget

Mr. Campinha presented each Commissioner with a copy a preliminary draft of the budget which does not include Indirect and Direct Costs portion. Once obtained from the Town Administrator, he will incorporate the figures and other figures from the Financial Director into the final projected FY2017 budget. Brief discussion ensued.

**6. UNFINISHED BUSINESS AND GENERAL ORDERS (Unanticipated Items)**

a) SMART Goals – suggested projects

Brief discussion ensued.

**MOTION:** Commissioner Sweeney moved to institute a SMART Goals program to work more efficiently and effectively to reach the goals of the Board. Commissioner Giberti seconded.

SEWER COMMISSIONERS MEETING MINUTES – 12/3/2015 (CONT'D)

VOTE: 5-0-0 (Unanimous)

The Commissioners to work in smaller groups to work on the following projects:

- 1) EDU rate – hybrid system (Marilyn Jordan & Susan Sweeney)
- 2) IMA - (Donna Bronk & Guy Campinha)
- 3) Granicus – (Susan Sweeney & Guy Campinha)
- 4) Contract – Greasezilla (James Giberti & Guy Campinha)
- 5) Indirect Costs – (Marilyn Jordan & Susan Sweeney)
- 6) Grease program & IPP (Industrial Pre-Treatment Program) - James Giberti & Guy Campinha
- 7) I & I (Inflow & Infiltration) – (Susan Sweeney & Malcolm White)
- 8) Expansion (outfall pipe) – (Donna Bronk & Malcolm White)

b) Response from Financial Director regarding Enterprise Funds' Accounts

Chairman Jordan raised concerns regarding the funds received from Walmart that were listed as “gifts” rather than conditions of the permit. Also questions as to what access is available to the WPCF regarding certain accounts. The consensus is for the Chairman to send to the Financial Director with the specifics concerns and questions of the Board.

c) Indirect Costs

Chairman Jordan reported that there has not been a response to correspondence sent to the Town Administrator regarding the Indirect Costs. Brief discussion ensued. Access to Town Counsel was also briefly discussed wherein if any Commissioner wanted to seek a legal opinion, the request to Town Counsel should be sent by the Chairman.

**6. UNFINISHED BUSINESS AND GENERAL ORDERS (Unanticipated Items)**

Mr. Campinha edified the Board of the requirement of the USDA (United States Dept. of Agriculture) that all documents, correspondence, etc. sent from the WPCF must have specific language stating that the WPCF is an equal opportunity provider and employer. The access for the hearing impaired is through the State relay system

**7. NEW BUSINESS**

(none)

**8. NEXT MEETING DATE AND TIME**

The next meeting scheduled for December 17, 2015 at 6:30 p.m.

**9. ADJOURNMENT**

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

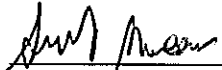
**VOTE: 5-0-0 (Unanimous)**

SEWER COMMISSIONERS MEETING MINUTES – 12/3/2015 (CONT'D)

Respectfully submitted

**Rebecca Benitez-Figueroa**

Department Assistant

Attest:  \_\_\_\_\_

**Susan J. Sweeney, Clerk**

BOARD OF SEWER COMMISSIONERS

Date Signed: 1/7/16

Date sent to the Town Clerk: 1-11-2016