

## **MINUTES OF MEETING OF BOARD OF SEWER COMMISSIONERS**

Date of Meeting: July 30, 2015  
Date of Transcription: August 4, 2015  
Transcribed by: Rebecca Benitez-Figueroa

### **1. CALL MEETING TO ORDER**

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

**MOTION:** Commissioner Giberti moved to nominate Malcolm White as Clerk pro-temp.  
Commissioner Jordan seconded.

**VOTE: 3-0-0 (Unanimous)**

### **2. ROLL CALL**

Sewer Commissioners Present: Marilyn J. Jordan  
James R. Giberti  
Malcolm R. White

Sewer Commissioners Donna M. Bronk and Susan J. Sweeney not present due to a meeting with Tighe and Bond at the Treatment Plant.

Commissioner Bronk arrived at 6:38 pm.  
Commissioner Sweeney arrived at 6:45 pm.

Others present: Guy Campinha, Sewer Superintendent

### **3. APPROVAL OF MEETING MINUTES**

a) June 25, 2015

**MOTION:** Commissioner Giberti moved to accept the June 25, 2015 Meeting Minutes as written. Commissioner White seconded.

**VOTE: 2-0-1 (Commissioner White abstained)**

### **4. CITIZENS PARTICIPATION**

a) George Barrett, Planning Board chairman

Mr. Barrett updated the Board regarding the Bay Pointe project wherein the applicant proposed individual pumps for more than ½ of the project. The Planning Board more inclined that have a gravity main on the property and one pump station out. The applicant proposed that the duplexes and 3 & 4 buildings be connected to the gravity main and the housing units on Bay Pointe Drive have individual pumps.

Mr. Campinha expressed his individual preference to have the pumps as they will grind all material before entering into the system. His jurisdiction begins when the flow hits the streets. Mr. Campinha would review the applicant's decision and how it would impact the treatment plant.

Discussion ensued

## **5. SEWER BUSINESS**

- a) CZM (Coastal Zone Management) – 2<sup>nd</sup> Presentation
  - Will not be present due to still gathering more information.

- b) Vote of EDU Rate for FY2016

**MOTION:** Commissioner Bronk moved that the EDU rate for FY16 be the same as FY15 – \$596.00 per EDU. Commissioner Giberti seconded.

Discussion - Commissioner Bronk noted that the hybrid system is not ready until all information has been gathered. Mr. Campinha informed the Board that they have the option of setting an EDU rate at each billing cycle. He also explained that the \$596.00 EDU rate was used in determining the FY16 budget.

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

- c) Vote of Commitment of 1<sup>st</sup> Half FY16 Sewer Usage Billing

Mr. Campinha edified the Board that this commitment is for the 1<sup>st</sup> half the FY16 billing cycle which covers the period of February 1 through July 31, 2015. The second billing cycle will be from August 1, 2015 through January 31, 2016. The Commitment is in the amount of \$2,747,891.52.

**MOTION:** Commissioner Giberti moved that the FY16 1<sup>st</sup> Half Sewer Usage billing in the amount of \$2,747,891.52 be committed to the Treasurer/Collector. Commissioner Sweeney seconded.

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

## **6. SEWER SUPERINTENDENT'S REPORT**

1. P12 (Podz manufacturer) will provide an Odor box (valued at \$23,000) that will continually monitor and record plant odors. There will also provide 4 sensors. This will be programmed to monitor what odors that we want. A 20' pole to be erected at a yet-to-be determined location at the plant and electrical power to be attached to the pole.
2. Contracts 1 and 2 are officially closed. .
3. Smart Flow meter data from Bayview and Shore road (formally Wankinquoah) to monitor flow from part of Ruggles Street catchment area. Time and velocity are important. New meter installed at Pilgrim St. and Point Rd to monitor flow from Hamilton Beach area.

4. Odor mister continues to operate. Narrows, Hynes and Depot pump stations have communication antennas as part of the odor mitigation plan to minimize flow to plant from main pump stations. The stations will communicate with one another to address peak flow conditions. This will be up and running shortly. Replaced media at Springborne pump station air scrubber to address odors from wet wells.
5. As part of ongoing C.I.P., the co-op student from Mass. Maritime (major in facility management) working under the direction of Green Seal Environmental has started the evaluation of pump stations in finer detail. A report will be generated and can be used by the Board in planning for projected future user rates.

6) Hazard Mitigation Plan – FEMA requirement

FEMA requires a Hazard Mitigation Plan be adopted by the Town and approved by FEMA before granting of any grants. We are looking into our Emergency Management Plan to see if it can be added to meet FEMA's Hazard Mitigation Plan. Our engineer is meeting with Lt. Walcek of the Police Dept. to determine what would be needed to meet FEMA's requirement in order for us to apply for grant funding to cover the basins and the date to apply for the grant is November 7 or 8, 2015.

7) Clarifiers –

Paperwork must be completed which must include odor issues, permitting issues and billing process to get on the State's SRF funding program list. The date to send to the State to get on the list which would allow us to apply for funding is August 7, 2015.

8) IMA (Inter Municipal Agreement) –

Mr. Campinha stated he is planning to meet with the Town Administrator on a weekly basis to discuss concerns regarding the IMA. Joe Ferderico will also be review the present agreement and will make recommendations to the Board and its representative of any changes. Commissioner Giberti to participate in the meetings.

9) Greasezilla –

Second payment has been made and the tank is being built. The control panel is completed and being added to SCADA. There is possibility that the operational hours for the plant from 8 to 12 hours per day.

Mr. Campinha to take a trip to Maine to meet with a company that is interested in buying our brown grease and possibly a by-product.

10) Additional staff employees –

Mr. Campinha informed the Commissioners of two new clerical employees beginning in mid-August. The new hire was working in the Tax Collector's office in Connecticut and has municipal experience. The other employee will be a transfer from the Town Clerk's office. Both have computer experience. This will bring the administrative staff to 3 full time and 1 part time employees.

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

a) Tighe & Bond – status report update

Commissioner Sweeney briefly reported that a long term goal sheet has been devised wherein time line dates for task to be completed up to 2020. Information from the water departments still is needed regarding address locations. Currently the water department and the sewer's records do not match. More data needs to be gathered regarding some of the single accounts (such as mobile home complexes) have one bill with multiple EDUs and when conversion to the hybrid method is used there would need to be charged multiple sewer fees. Commissioner Bronk added the discussion regarding property owners with irrigation systems. The next meeting with Tighe & Bond is scheduled for August 13<sup>th</sup>.

b) Discussion of letters to Board of Selectmen and Town Administrator re: use of Town Counsel and/or independent counsel.

Chairman Jordan stated that once the meeting minutes have been approved a letter to the Board of Selectmen with the approved minutes attached. She request a motion from the Board.

**MOTION:** Commissioner Bronk moved that a letter be sent to the Board of Selectmen requesting access to Town Counsel. Commissioner Giberti seconded.

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

**8. NEW BUSINESS**

a) Discussion of flyer creation

Chairman Jordan requested input from the Board members of what they would like added to the newsletter. Any input from the members will be discussed at the next meeting.

b) Discussion of possible Treatment Plant Open House

Chairman Jordan suggested an open house for mid to late August on a Saturday. Discussion ensued. Mr. Campinha suggested that upcoming events be included in the open house. He will coordinate and suggest a date to the Board.

c) Waiver of Service – 2 Pires St.

**MOTION:** Commissioner Bronk moved to authorize the Chairman to sign the waiver of service for 2 Pires St. Commissioner Giberti seconded.

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

**9. NEXT MEETING DATE AND TIME**

Chairman Jordan suggested that the Board meet every two weeks for the months of August, September and October.

**MOTION:** Commissioner Giberti moved that the Board of Sewer Commissioners meet every two weeks for the months of August, September and October. Selectmen Bronk seconded.

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

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

10. ADJOURNMENT

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

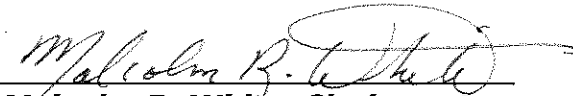
**VOTE: 5-0-0 (Unanimous)**

Respectfully submitted

***Rebecca Benitez-Figueroa***

Department Assistant

Attest:

  
***Malcolm R. White, Clerk pro temp***  
BOARD OF SEWER COMMISSIONERS

Date Signed: 8/13/15

Date sent to the Town Clerk: 8/17/15