

BOARD OF SEWER COMMISSIONERS

5 MILLBURY STREET

AUBURN, MASSACHUSETTS 01501

MEETING MINUTES

January 28, 2021

The Auburn Board of Sewer Commissioners held a regularly scheduled meeting on Thursday, January 28, 2021 remotely via <https://global.gotomeeting.com>

ITEM ONE-CALL TO ORDER

Mr. Healey called the meeting to order at 4:33 p.m.

Those in attendance remotely were:

Board Members:

Mr. Thomas J. Healey, Chairperson

Mr. Mark E. LaPlante, Secretary

Department Staff:

Ms. Joanna Paquin, Sewer Superintendent

Mr. William Coyle, D.P.W. Director/Town Engineer

Mrs. JoAnne Donahue, Principal Clerk

ITEM TWO –APPROVAL OF MINUTES

A. The Board reviewed the minutes of the November 18, 2020 regular meeting. Mr. LaPlante motioned to approve the minutes of the November 18, 2020 regular meeting. Mr. Healey seconded and it was so voted.

ITEM THREE– NEW BUSINESS

A. Drainlayer License Applications: An incomplete Drainlayer License application had been submitted from Vegas Builders of Berlin, MA. At the time of the meeting, the completed application and supporting documents had still not been received in the Sewer Division office. If the required documents are submitted to the Sewer Division by the next meeting, the application will be reviewed at that time.

B. Fiscal Year 2020 Sewer Use Abatement Applications: The Board reviewed and discussed the Fiscal Year 2020 abatement applications that had been received since the last meeting, which were included in the meeting, document “FY2020 Abatement Applications for 1-28-21 Meeting.” The Board reviewed the abatement application for 25 Rockland Road, which was filed due to a deduct meter being installed but no paperwork being returned until recently. Ms. Paquin stated that their recommendation

would be to use 1/3 of the usage on the deduct meter for the Fiscal year 2020 bill, and then use the remaining 2/3 deduction for the Fiscal Year 2021 bill, due to the period during which the deduct meter had been installed. Mr. LaPlante motioned to abate the FY2020 sewer use bill for 25 Rockland Road to the minimum amount of \$90.00 per installment, and also that 2/3 of the usage reported on the deduct meter will be applied to the FY2021 sewer use bill. Mr. Healey seconded and it was so voted. The Board then reviewed the abatement application for 4-1B Tuck Farm Road, which was filed due to an underground water leak that did not enter the sewer system. After a brief discussion, Mr. LaPlante motioned to abate the Fiscal Year 2020 sewer bill to the minimum amount of \$90.00 per installment. Mr. Healey seconded and it was so voted.

ITEM FOUR – I & I (INFLOW & INFILTRATION) SEWER REHABILITATION

A. Ms. Paquin informed the Board that she had emailed a copy of the Infiltration & Inflow Analysis Draft Report prepared by Environmental Partners to the Commissioners prior to the meeting. Ms. Paquin stated that the report was quite extensive, but that she and Mr. Coyle had met with Environmental Partners and discussed the consultant's recommendation of committing to \$500,000 a year for I&I funding, and that the Sewer Division ultimately asked the consultant to revise the commitment to \$200,000 per year. Ms. Paquin stated that if the Division identifies major upgrades that need to be immediately addressed, different funding options would be pursued. Mr. Coyle stated that he was hopeful that DEP would be comfortable that the Town was moving forward and would be agreeable to the \$200,000 a year commitment. Mr. Healey agreed with not over committing, but also agreed that if there was an immediate need for work to be done, they would need to address it and find the funding for it. Mr. Healey inquired as to what the deadline was for responding to DEP. Ms. Paquin stated that the revised report should be received by next week and should be able to be forwarded to DEP the following week. Mr. Healey asked Ms. Paquin to forward them the revised report when she receives it.

ITEM FIVE - U.B.W.P.A.D./UPPER BLACKSTONE CLEAN WATER

A. Mr. Coyle stated that the budget had been discussed at several of the Board of Directors meetings, and that given the current situation with COVID and the economic situation, the Board was going to try to minimize any increases to the member towns/cities, with Auburn's increase being .9%. He stated that the overall budget was almost level-funded.

ITEM SIX - REVIEW OF BILL SCHEDULES

A. The Board reviewed the Sewer Division Bill Schedules dated November 23, December 4, and December 18, 2020 and January 4, January 5, and January 19, 2021, which had been processed since the last meeting.

ITEM SEVEN - NEW SEWER CONNECTIONS

A. The Board reviewed the updated sewer connection list as of January 28, 2021.

ITEM EIGHT – SEWER DIVISION/D.P.W. WORK LOG

A. Ms. Paquin showed the Board the updated Sewer Division/D.P.W. Work Log, which she had prepared for their review. Mr. LaPlante asked if the easements were still being cleared with the help of the DPW-Highway employees. Mr. Coyle stated that he was informed that all of the easements had been cleared. Mr. LaPlante mentioned there was an easement on Berlin Street which should probably be checked while the weather is still favorable.

ITEM NINE - BUDGET REVIEW

A. The Board reviewed copies of the updated monthly operating budget report for Fiscal Year 2021 through December 31, 2020, which was prepared for their review. They also reviewed the monthly CIP/Article balances report as of December 31, 2020. There was a brief discussion regarding the CIP/Article accounts and what the difference was between the accounts, and whether the funds were from a borrowing or taken from retained earnings. Mr. Healey asked if they could get some clarification on the two different types of accounts.

ITEM TEN – CAPITAL PLANNING

A. Update on Current Projects: Ms. Paquin informed the Board that they are very close to the bidding process on both the Bancroft Street Bridge Sewer Line Replacement and the Pinrock Road Bypass Project.

She stated that Mr. Ray Willis from Onsite Engineering had been getting the bid packages together, with a bid opening date of February 25, 2021 for both projects. Mr. LaPlante asked about the easements that needed to be obtained for the Pinrock Road Bypass Project. Mr. Coyle explained that due to only one property owner responding to their easement offer, they were moving forward with eminent domain takings, and that they are in the process of having the appraisals done. He stated that they are hoping that by the end of February the easements will be ready to be voted on by the Board of Directors at the Upper Blackstone, and should be acquired before the bid opening.

ITEM ELEVEN – OLD BUSINESS

A. I&I Fees: This item was tabled until the next meeting for discussion when all the Board members are present.

ITEM TWELVE – DATE OF NEXT MEETING

A. The next regular meeting was tentatively scheduled for Thursday, March 4, 2021 at 4:30 p.m.

ITEM THIRTEEN – ADJOURNMENT

A. The meeting was adjourned at 5:45 p.m.

DOCUMENTS:

The following documents were part of the Board of Sewer Commissioner's Meeting on January 28, 2021, and are maintained in the Sewer Division office:

- Agenda
- Minutes of the November 18, 2020 Regular Meeting
- FY2020 Sewer Use Abatement Applications received through January 28, 2021
- Environmental Partners Inflow & Infiltration Analysis Draft Report – November 2020
- Copies of Bill Schedules dated November 23, December 4, and December 18, 2020 and January 4, January 5, and January 19, 2021
- Sewer Division/DPW Work Log as of January 28, 2021

- Monthly Departmental Budget Report as of December 31, 2020
- Monthly CIP/Article Budget Report as of December 31, 2020