

BOARD OF SEWER COMMISSIONERS

5 MILLBURY STREET

AUBURN, MASSACHUSETTS 01501

MEETING MINUTES

March 2, 2022

The Auburn Board of Sewer Commissioners held a regularly scheduled meeting on Wednesday, March 2, 2022 in the Conference Room at the DPW Office, 5 Millbury Street, and remotely via <https://global.gotomeeting.com>

ITEM ONE-CALL TO ORDER

Mr. Healey called the meeting to order at 4:35 p.m.

Those in attendance were:

Department Staff:

Mr. Nicholas Schwartz, Sewer Superintendent
Ms. Joanna Paquin, DPW Director
Mrs. JoAnne Donahue, Principal Clerk

Board Members:

Mr. Thomas J. Healey, Chairperson
Mr. Mark LaPlante, Secretary

ITEM TWO –APPROVAL OF MINUTES

A. January 27, 2022 Regular Meeting Minutes: The Board reviewed the minutes of the January 27, 2022 Regular meeting. Mr. LaPlante motioned to approve the minutes of the January 27, 2022 regular meeting. Mr. Healey seconded, and it was so voted.

ITEM THREE– NEW BUSINESS

A. Sewer Division Personnel: Mr. Schwartz informed the Board that they had recently filled the last open Sewer Mechanic position. The Operations Foreman position had still not been filled, and there had been no internal applications for the position. Mr. Schwartz stated that he was hopeful that they would find an outside candidate in the near future.

B. Fiscal Year 2021 Sewer Use Abatement Applications: The Board reviewed the Fiscal Year 2021 Sewer Use Abatement Application for 47 Harrison Avenue, which had been filed due to the installation of a well meter. Mr. LaPlante motioned to approve the abatement for 47 Harrison Avenue for Fiscal Year 2021 down to the minimum charge of \$90.00 for both the first and second installments. Mr. Healey seconded and it was so voted.

C. Drainlayer License Applications: No new applications received since the last meeting.

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

A. Mr. Schwartz informed the Board that he had met with Environmental Partners and National Water Main Cleaning, the company that Environmental Partners had contracted to do the CCTV work and that they were finalizing their proposal. He stated that they have been discussing challenges of the CCTV work that needs to be done off road, but that he hoped to receive the final proposal shortly, with work to begin in the spring. The Board discussed including the I&I funding as part of the operational budget, and possible sources of funding.

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

A. Ms. Paquin stated that there was not much to report under this item, other than that Worcester is continuing to work on their integrated plan with DEP on any future requirements and mandated projects.

ITEM SIX - REVIEW OF BILL SCHEDULES

A. The Board reviewed the Sewer Division Bill Schedules for Fiscal Year 2022 which had been processed since the last meeting on January 27, 2022. Mr. Schwartz briefly updated the Board on the confined space training classes that the Sewer Division employees had attended.

ITEM SEVEN - NEW SEWER CONNECTIONS

A. There were no new connections since the last meeting.

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

A. The Board reviewed the DPW Work Log that Mr. Schwartz had prepared which included the work done by Sewer Division employees for the Highway Division, and the work done by the Sewer Division Employees for the Highway Division through 3/2/2022.

ITEM NINE - BUDGET REVIEW

A. The Board reviewed copies of the monthly operating budget reports prepared by Mr. Schwartz, entitled “Budget as of 3/2/22”, “Monthly Totals”, “Monthly Cumulative” and “Sewer Dept. Budget Burn Rate.”

ITEM TEN – CAPITAL PLANNING

A. Update on Current Projects:

1. Pinrock Pump Station Bypass Force Main: Mr. Schwartz informed the Board that he had just attended the premobilization meeting, and that the contractor (Walsh Contracting Corp.) will be starting the test pits at Pinrock/Rose Lane next week and will then begin excavating the following week. He also stated that they had redesigned where the pipe will enter the building and that there would be a change order processed for that.

2. Bancroft Street Bridge Sewer Line Replacement: Mr. Schwartz indicated that the sewer line replacement on Bancroft Street had been completed. He stated that there was a change order being executed for a credit for the unused balance of the police detail allowance, and noted that the final payment for the project would be processed soon.

ITEM ELEVEN – OLD BUSINESS

A. I&I Fees: The Board reviewed and discussed the table comparing sewer fees and rates for Auburn and some surrounding towns which had been prepared by Ms. Paquin. Mr. Schwartz mentioned that any I&I fees that are collected need to be put in a separate account and kept separate from other sewer fees that are collected. The Board discussed the potential impacts of implementing the I&I fee and/or increasing the sewer permit and connection fees, and the fact that any changes to either would have to be published according to the regulations. It was noted that the sewer use billing rates for the Town of Auburn were much lower than surrounding towns. Mr. Schwartz acknowledged the need to increase revenue to fund the capital projects being mandated by DEP. The sewer fee table will be emailed to the Board for their continued review and the fees will be discussed further at the next meeting.

ITEM TWELVE – DATE OF NEXT MEETING

A. The next meeting was tentatively scheduled for Wednesday, April 6, 2022 at 4:30 p.m.

ITEM THIRTEEN – ADJOURNMENT

A. The meeting was adjourned at 5:46 p.m.

DOCUMENTS:

The following documents were part of the Board of Sewer Commissioner's Meeting on March 2, 2022 and are maintained in the Sewer Division office:

- Agenda
- Minutes of January 27, 2022 Regular Meeting
- FY2021 Sewer Use Abatement Application for 47 Harrison Avenue
- Copies of Bill Schedules dated February 2, February 9, and February 23, 2022
- DPW Work Log through February 18, 2022
- Sewer Monthly Budget Reports through March 2, 2022
- I&I Fee Comparison Worksheet