



Chair/James Gmeiner
Vice Chair/Thomas Orcutt
Clerk/Michael Bouchard

Town of Groton Sewer Department
173 Main Street
Groton MA 01450

Date: November 5th, 2020

Time: 2:00 P.M.

Location: Virtual Meeting Using Zoom

Members Virtually Present: Chair/James Gmeiner
Vice Chair/Thomas Orcutt

Not Virtually Present: Clerk/Michael Bouchard

Others Virtually Present: Ann Livezey/Water & Sewer Assistant, Lauren Crory/Business Manager,
& Judy Anderson

The Meeting was called to order by James Gmeiner at 2:00 P.M.

227 Boston Road

Mr. Orcutt had not information at this time.

1-3 Forge Village – Sewer Connection

Mr. Orcutt told the BOSC that Mr. Black will be the contractor for the work being done at 1-3 Forge Village. Mr. Orcutt said he feels they need to come before the BOSC to discuss a grease trap and assuming each building has a grinder pump.

Shaw's – Sewer Connection

Mr. Orcutt said this project is moving along and told the BOSC that the invoice was resent to the main office. Mr. Gmeiner asked that the connection not be made until that invoice is paid.

436 Main Street

Mr. Orcutt said there has been no new information. Mr. Gmeiner said if the project does not get done this year, we will need an extension on entry agreement.

Four Corners Sewer Regulations

The BOSC will discuss at the next meeting when Mr. Bouchard is present.

Discuss Developing a Policy Regarding Abatements

Mr. Orcutt said he has started the process and should have finished for the next meeting.

FY21 & FY22 Budget

Ms. Crory said she has plugged in the actual numbers from FY20 and rough numbers for FY22.

Four Corners:

Ms. Crory, she said she added about \$12K in sewer rates with Shaw's connecting and asked the BOSC for an estimate for Moulton, Dollar Tree and Ixtapa. Mr. Orcutt suggested that we look at 18 months from now and we could pull back. Mr. Gmeiner asked if the Dollar Tree was a separate meter and Mr. Orcutt replied "yes". Mr. Gmeiner asked about the connection fee and Mr. Orcutt said it was \$8k for the Four Corners Sewer District. Mr. Gmeiner asked Ms. Crory about the budget start up fund and she replied that is the budget transfer from reserves. Mr. Orcutt asked that we add year one of ten years to the budget sheet for the IMA payment to Ayer. Mr. Gmeiner asked how much was in reserves and Ms. Crory replied \$142K. Mr. Orcutt said part of that was the initial funding from Mr. Moulton and Mr. Higgins. Ms. Crory asked if they plan on more connection fees from Mr. Moulton and Mr. Orcutt replied "yes" and told Ms. Crory to estimate \$16K.

Mr. Gmeiner asked Ms. Crory to set up what we owe Ayer for connection fee's and what we have collected in connection fees. Mr. Gmeiner said we need to be sure we are not using those connection fees to balance the budget. Mr. Orcutt said he would speak to Ayer and have them invoice as we go. Mr. Gmeiner asked that after we receive the connection fee to notify Ayer to get an invoice. Mr. Orcutt told Ms. Crory to take out the 4% increase under the office assistant, that this would remain level for the FY22 budget. Mr. Gmeiner asked about the expenses for inspections and Dig Safes. He asked if anyone has offered to do those and Mr. Orcutt replied that we have staff, but might be a union issue. Mr. Orcutt suggested we put in \$2,500.00 for Dig Safes and Mr. Gmeiner thought maybe \$500.00 for inspections. Mr. Gmeiner asked that a separate line be added for inspections and budget \$1k for FY22.

Center Sewer District:

Ms. Crory asked the BOSC what they would like to do with Rates for FY22 and that she did add a separate line showing the capital charge. Mr. Gmeiner asked about the 6 ERU's and Mr. Orcutt replied that Donelan's was coming in with an application. Mr. Gmeiner replied that he would like to know what is going into the building and suggested we budget 2 ERU's. Mr. Gmeiner told the BOSC that we need to discuss adding an administrative fee to the GDRHS monthly wastewater bill.

Mr. Gmeiner asked what was in reserves and Ms. Crory replied \$542k for the Center Sewer District. Mr. Gmeiner asked if this included any transfers and Ms. Crory replied "No". Ms. Crory asked if the treatment for Pepperell was changing and Mr. Gmeiner suggested we leave level for FY22. Mr. Orcutt agreed that we should leave level funded. Mr. Gmeiner suggested that we make the engineering budget \$15K and Mr. Orcutt asked that the meter budget be \$25K.

Mr. Gmeiner told the BOSC we would have to think about a 5% rate increase in April. He asked Ms. Crory to plug in the adjustments and send out and we can review the out of balance budget number of \$7K.

Next Meeting – November 12th, 2020

BILLS SIGNED - No bills were signed at this meeting

MINUTES: - No minutes were approved

ADJOURN – *Mr. Orcutt made a motion to adjourn at 3:35 P.M. Mr. Gmeiner seconded the motion. Roll Call Gmeiner – Aye and Orcutt - Aye*

Respectfully submitted,

Ann Livezey
Water & Sewer Assistant