



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

**Town of Groton Sewer Department**

173 Main Street  
Groton MA 01450

**Date:** August 10<sup>th</sup>, 2022

**Time:** 2:00 PM

**Members Virtually Present:** Chair/James Gmeiner  
Vice Chair/Thomas Orcutt  
Clerk/Michael Bouchard

**Others Virtually Present:** Ann Livezey, Lauren Crory, Bob Rafferty and Judy Anderson

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The Meeting was called to order by James Gmeiner at 2:00 PM

**Pepperell IMA**

The BOSC reviewed the responses from Pepperell regarding the IMA. They were ok with the \$1,000.00 limit for routine O&M purchases (capital items separate from regular budgeting).

The BOSC suggested setting a maximum budget increase that would trigger review. Pepperell feels we should meet twice a year to discuss this and Mr. Gmeiner would rather three times a year. Mr. Orcutt said he would like to keep the trigger; Groton prepares budgets with deadlines and they should start in August and submit within six weeks and be done by December 31<sup>st</sup>. Pepperell's schedule and the schools are not like this, he thinks this may cause issues with the budget timelines. Mr. Orcutt said the trigger should be based on salaries, wages and expenses. If there are capital items hopefully, we know ahead of time as they do the capital plan. He also mentioned that if we pay 25% of the operating expenses and then they tell us in April they want to hire a new employee and our budget is set and voted that would be an issue. Mr. Orcutt suggested we say yes to the trigger and discuss the percentage later. Mr. Bouchard said maybe we could add another meeting for budget preparation and Mr. Gmeiner agrees and said we should request one in October.

Mr. Orcutt said he would like to request a large capital plan from Pepperell to prevent any big expense change. Mr. Gmeiner said we should require/request a 5-year and 10-year plan. Mr. Rafferty said this would allow if there was a big expense that would change rates, you could build up to it rather than hit everyone at once.

Mr. Gmeiner asked about the infrastructure improvements and the collection system projects. Mr. Rafferty said we will need to find a way to calculate the peak flow. Mr. Orcutt said the GDRHS does not have the same discharge point to Pepperell as ours and if there is a problem with the collection system and the cost then would be passed on to the GDRHS and that could be costly. Mr. Orcutt said the IMA was never built on us paying for capital items outside the treatment plant and now we will get flow over flow

and this will cause collection system costs. Mr. Rafferty suggested we could set a fixed percentage on this and Mr. Orcutt mentioned a not to exceed number.

Mr. Gmeiner said the force mains are not included in the collection system O&M costs. Mr. Rafferty said that this is about the force main gate valves (17) and a couple air release valves. If there was a break in the force main and the valves did not work it would define how much you would have to bypass and could be costly so would be nice to know they work. Mr. Rafferty said the manholes should be pumped out at least once a year and checked at least visually (annually).

Mr. Gmeiner told the BOSC Pepperell did not include the low-pressure force mains for either town. The BOSC was in agreement that we should keep the force mains and low-pressure lines included. Mr. Gmeiner said this was in the percentage for O&M and they used the number of feet in the system. Mr. Brinkman also stated that they would work on them "subject to their ability".

Mr. Gmeiner said the Groton's utilities and staffing will be credited from the overall collection system costs. He also added when we submit that Four Corners is eliminated and the difficulty factor will be determined.

Mr. Gmeiner suggested we ask for an itemized list of all O&M services that will be included. Mr. Gmeiner also told the BOSC we will need to discuss the end of the year true up transfers. He said he would have a conversation with Ms. Dufresne. Mr. Rafferty also told the BOSC that the State requires a re-evaluation of the IMA every five years.

The BOSC will be meeting with Pepperell on August 17<sup>th</sup> to continue discussing the specifics of the IMA.

**Other Business: Bills, Minutes, etc.**

**Next Meeting** – August 17th, 2022

**BILLS SIGNED** – No bills signed

**MINUTES:** - *Mr. Bouchard made a motion to approve the July 6<sup>th</sup> minutes as amended and July 20<sup>th</sup> as written. Mr. Orcutt seconded and the motion passed unanimously. Roll Call Gmeiner –Aye, Orcutt-Aye and Bouchard-Aye*

**ADJOURN** – *Mr. Orcutt made a motion to adjourn at 3:20P.M. Mr. Bouchard seconded the motion. Roll Call Gmeiner –Aye, Orcutt-Aye and Bouchard-Aye*

Respectfully submitted,

Ann Livezey  
Water & Sewer Assistant