



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

Town of Groton Sewer Department

173 Main Street
Groton MA 01450

Date: August 17th, 2022

Time: 2:00 PM

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

Others Present: Ann Livezey, Judy Anderson, Bob Rafferty, Paul Brinkman and Tom Nephew

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

Pepperell IMA

The BOSC met with Pepperell to discuss the following questions.

Costs:

- Pepperell has suggested a limit of \$1,000 for routine O&M purchases. The purchase of any item over \$1,000 would be paid by “the community using the element”.

Mr. Brinkman said this number is negotiable. He did tell the BOSC that he does not feel they should not expend non routine items.

- Set a maximum budget increase per year that would trigger a review.

Mr. Gmeiner suggested meeting three times per year not twice as suggested. He told Mr. Brinkman the true up of our budget is in December. Mr. Gmeiner said he spoke with Ms. Dufresne and when the true up is done it would not be an issue to encumber these funds.

- The BOSC asked if Pepperell can provide a 5 year and ten-year Capital Plan for plant and collection system and they replied “yes they can work on that”.

Mr. Orcutt asked what was the number of the capital Plan and Mr. Brinkman said \$100K.

- How are infrastructure improvements going to be funded? From Pepperell's documents, it appears that each community will fund its own improvements.

Mr. Brinkman said all infrastructure is anticipated to be funded through debt service. Collection System projects in Pepperell and Groton will be each community's responsibility except for shared pipe. The peak flow can be calculated a number of ways and we can put "the way" in the IMA.

- How would the cost of repairs for force main failures be allocated? Based on the previous item, it appears that 100% of the cost to repair a failure will be borne by the community with the failure, unless the force main is shared.

Mr. Brinkman said force main failures are pretty rare. In the event it is something that Pepperell can take on then it will be absorbed within existing budgets. If it is a greater issue then it will be something for discussion and at the true-up. I would anticipate that if it were a huge issue then a capital project would be forthcoming.

- Force mains are not included in the collection system O&M costs. Groton would like them included as air valves and gate valves should be inspected and exercised. This should be part of O&M services.

Mr. Brinkman said he can include this inspection of these in the O&M services. He said they don't recommend exercising the gate valves as part of routine O&M of the low-pressure system. As of now they are not aware of gate valves elsewhere in the system, but subject to the need as identified by Groton we can add to the O&M services.

- Should 2" and 3" low pressure lines be included? If something were to happen to a line, we would want Pepperell to service. But, would this be O&M or an extra, separate charge?

Mr. Brinkman said they are not including the length of the force mains and low-pressure sewers in the OM&R calculations as there is no routine operations required. Subject to Pepperell's ability to make repairs to the low-pressure lines, they we will do.

- The "Difficulty Factor"

Will Continue discussions on this

- 275,000 g/d is as rolling 12-month limit.

Yes

Administrative:

- The IMA should include a list of O&M services Pepperell will provide to Groton. (We have a draft list that we can discuss with Pepperell)

Mr. Brinkman said "yes" he believes this was provided before and It can certainly be an appendix. Unfortunately, it is somewhat of a flexible target and should be part of the planning discussions by the Towns. Staff abilities will certainly play into this. The Pepperell DPW Divisions has been working far more cooperatively in the last year than previous years, which is allowing us reduce costs and take on more challenging work.

- Include a monthly report with each monthly bill or perhaps quarterly. The report should list the services rendered by Pepperell in Groton. Or, provide an annual report (length of sewer 12-month, manholes inspected, etc.)

Mr. Brinkman said he actually did not anticipate a monthly bill. He said they would establish the allocation for the year and divide by twelve. There also would be no changes unless something serious happened. He said they would commit to a semi-annual report on the work done in the Groton system.

- The first one to three years of the IMA should be considered a pilot program to adapt to the unexpected situations covered or not covered by the IMA. Six-month meetings to discuss the workings of the agreement and unanticipated issues that arise, and then annual.

Mr. Brinkman said as discussed above, I believe that semi-annual meetings (November and June) would be anticipated. If we agree on the model of the bill see attachment, then we can make tweaks as we move forward.

- Determine if Pepperell includes police details in their overall budget. If Groton pays for police details, should there be a credit factored into the agreement?

Mr. Brinkman said their Police detail costs are very small and we could add a line item to eliminate from the allocation, if necessary.

Mr. Nephew said he will have the IMA written up so changes can be made without the Select Board approval and include that we will have a true up at the end of the year so we can discuss. Mr. Nephew said his plan is to bill on a monthly basis according to the figures submitted and have a draft IMA by November for review and discussion then pass on to the Attorney. Mr. Gmeiner said our Town Counsel suggested a six-month time limit to complete the IMA.

Mr. Bouchard and Mr. Gmeiner were in agreement to this and Mr. Orcutt suggested we wait until January.

Mr. Bouchard made a motion to start the new monthly billing as discussed for the new IMA Contract with Pepperell. Mr. Gmeiner seconded and the motion passed (Mr. Orcutt abstained)

Mr. Nephew told the BOSC that he will write up a memo with the agreement and we can continue discussions on the factor percentage. Mr. Brinkman said he will reconcile the spreadsheets and send over.

The BOSC will plan on meeting on August 26th, 2022 to sign the agreement

No discussion:

- **Review I&I Study**
- **Review Nod Road Pump Station and Flow Evaluation**
- **220 Main Street (Parish House) – Capacity**
- **Expansion Limits**
- **Groton Hill Music – Plan Review/Construction Discussion**
- **227 Boston Road/Lindemer – Sewer Connection Update/New House**
- **Groton Farms Application**
- **FY22 & FY23 Budget**

- **Commission Reorganization**

Other Business: Bills, Minutes, etc.

Next Meeting – September 7th, 2022

BILLS SIGNED – No bills signed

MINUTES: - No minutes were approved

ADJOURN – Mr. Orcutt made a motion to adjourn at 3:30 P.M. Mr. Bouchard seconded the motion. Roll Call
Gmeiner –Aye, Orcutt-Aye and Bouchard-Aye

Respectfully submitted,

Ann Livezey
Water & Sewer Assistant