

Board of Water and Sewer Commissioner's Meeting March 16, 2022

Present: Scott Zajkowski, Jay Spahl, William Conley, Robert Sullivan, Tom Fournier, and George Patrinos

Scott opened the meeting at 6:30 pm with the Pledge of Allegiance

Accept the minutes of the March 2, 2022, public meeting: *Tom Fournier made a motion to accept the minutes of March 2, 2022, Bill Conley seconded the motion, no further discussion, a vote was taken, all in favor, passed unanimously.*

Easement discussion: Scott stated that easement paperwork is making its way through Town Counsel, but there is some added consideration that is being added for them. There was a boiler plate easement that was created but a lot more information needs to be added. These need to be done very soon, so how do we want to go about this. Some conditions such as the conservation of water needs to be added and when they will end with the change of deeds. A discussion occurred as to how to cap the usage so as not to exceed the normal usage and how to come up with a "average usage". George stated that he would speak with the homeowners regarding the conditions of the easements. Jay stated that this should have been resolved one year ago when this was started with a written contract and not just verbal agreements. Bob stated that there needs to be something in writing and need to protect both sides. The easement will be recorded on the deed, but this "agreement" will be only with the Water Department. Bob stated that we need to come up with a draft and then reach out to the homeowners with the agreement. Scott stated he would work on this and get it to the admin and then get it out to the Board.

Pot Ash Brook Culvert: Scott stated there is a report from Tighe and Bond on all the culverts that were evaluated. In the findings they said that the culvert under Schofield Ave is grossly undersized, and the rail trail culvert is not up to size as well. This information has been sent to the Town Administrator's office as well for review of the culverts that concern them. Some action will need to be taken to address the culvert in our driveway. A discussion occurred about the need for action to be taken regarding the flooding due to the culvert not being able to handle the water capacity.

Findings of Water Sewer Infrastructure Committee: Scott stated that you all have a copy of the findings in your packet, and it was emailed out to you all. The Selectman have scheduled a joint meeting for Monday March 28th @ 6:30pm for us. If you can attend the more, we can have there the better. Also, I think that we could have a discussion regarding the culvert issue as well.

Warrant Articles: Scott stated if we are going seek a debt exclusion we need to know how much to try to exclude. Bob stated that I would wait till we have a better idea to come up with a number for the Debt Exclusion. The way I looked at it with the supply and demand issues it is going to be taking a while to get supplies. Pipe supply is currently looking at 20-26 weeks with the demand making it longer with the bidding process because of suppliers not being able to meet bidding deadlines. I was told that if I order pipe today the delivery date would be three (3) years out and there is a large price increase and no price guarantee. Bob I would think we need to have a conversation with Jeff Faulkner regarding the supply and demand and price increases and what the protocol and procedures are for this and there may be a delay and possibility of putting the easements on the Town Meeting with compensation, just a thought. Second possible article is the Pot Ash Brook Culvert issue regarding our driveway for culvert design, repair or anything related there to. It was originally stated for \$100,000.00 and George changed it to \$200,000.00. A discussion occurred about perhaps just budgeting for the design portion of the

culvert. Scott stated that at the last meeting we stated we wanted to move forward with the design. Bob states that perhaps we should put it out to bid just to see what we have; nothing has been signed with Tighe and Bond we are still waiting for a proposal. If we put it out to bid it just gives us some checks and balances.

Bob made a motion that we put the Engineering Services out to bid for design, Tom seconded, no further discussion, a vote was taken, passed unanimously.

Scott then asked if we must advertise or can we call Engineers, Bob stated we can do an invitation for bids, just send the proposal to a couple engineering companies. We can email the proposal, to the specific companies we are interested in. Scott stated that we will get the invitation to bid out. A discussion then occurred about the cost for Engineering costs and pulling from retained earnings. Bob stated that it should have been in the budget, but the information came after the budget was submitted. George is concerned because this involved DEP and the unknowns. Bob if you do it through your budget you can be utilized for anything, not tied to the design and engineering. A discussion occurred as to which/how is the best way to go, and the amount and time frame. George states that we are tight on the budget, can we take \$50,000.00 out of retained earnings and I will fix the bridge to be able to use it. Tom, can we put a line item on the budget now? Scott stated that we are too late for that, but I believe that there is line item for engineering for \$100,000.00 already. Bob so if we have that line item already there for Engineering for \$100,000.00, we can then supplement that at the Fall Town Meeting. Bob stated that this is maintenance of an item. Bob stated that you could pull back on the meters and use some of that money towards engineering costs, because I don't know that you can maintain the meter changeouts with all the other projects that are ongoing. You can wait till Fall Town Meeting to reallocate the money if needed for engineering or meters.

Connection Fee and Fee Structure: Scott stated we have the updated rate study and the impact on water sewer users over next five (5) years will be substantial, so we need to look at other solutions to help offset. Bob stated I think we should incorporate the fee structures at the same time as the rate hearings, we should look at it and come up with a new fee for new construction, new connections of changes. A discussion occurred about how to come up with a fee and charges and what it is associated with such as PFAS or simply a system development or infrastructure improvement fee and if it should be a percentage of the total cost of project or a fee. Also, included in the discussion was to if it was to include residential construction as well as commercial construction and change of use. Scott, we would have to create an account to have it earmarked. Bob stated yes you set up a specific account, System Development/Infrastructure Improvement. Bob DOR doesn't recognize the accounts; it is all internal accounting. This will be discussed during the next meeting at the Public Hearing under Water Sewer Rates Increases.

Bob, I make a motion that we add to the public hearing rate discussion the connection fee and fee structure for 4% System and Infrastructure fee dedicated to pay for infrastructure improvements, Tom seconded the motion, no further discussion, a vote was taken, all in favor, passed unanimously.

Scott then stated are we looking to raise our connection fees? Bob stated that you don't normally touch on them at a rate study, they are looked at separately and through the Asset Management Plan. Once we receive that we can then look at connection fees.

Policy for shut offs and non-repaired lines: Scott, I brought the policy book out and we really need to work on them. Bob, I don't if between George, Jen, and Brian they can come up with a draft for our

review. We can review and go through and make any recommendations. The ones that are listed are important and can be done rather quickly. Work on the ones that are listed below and then go from there. We will look to do that in mid-April meeting dealing with policies and procedures.

George stated that he is exploring Wells down at #6 and #3 for PFAS testing and Friday I have an appointment with Frank Sullivan and Jay Billings on Cortis Rd for possible new well sites. The other spots that I had in mind are still in the running, but this is the one that really sticks out and there is the land and area. Bob stated that we had brought up at one of the meetings about Jay Billings doing a proposal for us, is he working on that? George stated that yes, he is working on that information. Bob my concern is that we get our aquifer protection area delineated I would like to include all the areas.

Bob has one question after received the infrastructure committee report, I think we should look at the contract for Treatment Plant and look at the paving estimate versus trench repair and the rate payors footing that total bill. A discussion occurred regarding the paving of other projects and what has occurred.

Tom made a motion to adjourn, Bob seconded the motion, no further discussion, a vote was taken, passed unanimously, meeting adjourned at 8:25pm

Respectfully Submitted,
(From video recording)
Jennifer Cournoyer, Administrative Assistant