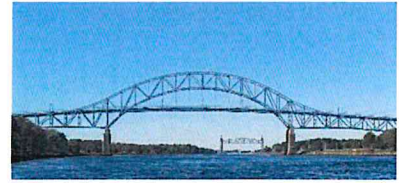


Board of Sewer Commissioners Policy Subcommittee Meeting



Minutes of the Meeting of October 7, 2021.

Present: Tim King, Interim Town Administrator, Glenn Cannon, Assistant Town Administrator, Helen Gordan, Environmental Partners, Tim Lydon, Town Engineer, Sewer Commissioners: Jared McDonald, Mary Jane Mastrangelo, George Slade.

MJ Mastrangelo called the meeting to order at 3:45 pm. It was acknowledged that there was no recording.

1. **Minutes:** August 5, 2021, September 9, 2021 were deferred as not all members were able to review the draft minutes.
2. **Board of Sewer Commissioners Policy Subcommittee Workshop**

There was general workshop discussion on four topics listed on the agenda: Sewer Development Charge, Sewer User Overage Fees, Commercial Wastewater Allocation Policy and Fees and Sewer Regulations including sewer fees.

There was discussion that the 2006 Fee Structure and the 2017 Fee Structure were somewhat disjointed and that a newly revised single document that combined all fees in one document, listed all fees and superceded prior fees would be beneficial.

There was discussion of the two \$1,500 fees: the 2006 Design Review and Construction Inspection Fee and the 2017 Application Fee. It was discussed that the 2006 Design Review and Construction Fee and 2017 Application Fee were just different names for the same fee and that there should just be one \$1,500 Design Review and Application Fee. There was some discussion that the Construction Inspection fee might be a separate fee in the future because of additional staff required for the inspection.

It was discussed that there was no formal process for new connections and that a flow chart that would describe the process for all applicants would be helpful.

There was discussion about a Sewer Development Charge for new connections that have not been connected in the past and also a New Infrastructure Charge for properties that have been connected in the past but are installing new infrastructure that will need to be maintained by the Sewer Department. There was discussion that both of these charges could be assessed as betterments.

There was discussion about the timeline for a new fee structure with the goal for a new fee structure to be in place when fees are set for FY23.

There were several major concepts discussed:

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- Making some interim incremental changes to overage fees and Allocation fees while a new rate structure is under consideration.
- Possibility of moving to quarterly billing next year to reduce the impact of increasing rates on users and improve cash flow to the sewer enterprise fund.
- Staffing and the need for dedicated leadership of a Sewer Department that could be a division of a Utilities Department that would possibly include wastewater, stormwater and water. A Utilities department would put the structure in place to grow with the expansion of the sewer system, oversight of alternative wastewater systems, the MS4/stormwater issues and perhaps the water districts if that was deemed desirable/feasible. Consideration for staffing in the upcoming budget was discussed.
- Training required for rain garden initiatives related to green communities.
- The need for an abatement policy.

Motion made by Jared MacDonald and seconded by George Slade to recommend to the Board of Sewer Commissioners to remove the duplication of the 2006 Design Review and Construction Fee and 2017 Application Fee to be one \$1,500 Design Review and Application Fee and to recalculate the Allocation Fee to be \$5 per 1 gpd (gallon per day) up to 1,000 gpd plus \$1 per gpd over 1,000 gpd and to combine the 2006 and 2017 fee schedules into one Fee Structure.

There was discussion that Glenn Cannon and Tim Lydon would work on the revised draft fee schedule to be proposed to the full Board of Sewer Commissioners (BOSC) at the next meeting.

There was discussion that the new fee structure would be a first reading but the BOSC could waive second and third readings if the new fee structure was acceptable, but if there were questions it would go through the three reading approval process.

It was also discussed that this fee structure is an interim fee structure until a new fee structure based on the input of the consultant could be established. The target date for the new fee structure is for the FY23 Sewer billing. It was noted that the incremental increase in overage charges was a first step in establishing equitable rates.

Motion passed 3-0-0/

3. Subcommittee organization – There was discussion that a Chair/Clerk combined position would make sense.
4. Correspondence – No Correspondence
5. Motion made by George Slade and seconded by Jared MacDonald to Adjourn. Motion passed 3-0-0. The meeting adjourned at 5:04 pm.

Respectfully submitted,

MJ Mastrangelo