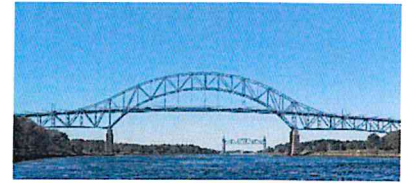


# Board of Sewer Commissioners

## Meeting Agenda



Date

January 30, 2024

Time

7:00 PM

Location

Bourne Community Center  
239 Main St., Buzzards Bay  
Or virtually (see information below)

*The Zoom chat will not be monitored. Participants who wish to speak must raise the hand icon until the Chair asks them to unmute. Note this meeting is being televised, streamed or recorded by Bourne TV. If anyone in the audience is recording or videotaping, they need to acknowledge such at this time.*

If anyone from the public wishes to access the meeting, they can do so by calling the following conference line:  
**1-929-205-6099**

**Zoom Meeting ID: 864 8518 4331**

**Password: SEWER**

All items within the meeting agenda are subject to deliberation and vote(s) by the Board of Sewer Commissioners.

### 7:00 P.M. Call Public Session to Order in Open Session

1. Moment of Silence to recognize our troops and our public safety personnel
2. Salute to the flag
3. Reading of the Vision and Mission Statements
4. Sewer Allocation Increase Request: 46 Holt Road
5. Discussion on 12 Kendall Rae Operational Allocation
6. Review and vote on the proposed FY25 Sewer Enterprise Budget – capital & operating
7. Extension of O&M contract for the WWTP with Weston & Sampson
8. DPW Director Report
9. Policy
  - a. Amend Rules and Regulations: Abatement procedures
  - b. Sewer Enterprise Fund Financial Policy
10. Minutes: 12/19/23
11. Correspondence
12. Future agenda items
13. Committee reports
14. Next meeting date: February 27
15. Adjourn

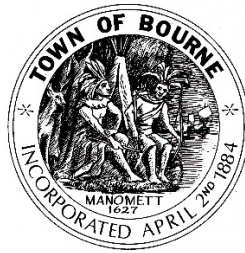
TOWN CLERK BOURNE

2024 JAN 26 PM 1:01

RECEIVED

*Reasonable accommodations for people with disabilities are available upon request. Please include a description of the accommodation you require, with as much detail as possible, and include a way we can contact you if we need more information. Please allow advance notice. Send an email to [kthut@townofbourne.com](mailto:kthut@townofbourne.com) or call the Town Administrator's Office at 508-759-0600 x1503*

# TOWN OF BOURNE



## Vision

Bourne is a proud community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community and the amenities that it affords. Bourne embraces excellent education, and offers to citizens a healthy, active lifestyle.

## Mission

Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable and secure coastline and environment for the enjoyment of residents and visitors. Through responsible and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.

**From:** [Merlin3](#)  
**To:** [Maria Simone](#)  
**Cc:** [Merlin Ladd](#)  
**Subject:** Attachment B General Sewer Service Application New form - fillable[2875]  
**Date:** Thursday, January 18, 2024 1:11:52 PM  
**Attachments:** [Attachment B General Sewer Service Application New form - fillable\[2875\].pdf](#)  
[ATT00001.htm](#)  
[Scan Nov 7, 2023 at 5.58 PM.pdf](#)  
[ATT00002.htm](#)

---

To

Maria Simone  
Administrative Assistant  
Town Administrator's Office  
Town of Bourne

And

Sewer Commission

Please take into consideration this new (amended) application for the address at 46 Holt Road Buzzards Bay.

We appreciated the Sewer Commission's original approval for three single residence (3 bedrooms each).

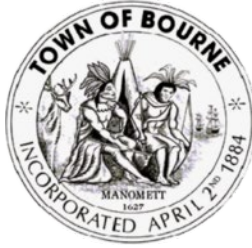
As I had erred with three individual residence's. Per Bourne DTD zoning single individual residences are not permissible.

We have since made many adjustments and are now proceeding (conservation approved and the final phase of DRC and Planning 1/23 & 1/25 final meetings) with two duplexes. This new total would be four individually owned private residences each with three bedrooms. We ask the Commission to grant LaddHomes LLC a fourth hook up into the sewer for the one additional 3 bedroom residence.

Thank You,  
Merlin Ladd  
LaddHomes LLC.

---

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

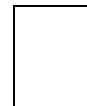


**Sewer Service Application Form**  
**Town of Bourne, Massachusetts**

**Section 1: General Information**

A. Applicant Name	<u>LADDHOMES LLC</u>
B. Applicant Address and Phone:	<u>28 RIVER'S EDGE EAST FALMOUTH</u> <span style="background-color: black; color: black;">[REDACTED]</span>
C. Is the Applicant the Property Owner?	Yes _____ No <u>X</u>
D. Property Owner Name	<u>BELL POINT LLC GRAMZO MEMA (MANAGER)</u>
E. Property Owner Address	<u>1536 MAIN ST</u>
F. Property Owner Mailing Address	<u>GLASTONBURY CT. 06033</u>
G. Property Owner Phone/Email	<span style="background-color: black; color: black;">[REDACTED]</span>
H. Building Contractor Name, Address, Phone, and License Number	<u>MERLIN LADD 138 SANDWICH ST PLYMOUTH</u> <u>MA 02360 CS-076480</u>
I. Licensed Drain Layer or Master Plumber Name, Address, Phone, and License Number	<u>MICHAEL GOLDEN 46 CHARLES ST</u> <u>WEST BRIDGEWATER MA 02379</u>
J. Source of Property Water Supply	<u>BUZZARDS BAY WATER DIST.</u>
K. Number of Residential Bedrooms	<u>4 UNITS EACH WITH 3 BEDROOMS TOTAL</u> <u>12 BEDROOMS</u>
L. Types of Plumbing Fixtures	
Kitchen Sink <u>1 EACH 4 TOTAL</u>	Water Closet <u>2 EACH TOTAL 8</u>
Lavatory <u>0</u>	Bath Tub <u>1 EACH TOTAL 4</u>
Laundry Tub <u>0</u>	Shower <u>1 EACH TOTAL 4</u>
Urinal <u>0</u>	Disposal <u>0</u>
M. Dig Safe #	<u>20232006229</u>
N. Water District/Department Connection (if applicable)	<u>BUZZARDS BAY WATER DIST.</u>

- O. Plans and Specifications for the proposed building sewer, as required, by the Planning Board checklist, are attached hereto (Refer to the Bourne Planning Board Department for the updated checklist)



- P. Connection Request:

Residential Connection less than 500 Gallons per Day (GPD)

Residential Connection greater than 500 GPD

Mixed Use/Commercial Change of Use or Increase in Flow

Industrial User

*Skip to Section 5.*

*Complete Sections 2, 3, and 5*

*Complete Sections 2, 3, and 5*

*Complete Sections 2 through 5*

## Section 2: Wastewater Allocation Form

- A. Location of Proposed Project (Address)

46 HOLT ROAD BUZZARDS BAY MA

Location of Proposed Project (Map and Parcel)

MAP 23.2 PARCEL156

- B. Is Applicant Leasing or Buying?

*If buying, attach Purchase & Sale*

Leasing \_\_\_\_\_ Buying X

- C. Is there an existing connection to the sewer system?

NO

- D. Description of Proposed Project

2 (2)UNIT DUPLEX FOR A TOTAL OF 4 RESIDENTIAL UNITS EACH HAVING 3 BEDROOMS

- E. Financing is in Place

\_\_\_\_\_ *Copy of Documentation Attached*

- F. Applicant has a letter of intent to finance

X *Copy Attached*

- G. Allocation Requested

- H. Any unusual characteristics of projected flow?

Yes \_\_\_\_\_ No X

If Yes, describe type of wastewater flow:

- I. Requested Amount Exceeds Available Allocation

Yes \_\_\_\_\_ No \_\_\_\_\_

### Section 3: General Commercial/Mixed Use

A. Company Name	LADDHOMES LLC
B. Facility Address and Phone:	28 RIVER'S EDGE RD. EAST FALMOUTH MA
C. Property Owner Name	BELL POINT LLC
D. Property Owner Address	1535 MAIN ST GLASTONBURY CT 06033
E. Property Owner Mailing Address	1535 MAIN ST GLASTONBURY CT 06033
F. Property Owner Phone/Email	
G. Name and Title of Corporate Officer Signing Application	MERLIN LADD JR MANGER
H. Name and Title of Facility Manager	MERLIN LADD III
I. Name and Title of Employee Responsible for Wastewater Discharge	
J. Type of Business:	PRIVATE RESIDENTIAL X 4
K. Principle Product or service:	PRIVATE RESIDENTAIL X 4
L. Describe Operation and Activities of Facility	NO OPERATIONS OR ACTIVITIES JUST WHAT IS TYPICALLY ASSOCIATED WITH RESIDENTAIL HOME
M. Describe any factors affecting operation (Seasonal production, scheduled shutdown, peak operation, batch operation, etc.)	
N. Number of Employees	

## Section 4: Industrial Users

A. Standard Industrial Classification Code (SIC) and/or North American Industry Classification System (NAICS) Code \_\_\_\_\_

B. List all raw materials used in the operation  
*Attach additional pages if necessary* \_\_\_\_\_

C. List any flammable, combustible, or explosive substances which are stored, utilized, or produced at this facility: *Attach additional pages if necessary*

D. List any hazardous substances, SDS sheets (as defined in 310 CMR 30.00), which are stored, utilized, or produced at this facility: *Attach additional pages if necessary*

E. Describe all measures which are taken to isolate those areas of the facility where the substances listed in Item C. and D. are stored, utilized, or produced. In particular, list efforts to prevent the discharge of these substances to the sewer system (*attach additional pages if necessary*):

F. Is there a Spill Prevention Plan? Yes \_\_\_\_\_ → **Attach Copy** No \_\_\_\_\_

G. Attach copies of Statement of Violation Penalties issued to the Industrial User Attached \_\_\_\_\_ Not Applicable \_\_\_\_\_

H. Name and Title of Employee Responsible for Wastewater Discharge

I. List the size, location, average daily flow and maximum daily flow of all connections to the sewer system. *Note: The maximum daily flow listed will be considered the maximum day permitted flow, if this application is accepted; attach additional pages if necessary*

- J. List all other methods of wastewater disposal (e.g. direct to waterbody or ground, waste hauling service). *Attach additional pages if necessary.*

K. Baseline Monitoring Report

Attached \_\_\_\_\_ Date Completed \_\_\_\_\_

*Note: The Department requires that an applicant for an industrial connection permit submit a "Baseline Monitoring Report" which shall be prepared by a Professional Civil Engineer, registered in the Commonwealth of Massachusetts, in accordance with the U.S. EPA "General Pretreatment Regulations for Existing and New Sources of Pollution" (40 CFR 403, as amended). The completed Baseline Monitoring Report shall be reviewed by the Manager of the facility from which the wastewater is discharged and the Manager of the facility shall certify in writing that "all sampling for the Report was performed under normal operating conditions at the Facility, particularly with regard to the quantity and characteristics of the wastewater which was generated during the sampling."*

- L. Operating Parameter Ranges of Wastewater Effluent (% ranges if not operational yet):

	Effluent Range	Efficiency Removal (%)
pH		
Temperature		
BOD (mg/L)		
TSS (mg/L)		
Oil & Grease (mg/L)		

- M. Attach copies of the results of all analyses conducted on the wastewater (raw and pretreated) over the past two years.

Attached \_\_\_\_\_ Not Applicable \_\_\_\_\_

- N. Describe any proposed or existing pretreatment which this wastewater will receive prior to discharge. If this is a proposed process or modification to an existing process, attach a copy of the design report prepared by a Professional Civil Engineer, registered in the Commonwealth of Massachusetts, including a detailed flow schematic, plans, and specifications.



## Section 5: Certification

In consideration of granting this permit, the undersigned agrees:

1. To accept and abide by all provisions of "Sewer Use Regulations" of the Town of Bourne, Massachusetts and of all other pertinent rules and regulations that may be adopted in the future.
2. That no person shall excavate, construct, effect, maintain, modify, or use any sewer connection or extension without a currently valid permit from the Town of Bourne. The permit must be "in-hand" before work can commence.
3. To pay all the cost of said particular sewer and its connection with the public sewer in said street, including all labor and materials or any other expense incurred necessary for proper construction of said particular sewer as determined by the Sewer Commission.
4. To maintain the building sewer at no expense to the Town.
5. For himself, his heirs, devisees and assigns, that the said Department of Public Works shall have access at all reasonable hours, to the said premises, to see that all the laws, rules, and regulations relating to the sewer are complied with.
6. To notify the Superintendent when the building sewer is ready for inspection and connection to the public sewer, but before any portion of the work is covered. Notice of two (2) business days shall be provided to the Superintendent.
7. That construction of the sewer connection will be completed within ninety (90) days of issuance of this permit.

Signed: \_\_\_\_\_



Applicant's Name: LADDHOMES LLC (MERLIN LADD) Date: 01/18/2024

**DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY**

Total Fee Paid: \_\_\_\_\_

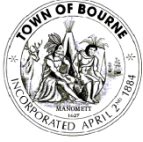
Street Opening Permit \_\_\_\_\_ Valid Bond and Insurance \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Permit Number \_\_\_\_\_ Expires \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_



TIMOTHY P LYDON, SIT,  
CFM  
ENGINEERING TECHNICIAN

# TOWN OF BOURNE *ENGINEERING DEPARTMENT*

TOWN HALL  
24 PERRY AVE.  
BUZZARDS BAY, MA 02532  
PHONE: 508-759-0600 x1345 • FAX: 508-759-8026  
Email: tlydon@townofbourne.com



January 26, 2024

RE: Preliminary Allocation Fee for pending sewer application  
LOCUS: 46 Holt Rd, Map 23.2 Parcel 156.00  
FROM: Timothy Lydon, Bourne Engineering Department  
TO: Board of Sewer Commissioners (BOSC)  
Ladd Homes, LLC  
Bell Point, LLC

**Subject:** Amend Preliminary Allocation

Based on the most recently adopted Town of Bourne Sewer Use Rules & Regulations dated August 30, 2022 and outlined under Section 5.3 and 6.1 and further described in Attachment C (the fee schedule) the Engineering Department has provided the following fee breakdown.

**Application and Design Review Fee:** *COMPLETE (Twice received May 22, 2023 and also January 2024)*

**Preliminary Allocation Fee:** Per the Bourne Sewer Regulations Sewer System Fee Structure, the proposed 1320 gallons per day (GPD) is assessed to cost **\$5,320** total (minus a previously approved allocation of 990 gpd that has been paid) using the following formula:

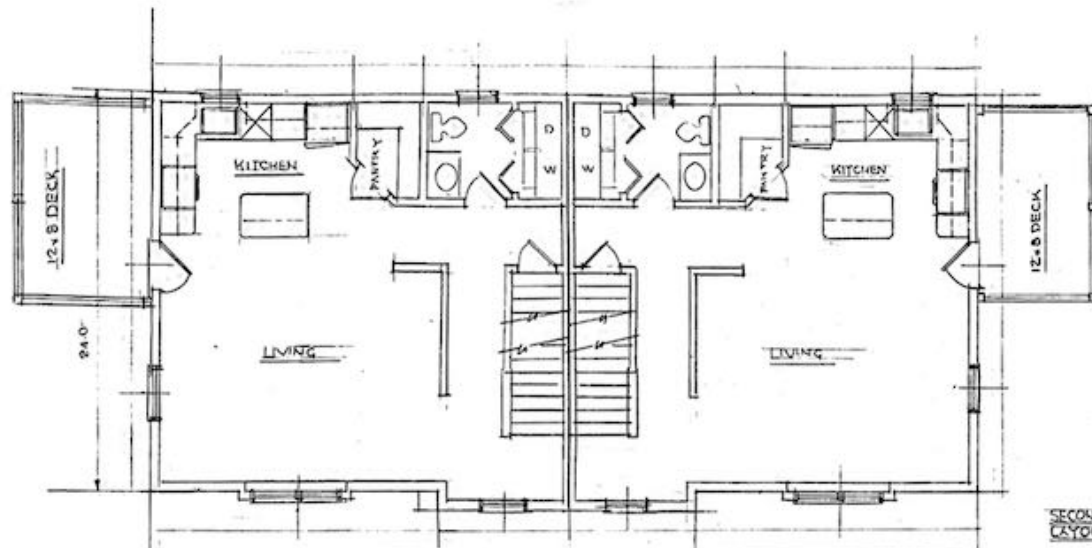
*990 gpd x \$5.00 = \$4,950 Previously Paid; plus 10 gpd x \$5.00 and 320 gpd x \$1.00 = \$370 due*

Per Section 5.3, projects not complete but have been granted Allocation by vote of the Board, shall be considered Preliminary Allocations. Per Section 5.3.4 §1b, the preliminary allocation fee is due within 30 days of the Boards approval. The developer or owner of such projects should have come before the Board within six months to meet the requirements for a Preliminary Allocation as stated in Section 5.3 herein and to pay the Preliminary Allocation Fee described herein minus the amount of fees paid previously.

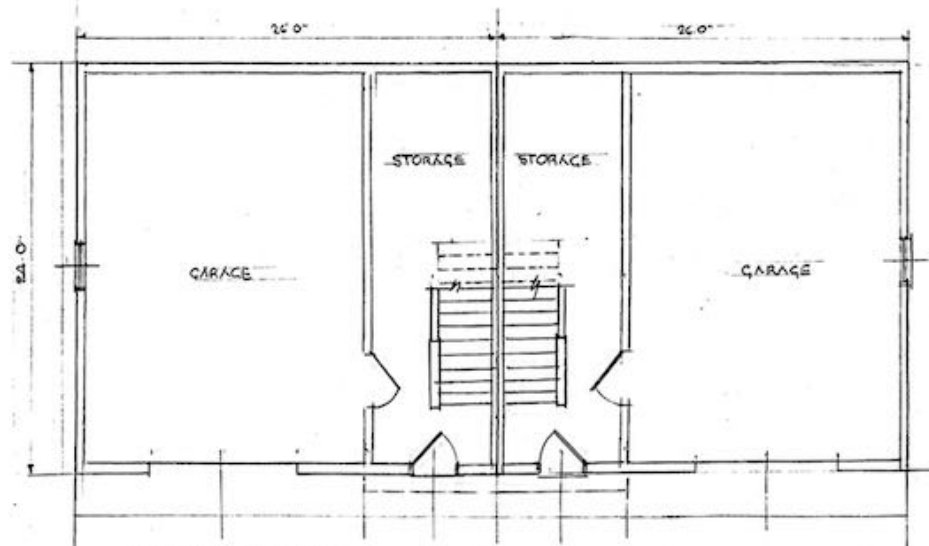
**Residential Connection:** *\$400 (\$100 per unit) due prior to Building Permit issuance*

**Sewer System Development Charge:** *\$21,846.75 (\$75 x 254.49' frontage plus \$11,500 x 0.2389 Acres)*

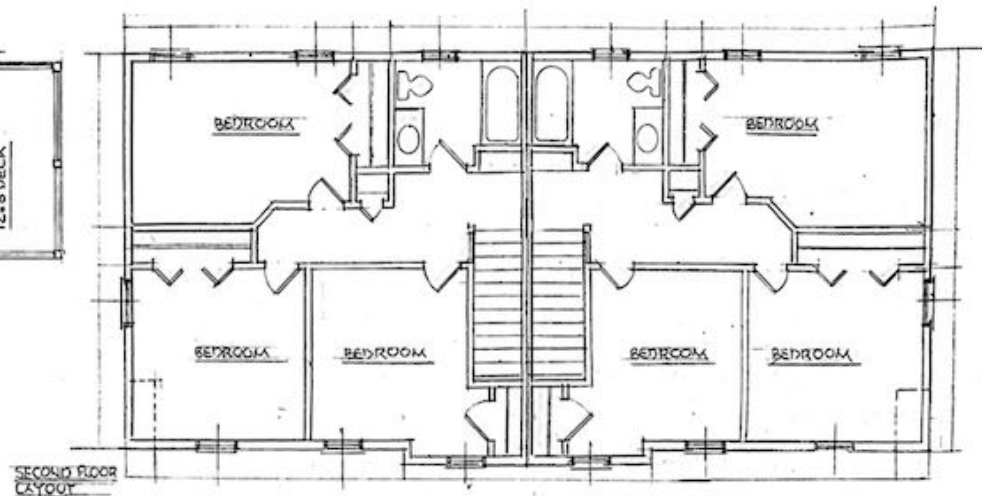
Please see the relevant sections of the Sewer Regulations if you may have any questions.



MAIN FLOOR LAYOUT



GROUND LEVEL LAYOUT



SECOND FLOOR LAYOUT



FRONT ELEVATION

ARCHITECTURAL SERVICES  
774.327.3728



BRUCE WAYNE DEVLIN  
DESIGN

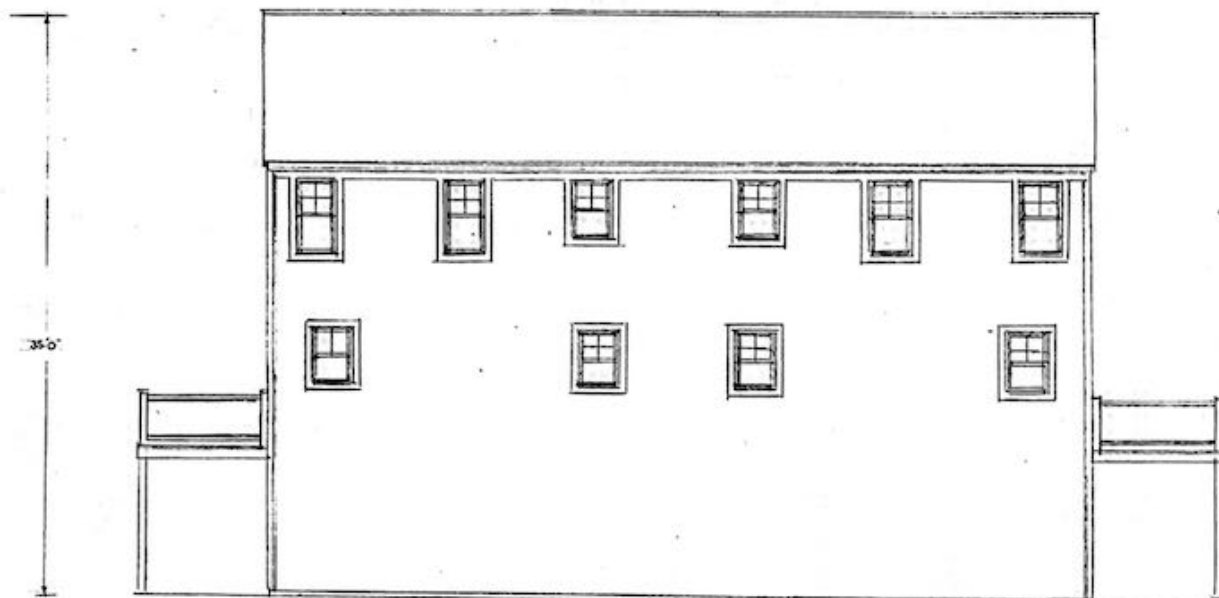
AI

SCALE: 3/8" = 1'-0"  
NOV-2012

CAD HOMES LLC



RIGHT ELEVATION



REAR ELEVATION

<b>FISCAL 2024 &amp; 2025 SOURCES &amp; USES OF FUNDS</b>				
	<b>FY24 Proposed Budget TRR</b>	<b>Proposed Budget 2025</b>	<b>\$ Increase / Decrease over Prior Year</b>	<b>% Increase / Decrease over Prior Year</b>
<b>SEWER REVENUES</b>				
<b><u>Revenues</u></b>				
Retained Earnings	\$ 150,000	\$ -	\$ (150,000)	-100.00%
Retained Earnings for Articles	-	-	-	100.00%
Sewer Enterprise Revenues	1,708,968	1,763,202	54,234	3.17%
<b>Total Revenues</b>	<b>\$ 1,858,968</b>	<b>\$ 1,763,202</b>	<b>\$ (95,766)</b>	<b>-5.15%</b>
<b>SEWER EXPENSES</b>				
<b><u>Expenditures</u></b>				
Salaries & Wages	\$ 205,940	\$ 226,050	\$ 20,110	9.76%
Expenses	1,396,025	1,275,388	(120,637)	-8.64%
General Fund Admin. Fees	157,003	161,764	4,761	3.03%
<b>Total Operating Budget</b>	<b>1,758,968</b>	<b>1,663,202</b>	<b>(95,766)</b>	<b>-5.44%</b>
<b><u>Off Budget Expenditures</u></b>				
Reserve Fund	100,000	100,000	-	0.00%
<b>Total Off Budget Expenditures</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>0.00%</b>
<b>Grand Total Expenses</b>	<b>\$ 1,858,968</b>	<b>\$ 1,763,202</b>	<b>\$ (95,766)</b>	<b>-5.15%</b>

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

442 - SEWERAGE COLLECTION & DISPOSAL								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5100 - PERSONAL SERVICES								
5111	SALARIES - DEPT.HEADS	0.00	0.00	12,500.00	1,471.17	25,000.00	12,500.00	100.00%
5112	SALARIES - SUPERVISORS/ADM.SEC	13,047.00	13,272.31	14,135.00	6,073.98	15,330.00	1,195.00	8.45%
5116	SALARIES - LABORERS	134,594.00	127,563.85	137,505.00	57,948.66	144,570.00	7,065.00	5.13%
5130	OVERTIME - WAGES	40,000.00	29,954.12	40,000.00	19,970.92	40,000.00		0.00%
5141	LONGEVITY	1,500.00	850.00	1,500.00	850.00	850.00	-650.00	-43.33%
5190	INCENTIVE PAY	300.00	0.00	300.00		300.00		0.00%
	<b>Total</b>	189,441.00	171,640.28	205,940.00	86,314.73	226,050.00	20,110.00	9.76%
5200 - PURCHASE OF SERVICES								
5211	ENERGY - ELECTRICITY	70,048.00	78,241.71	130,000.00	53,320.89	120,000.00	-10,000.00	-7.69%
5213	ENERGY - OTHER FUELS	1,000.00	740.83	1,000.00	299.37	1,000.00		0.00%
5230	NON-ENERGY - WATER	750.00	497.61	750.00	79.35	750.00		0.00%
5240	R&M - BLDGS & GROUNDS	300.00	376.00	300.00		300.00		0.00%
5242	R&M - LIGHT TRUCKS	1,000.00	1,607.78	1,000.00	49.39	1,000.00		0.00%
5248	R&M - MACH.& EQUIP (BY OTHER)	30,000.00	12,551.21	30,000.00	6,607.73	30,000.00		0.00%
5273	RENTALS - HEAVY EQUIPMENT	2,500.00	50.00	2,500.00		2,500.00		0.00%
5274	RENTALS - UNIFORMS	550.00	660.38	550.00		550.00		0.00%
5304	SERVICES - CONSULTANTS	25,000.00	8,898.00	25,000.00		25,000.00		0.00%
5315	SERVICES-LEGAL,OUTSIDE COUNSEL	5,000.00	227.88	5,000.00	3,117.84	5,000.00		0.00%
5318	SERVICES-WASTE REMOVAL & DISPO	430,757.00	430,756.25	441,526.00		452,564.00	11,038.00	2.49%
5340	COMMUNICATIONS - TELEPHONE	2,000.00	1,265.00	2,000.00	363.58	2,000.00		0.00%
5341	COMMUNICATIONS - POSTAGE	900.00	0.00	900.00		900.00		0.00%
5342	COMMUNICATIONS - PRINTING	300.00	159.65	300.00	332.71	300.00		0.00%
5351	WWTF CONTRACTED SERVICES	246,000.00	244,332.53	92,800.00	117,823.95	92,800.00		0.00%
5352	WWTF CHEMICALS	0.00	0.00	12,000.00	855.00	12,000.00		0.00%

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

442 - SEWERAGE COLLECTION & DISPOSAL								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5200 - PURCHASE OF SERVICES								
5353	WWTF OUTSIDE SVCS/SLUDGE REMOV	0.00	0.00	12,000.00		80,000.00	68,000.00	566.66%
5354	WWTF SCADA/FIBER COMMUNICATION	0.00	0.00	28,900.00	438.64	28,900.00		0.00%
Total		816,105.00	780,364.83	786,526.00	183,288.45	855,564.00	69,038.00	8.77%
5400 - SUPPLIES								
5420	OFFICE SUPPLIES - GENERAL	150.00	521.70	150.00	72.49	150.00		0.00%
5432	BLDG./EQUIP.SUPP.- TOOLS	5,000.00	2,011.11	5,000.00	236.05	5,000.00		0.00%
5451	HAZARDOUS MATERIAL EQUIP	4,000.00	0.00	4,000.00	589.64	4,000.00		0.00%
5481	VEH.SUPP.- DIESEL	4,200.00	2,740.51	4,200.00	443.24	4,200.00		0.00%
5484	VEH.SUPP.- PARTS	2,500.00	1,639.23	2,500.00		2,500.00		0.00%
5485	VEH.SUPP.- REG.INSPECTIONS	350.00	0.00	350.00		350.00		0.00%
5584	OTHER SUPP.- PROTECTIVE CLOTH.	4,500.00	2,240.15	4,500.00	2,000.00	4,500.00		0.00%
Total		20,700.00	9,152.70	20,700.00	3,341.42	20,700.00		0.00%
5700 - OTHER CHARGES AND EXPENDITURES								
5760	CAPITAL ASSESSMENT - TOWN OF W	224,030.00	224,028.88	329,306.00		134,550.00	-194,756.00	-59.14%
5781	LICENSE REIMBURSEMENT	375.00	100.00	375.00		375.00		0.00%
Total		224,405.00	224,128.88	329,681.00		134,925.00	-194,756.00	-59.07%
5800 - CAPITAL OUTLAY								
5870	REPLACEMENT EQUIPMENT	100,000.00	132,672.84	90,000.00	69,478.79	90,000.00		0.00%
5871	NEW EQUIPMENT	5,000.00	0.00	5,000.00		15,000.00	10,000.00	200.00%
Total		105,000.00	132,672.84	95,000.00	69,478.79	105,000.00	10,000.00	10.52%
5900 - PERMANENT DEBT SERVICE								
5910	PRINCIPAL LONG TERM DEBT	10,000.00	10,000.00	107,078.00		109,188.00	2,110.00	1.97%
5915	INTEREST-LONG-TERM DEBT	1,400.00	1,400.00	57,040.00	30,741.76	50,011.00	-7,029.00	-12.32%
Total		11,400.00	11,400.00	164,118.00	30,741.76	159,199.00	-4,919.00	-2.99%

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

442 - SEWERAGE COLLECTION & DISPOSAL								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
	SEWERAGE COLLECTION &	1,367,051.00	1,329,359.53	1,601,965.00	373,165.15	1,501,438.00	-100,527.00	-6.27%



# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

947 - MISCELLANEOUS								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5700 - OTHER CHARGES AND EXPENDITURES								
5798	RESERVE FUND	0.00	0.00	100,000.00		100,000.00		0.00%
Total		0.00	0.00	100,000.00		100,000.00		0.00%
MISCELLANEOUS Total		0.00	0.00	100,000.00		100,000.00		0.00%

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

990 - TRANSFERS								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5961 - TRANSFER TO GENERAL FUND								
9000	DIRECT EXPENSE	0.00	153,587.00	0.00	157,003.00			0.00%
	Total	0.00	153,587.00	0.00	157,003.00			0.00%
5963 - TRANSFERS TO CAPITAL PROJECTS								
9000	DIRECT EXPENSE	0.00	0.00	0.00				0.00%
	Total	0.00	0.00	0.00				0.00%
5966 - TRANSFERS TO TRUST & AGENCY								
9000	DIRECT EXPENSE	0.00	30,000.00	0.00	30,000.00			0.00%
	Total	0.00	30,000.00	0.00	30,000.00			0.00%
5967 - TRANS TO CAP PROJ GEN FD 30								
9000	DIRECT EXPENSE	0.00	0.00	0.00				0.00%
	Total	0.00	0.00	0.00				0.00%
5978 - TRANSFER FROM BOND PREMIUM								
9000	DIRECT EXPENSE	0.00	0.00	0.00				0.00%
	Total	0.00	0.00	0.00				0.00%
5980 - TRANSFERS OUT								
9000	DIRECT EXPENSE	0.00	0.00	0.00				0.00%
	Total	0.00	0.00	0.00				0.00%
5983 - TRANSFER FROM RET EARNINGS								
9000	DIRECT EXPENSE	0.00	0.00	0.00				0.00%
	Total	0.00	0.00	0.00				0.00%
5984 - TRANSFER FROM RESERVE FOR EXPE								
9000	DIRECT EXPENSE	0.00	0.00	0.00				0.00%
	Total	0.00	0.00	0.00				0.00%

TOWN OF BOURNE

Expenditure Budget Report

2025 Town Budget

990 - TRANSFERS								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
TRANSFERS Total		0.00	183,587.00	0.00	187,003.00			0.00%

# TOWN OF BOURNE

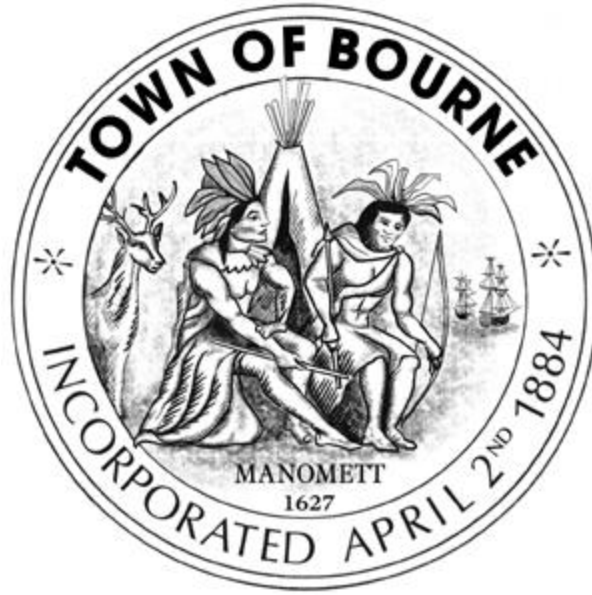
## Expenditure Budget Report

### 2025 Town Budget

991 - TRANSFER TO GENERAL FUND								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5920 - INTERFUND TRANSFERS								
5922	TRANSFER OF AVAILABLE FUNDS	0.00	0.00	0.00				0.00%
Total		0.00	0.00	0.00				0.00%
TRANSFER TO GENERAL FUND		0.00	0.00	0.00				0.00%
SEWER ENTERPRISE Total		1,367,051.00	1,512,946.53	1,701,965.00	560,168.15	1,601,438.00	-100,527.00	-5.90%
Grand Total		1,367,051.00	1,512,946.53	1,701,965.00	560,168.15	1,601,438.00	-100,527.00	-5.90%

### Sewer Enterprise Fund Analysis

	11.29.2022 Voted	Updated Calamar Users 1st half	Updated Calamar Users 2nd Half	Prelim FY25
<u>Expenses:</u>	2023	2024	2024	2025
Salaries	\$189,441	\$193,440	\$205,940	\$226,050
Purchase of Services	99,348	179,300	199,300	189,300
Supplies	20,700	20,700	20,700	20,700
Other Charges & Exps	375	375	375	375
Capital Outlay	95,000	47,500	95,000	105,000
Capital Outlay reduction				
Transfer to General Fund				
Debt Service	11,400	164,118	164,118	159,199
Reserve Fund	50,000	100,000	100,000	100,000
Wareham Operating Charge	430,757	441,526	441,526	452,564
Wastewater Facility Operating Cost	246,000	92,800	92,800	92,800
WWTF Chemical		12,000	12,000	12,000
WWTF Outside Services/Sludge Removal		12,000	12,000	80,000
WWTF SCADA/Fiber Communications		28,900	28,900	28,900
Wareham Capital Charge	188,478	295,008	295,008	101,505
EQ Basins	35,552	34,298	34,298	33,045
Indirect Expenses	153,587	157,003	157,003	161,764
<b>Total Expenses</b>	<b>\$1,520,638</b>	<b>\$1,778,968</b>	<b>\$1,858,968</b>	<b>\$1,763,202</b>
<u>Revenues:</u>				
Sewer Betterment Receipts	0	0	0	0
Betterment Payoffs	0	0	0	0
System Development Revenues/Prior Year Ret. Earnings	0	0	0	0
Retained Earnings	74,000	150,000	150,000	
Miscellaneous Dept Revenue & Interest	35,000	35,000	35,000	35,000
GF Reserve Fund Transfer				
Sewer User fees				
Est. Overage fees	162,500	227,500	227,500	260,000
<b>Sub-total</b>	<b>271,500</b>	<b>412,500</b>	<b>412,500</b>	<b>295,000</b>
<b>Amount Needed</b>	<b>1,249,138</b>	<b>1,366,468</b>	<b>1,446,468</b>	<b>1,468,202</b>
<b>Users</b>	<b>1070</b>	<b>1143</b>	<b>1226</b>	<b>1226</b>
<b>Per Unit Sewer Charge</b>	<b>\$1,167</b>	<b>\$1,196</b>	<b>\$1,180</b>	<b>\$1,198</b>
<i>Increase from PY</i>		<b>\$28</b>	<b>\$16</b>	<b>\$18</b>
		<b>2.04%</b>	<b>1.31%</b>	<b>1.50%</b>



# **Sewer Department Fiscal Year 2025 Capital Improvement Program**

- 1. 2024 Regular Cab, 4X4 Ford F250**

**Town of Bourne**  
**Fiscal Year 2025 Capital Outlay Program Requests**

**Department: Sewer**

**Five Year Capital Project Cash Flow**

<b>Project Name</b>	<b>Estimated Total Cost</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>
2024 Regular Cab, 4X4 Ford F250 - <i>Replacement for M-9</i>	\$ 51,137.00	\$ 51,137.00	\$ -	\$ -	\$ -	\$ -
W.W.T.F Trash Tank Repair	T.B.D.		\$ -	\$ -	\$ -	\$ -
Upgrade SCADA System for Pump Stations	\$ 75,000.00	\$ -	\$ 75,000.00	\$ -	\$ -	\$ -
Replace Transfer Pumps at WWTF	\$ 60,000.00	\$ -	\$ 60,000.00		\$ -	\$ -
Replace M-7 2016 F450 Utility Crane Truck	\$ 175,000.00	\$ -	\$ -	\$ -		\$ 175,000.00
Residential Grinder Pump Replacement and Electrical Upgrades at Taylor's Point	\$ 432,000.00	\$ -			\$ 432,000.00	\$ -
Replace Pumps and Controllers at Lift Stations	\$ 80,000.00	\$ -	\$ -	\$ 80,000.00		\$ -
Replace Air Relief Valves and Associated Piping in Vaults	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00
			\$ -			
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 908,137.00</b>	<b>\$ 51,137.00</b>	<b>\$ 135,000.00</b>	<b>\$ 80,000.00</b>	<b>\$ 432,000.00</b>	<b>\$ 210,000.00</b>

CAPITAL IMPROVEMENT PROGRAM  
EQUIPMENT PURCHASE OR RENTAL REQUEST

DEPARTMENT *Sewer*  
FY 25

Information should be as specific as possible including detailed equipment description, specific dollar amounts and how cost estimates have been determined (bid list, 3 quotes, etc.)

**NAME OF EQUIPMENT NAME:**  
*2024 Regular Cab, 4X4 Ford F250*

**REQUESTING DEPARTMENT:**  
*Sewer*

**FORM OF ACQUISITION** (Purchase, Lease or Rental):  
*Purchase*

**NUMBER OF ITEM(S): REPLACEMENT      NEW**  
*One (1)*

Describe each Replaced Item: Inventory Number, Year, Make, Model, Serial Number, Years of Service, and Mileage or engine Hours.

*2008 Regular Cab 4X4 Ford F250*

*VIN# 1FTNF21508EC82438*

*Fourteen (14) Years of Service*

*Mileage 63,452*

**NEW EQUIPMENT DESCRIPTION:** Make, model, year and description of function:

*2024 Regular Cab, 4X4 Ford F250*

*This vehicle performs the day to day operations of the sewer collection system. This piece of equipment also performs snow removal and may be fitted with a nine (9) foot plow.*

**NUMBER OF UNITS REQUESTED:** *One (1)*

How many units of this equipment are currently in the department?

*Two (2)*

How many units of this equipment will there be if this equipment is acquired?

*Two (2)*

**DESCRIPTION OF NEED AND JUSTIFICATION**

Describe how this equipment is used.

*The vehicle transports sewer staff and equipment within the sewer collection system on a daily basis. This vehicle is also necessary for the emergency response to sewer issues.*

Describe why the equipment needs to be acquired or replaced.

*The current F250 has substantial frame failure. At the current time, DPW does not feel the vehicle is fit for snow plowing duty and is expected to fail the MA vehicle inspection this year.*



**CAPITAL IMPROVEMENT PROGRAM  
EQUIPMENT PURCHASE OR RENTAL REQUEST**

Describe impact on the department if the equipment is not acquired.

*The sewer department will be limited to one (1) vehicle for emergency response and operations. At this time, DPW is having difficulty acquiring snow plow contractors. Not replacing this vehicle will also short the department a piece of needed winter equipment.*

**EQUIPMENT USEFUL LIFE (Years)**

*Fourteen (14) Years*

Describe the useful life of the equipment and any factors which might extend or shorten the useful life of the equipment.

*The useful life of this vehicle may be extended by routine maintenance and monitoring driver operation. Unforeseen mechanical issues, frame failures, snow removal related wear, and accidents may factor into a shortened useful life.*

**ACQUISITION COSTS (Attach estimates or supporting documentation)**

Purchase Price or Annual Rental (per unit and total)

*2024 Regular Cab, 4X4 Ford F250* *\$ 51,137.00*

Plus: Installation or other costs (per unit and total)

*\$ 0.00*

Less: Trade-in or discount (per unit and total)

*\$ 0.00*

Net Purchase Cost or Annual Rental (per unit and total)

***\$ 51,137.00***

**NUMBER OF SIMILAR ITEMS CURRENTLY IN TOWN**

Are there other Town Departments that have equipment that could fulfill this need?

*No*

If yes, please explain need.

**RECOMMENDED DISPOSITION OF REPLACED ITEM(S)**

Use by Other Agencies, Trade-In, Salvage, Sale – Specify use if applicable.

*DPW will offer this vehicle to ISWM.*

**EQUIPMENT FUNDING SOURCES**

Are there any specific funding accounts or grants that can be used for this equipment\purpose?

*No*

Please describe specific funding sources with dollar amounts for all proposed funding sources.

*\$51,137.00 from Sewer Free Cash*

**REVENUE GENERATED BY EQUIPMENT**

Does your department generate revenue related to this equipment? *No* If so, describe the current department revenue and expenses and how the equipment acquisition will impact revenue and expenses.

CAPITAL IMPROVEMENT PROGRAM  
EQUIPMENT PURCHASE OR RENTAL REQUEST

Will current revenue be lost if the equipment is not acquired?

*No*

What is the estimated payback (in years) on the equipment?

*N/A*

**IMPACT ON OPERATING & MAINTENANCE COSTS:**

Are there any additional salaries, operating or maintenance costs expected with request?

*No*

**PRIORITY**

Please describe and rank the priority of this capital expenditure based on your perception of the importance of the equipment for your department and the Town in terms of both operating and capital budget needs.

*One (1). At this time, this is the only capital request being presented by the Sewer Department. Limiting the department to single vehicle may impact emergency response as well as snow removal operation for the entire town*

Also, please rank the project based on the criteria approved by the Capital Outlay Committee.

*N/A*

Has this equipment been included as a request in prior five-year capital improvement plans?

*No*

Has this project previously been deferred as a prior year request?

*No*

If yes, have there been any impacts from this deferral.

*N/A*

Will the requested equipment have a positive impact or effect of the environment?

*Yes*

If yes, please explain.

*Fuel economy has seen improvement in newer vehicles*

Other comments:

*The Sewer Department recommends purchase of the plow and vehicle accessories necessary for snow removal from other sources within the DPW dedicated to snow and ice.*

# **Department of Public Works** **FY25 Summary of Proposed Capital Costs**

**Equipment:** Purchase 2024 Regular Cab, 4X4 Ford F250

Itemized Request (A)	Quantity	Cost per	Total
<b>2024 F250 4X4 Regular Cab</b> - Includes 6.8 V8 Engine, Receiver Hitch, SYNC, Power Equipment Groups and Trailer Brake Controller	1	\$ 45,905.00	\$ 45,905.00
Color Yellow AT Safety	1	\$ 646.80	\$ 646.80
All Terrain Tires	1	\$ 161.70	\$ 161.70
Running Boards	1	\$ 313.00	\$ 313.00
Upfitter Switches	1	\$ 161.70	\$ 161.70
Dual Battery	1	\$ 205.80	\$ 205.80
410 Amp Alternator	1	\$ 112.70	\$ 112.70
Roof Mounted Whelen Mini Liberty Lightbar	1	\$ 1,195.00	\$ 1,195.00
<b>Total (A)</b>			<b>\$ 48,701.70</b>
<b>Contingency 5% (B)</b>			<b>\$ 2,435.09</b>
<b>Total Request (A+B)</b>			<b>\$ 51,136.79</b>



# ESTIMATE

Date : 12/06/2023

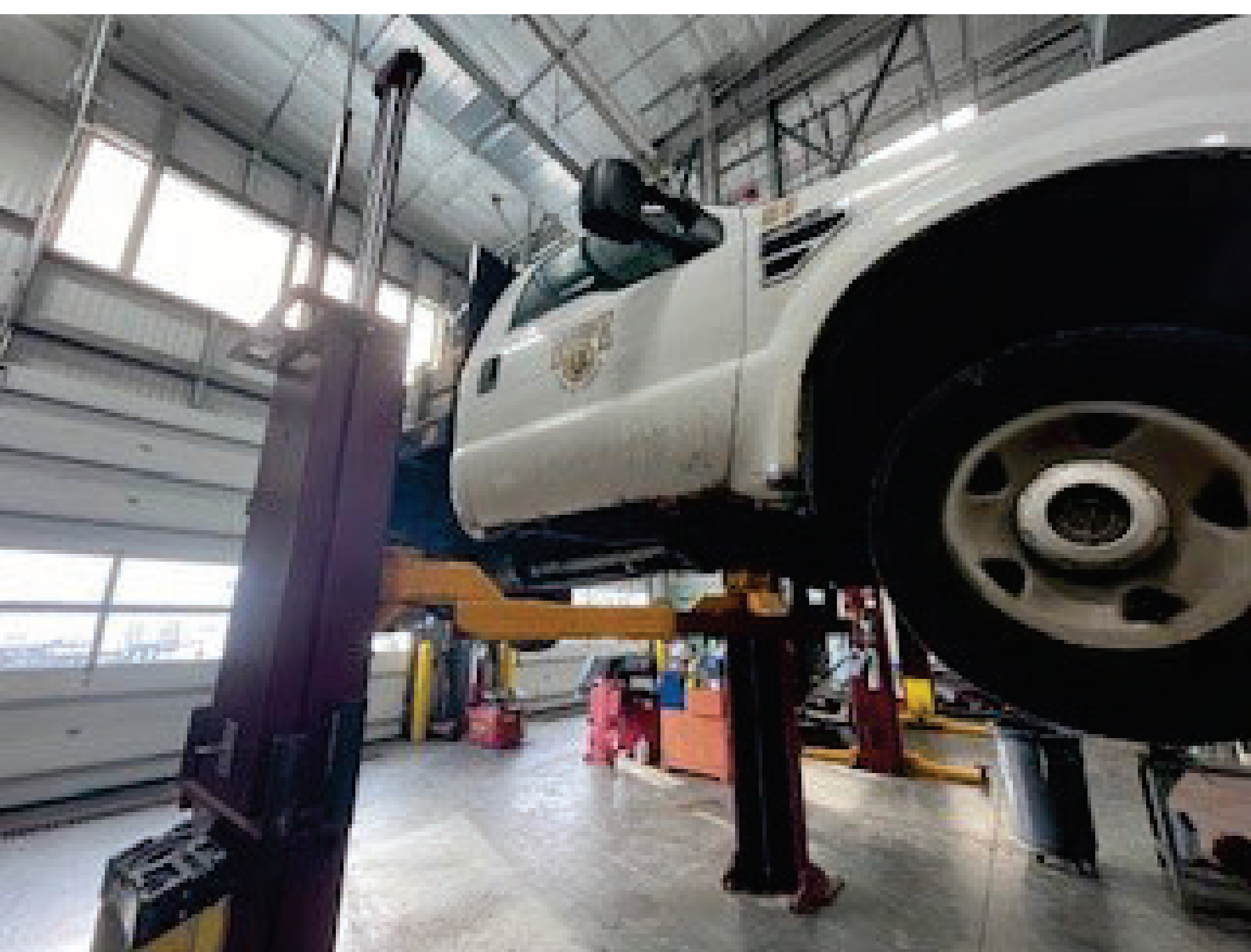
Customer ID

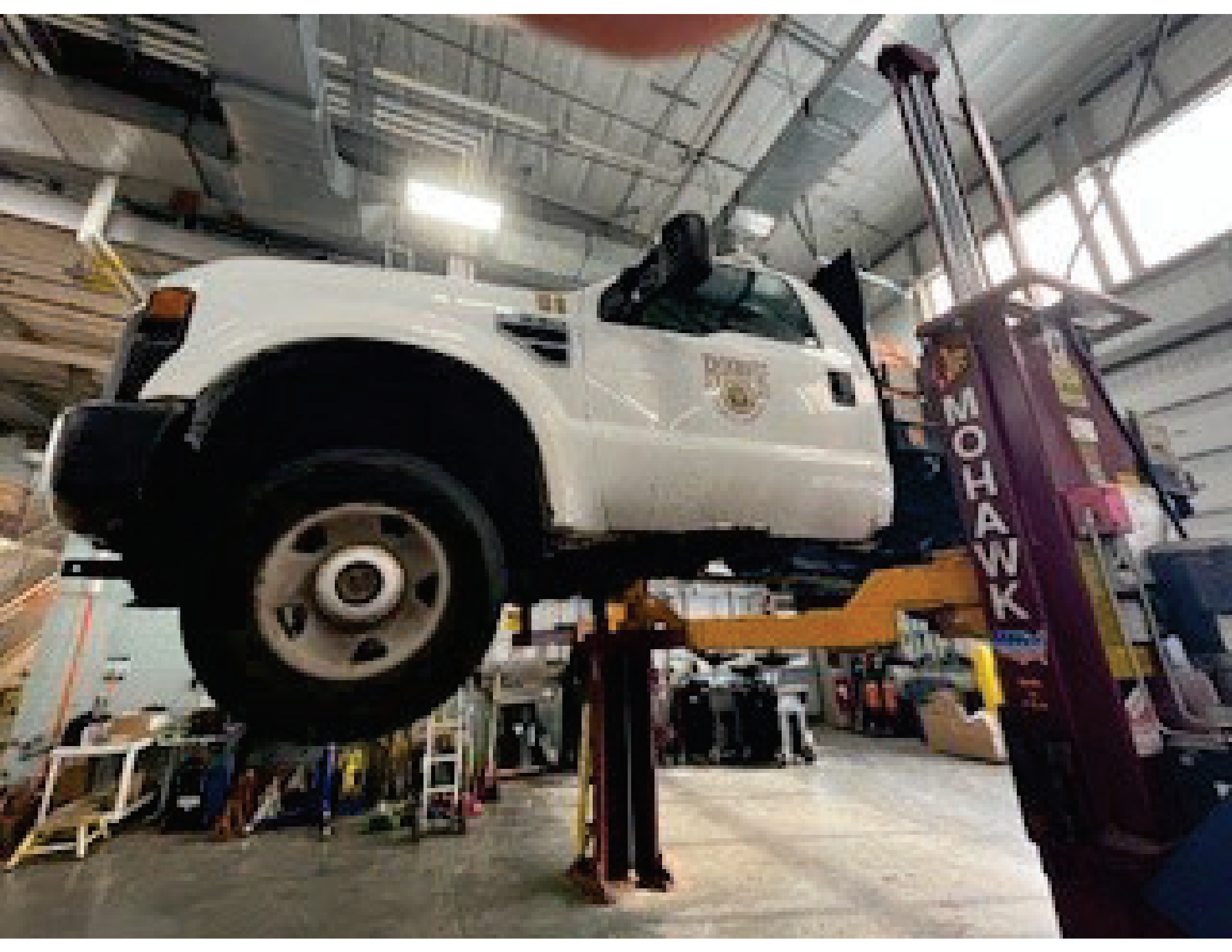
TO: Bourne DPW  
Tony Bosari

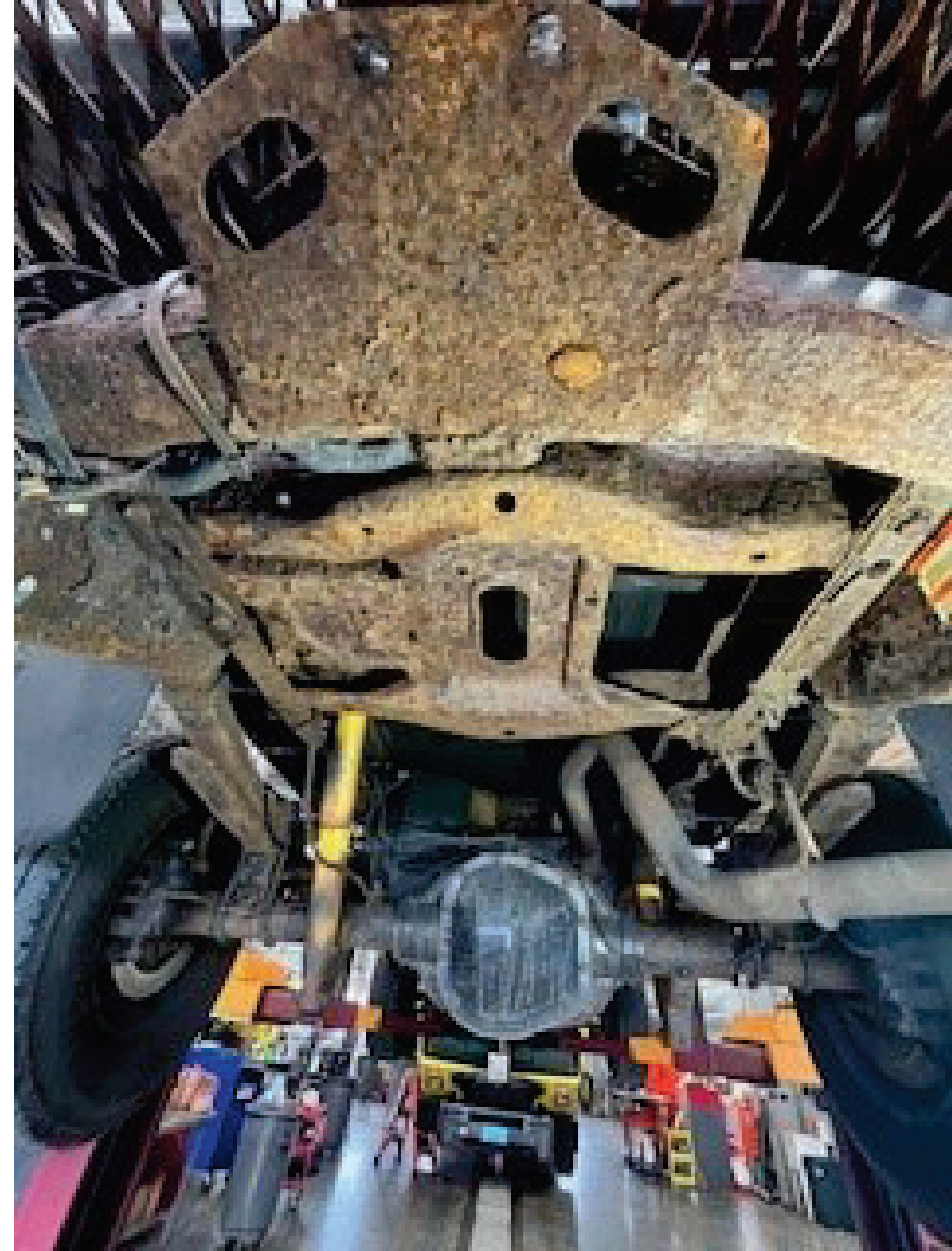
Salesperson: **Jay Matisko**Office Phone # **774-556-2531**[jmatisko@buycmg.com](mailto:jmatisko@buycmg.com)

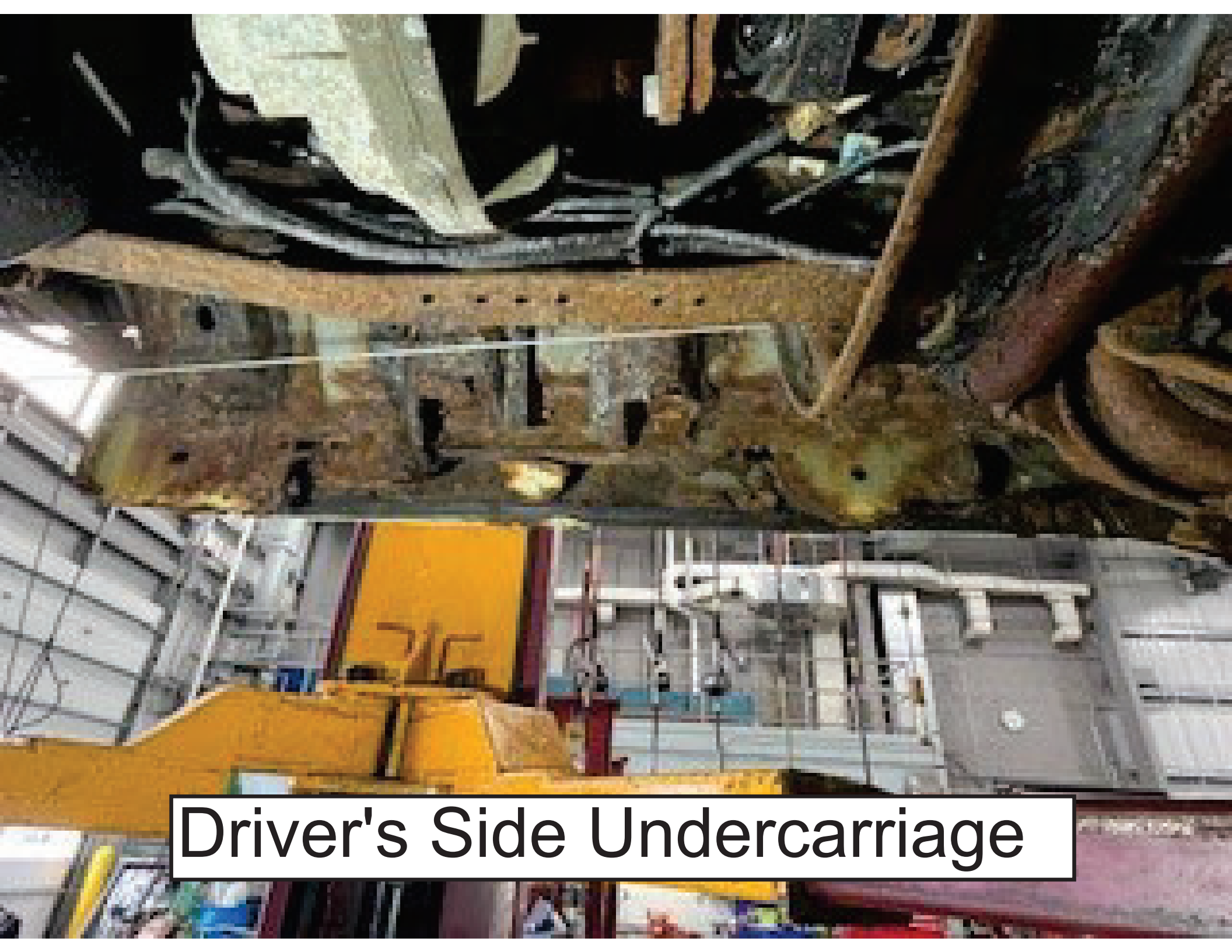
Budget Quote

Qty	Item #	Description	Unit Price	Line Total
1.00	F2B	2024 Ford F-250 4X4 Reg Cab	\$ 45,905.00	\$ 45,905.00
1.00	YZ	Color: AT Safety Yellow	\$ 646.80	\$ 646.80
1.00		Engine : 6.8 V8 Gas Engine	included	included
1.00		Receiver hitch	included	included
1.00		SYNC	included	included
1.00	TBM	All Terrain tires	\$ 161.70	\$ 161.70
1.00	90L	Power Equipment Group	included	included
1.00	18B	Running Boards	\$ 313.60	\$ 313.60
1.00	473	Snow Plow prep	\$ 245.00	\$ 245.00
1.00	52B	Trailer Brake controller	included	included
1.00	66S	Upfitter switches	\$ 161.70	\$ 161.70
1.00	67B	410 Amp Alternator	\$ 112.70	\$ 112.70
1.00	86M	Dual Battery	\$ 205.80	\$ 205.80
1.00		<del>Everest 8' Municipal Grade Snow Plow and Hitch Tied Into Central Hydraulic</del>	<del>\$ 14,195.00</del>	<del>\$ 14,195.00</del>
1.00		<del>Belt Driven Central Hydraulic System</del>	<del>\$ 10,170.00</del>	<del>\$ 10,170.00</del>
1.00		Whelen Mini Liberty LED Lightbar (Roof Mounted)	\$ 1,195.00	\$ 1,195.00
<b>Special Instructions:</b> Custom or Special Orders are Non-Refundable			<b>Subtotal</b>	\$ 73,312.30
			<b>Grand Total</b>	\$ 73,312.30



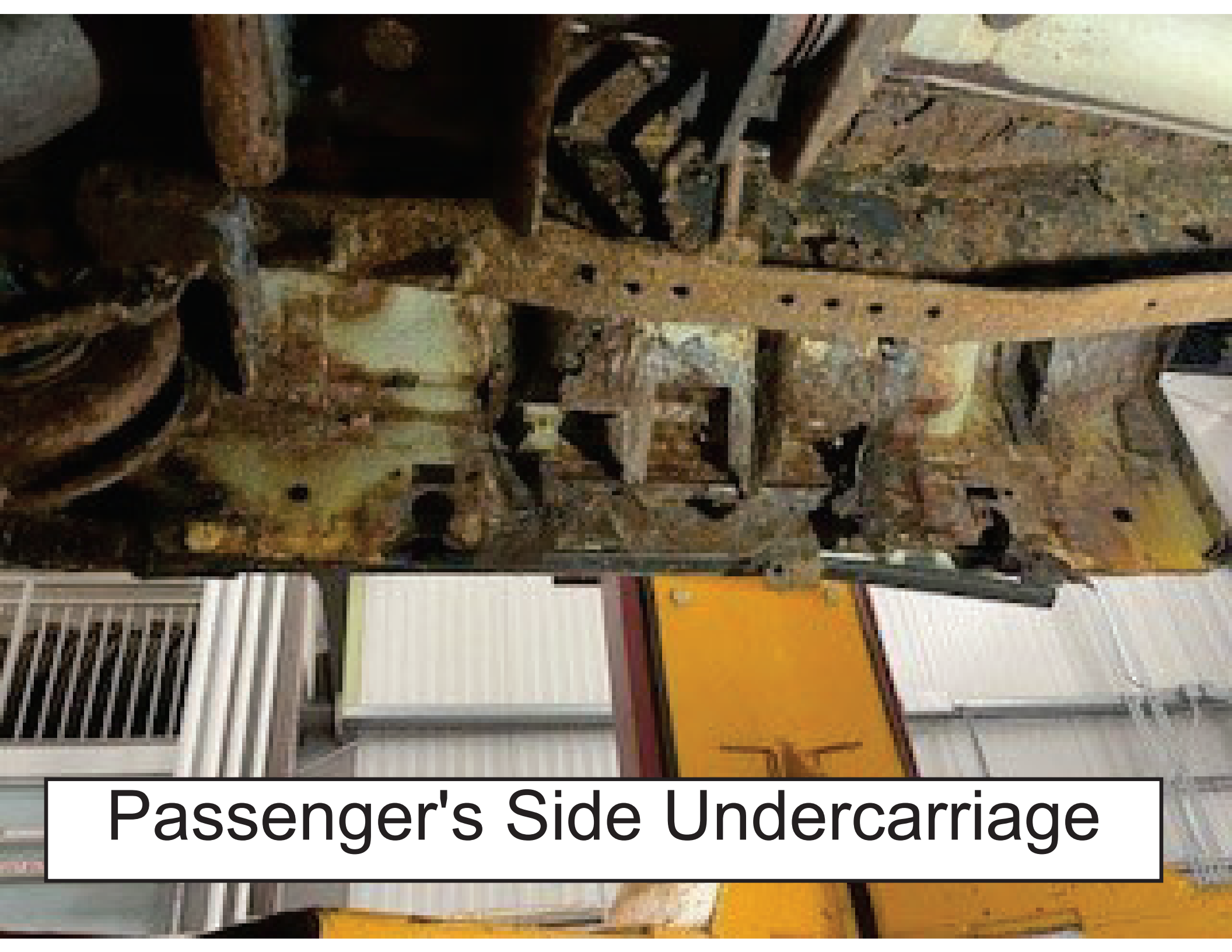






Driver's Side Undercarriage





Passenger's Side Undercarriage

**PRICE PROPOSAL FORM**  
**(Submit in Separate Envelope - Page 1 of 4)**

The initial contract for CONTRACT OPERATION AND MAINTENANCE SERVICES shall be for a period of Thirty-Six (36) months beginning on or about June 1, 2021 and ending May 31, 2024. Plant operation is anticipated to commence in June 2021. The contract shall be renewed at the Town's discretion, on an annual or bi-annual basis or a new contract with another Contractor Operator shall take over responsibility for the WWTF and submitted to DEP for approval.

The cost proposal shall identify any and all terms, conditions, and limitations associated with the Scope of Services, based on design and capabilities of the facilities. The cost proposal shall contain an annual budget under the following categories.

**COSTS INCLUDED IN CONTRACT**

Personnel Services - including salaries, wages, overtime, unemployment compensation, sick leave, medical plans, life insurance, retirement contributions, educational assistance, etc. for onsite staff.

Technical and management support costs including labor and expenses for technical, engineering and management support that is required to implement the Scope of Services outlined this RFP.

Equipment – appropriate office, laboratory, safety, testing and maintenance equipment, tools, required to perform the services described herein.

On-site process control and laboratory supplies - including spare parts and expendables.

Preventive and minor corrective maintenance and repairs - including but not limited to repair/replacement of equipment, housekeeping of the facility interior, minor replacement parts, spare parts, maintenance supplies, etc. Firm shall budget according to their understanding of the WWTF or carry a minimum annual cost of \$1000 in their base fee.

The Town will be responsible for the following costs related to the routine operation and maintenance of the WWTF. Damage to Town facilities caused by Firm beyond ordinary wear and tear will be repaired at no Cost to the Town. If not identified hereafter the Firm is responsible for carrying the costs in their base price proposal.

- Chemicals - including all chemicals for the treatment process.
- Outside services - including, but not limited to, sludge removal/disposal.
- Non-daily permit compliance monitoring of the influent and effluent from the WWTF.

**PRICE PROPOSAL FORM**  
**(Submit in Separate Envelope - Page 2 of 4)**

- Electricity, Gas , Water, Fuel and telecommunications costs associated with the WWTF.
- Grounds keeping, snow removal from roadways (Firm will be required to perform minor snow removal associated with access to the interior of the facility) and external building maintenance.

The Price Proposal shall include all labor, materials, equipment, tools, insurance, postage, printing, travel and all other necessary expenses to fulfill the requirements of this proposal within the required time. It shall also include all preventative maintenance to the facility as identified herein. It is anticipated that the contract will be a combination of monthly lump sum payments for the standard operation and maintenance requirements. Additional costs related to emergency call backs and non-routine maintenance will be at the rates identified herein. Costs for non-labor items related to non-routine activities will be as provided on Page 4 of this form or where pricing is not established, as agreed to by the Owner. Price Proposals will not be opened and disclosed until after the evaluation of the Non-Price Proposals.

The undersigned proposes to furnish Request for Proposal for Contract Operation and Maintenance Services, to meet the Specifications as set forth in the document entitled, "Request for Proposals" dated January 26, 2021 for the Buzzards Bay Wastewater Treatment Plant for the following Contract Price:

<b>June 1, 2021 through May 31, 2022</b>	<b>\$ 82,800</b>
<b>June 1, 2022 through May 31, 2023</b>	<b>\$ 82,800</b>
<b>June 1, 2023 through May 31, 2024</b>	<b>\$ <u>82,800</u></b>
<b>Sub-Total First Contract Period</b>	<b>\$ <u>248,400</u></b>
<b>June 1, 2024 through May 31, 2025</b>	<b>\$ 86,940</b>
<b>June 1, 2025 through May 31, 2026</b>	<b>\$ <u>91,200</u></b>
<b>Total Price June 1, 2021 through May 31, 2026</b>	<div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>\$ 426,540</b></div>

**PRICE PROPOSAL FORM**  
**(Submit in Separate Envelope - Page 3 of 4)**

The WWTF is still under construction and it is anticipated that non-routine maintenance will be minimal for the new facility, it is anticipated that there will be a limited amount of alarm call backs due to initial start-up operations. Additionally, the facility is currently serviced by an alarm auto-dialer. The Owner is evaluating the installation of a telecommunications link to allow personnel access to the SCADA system from off-site via web access. The implementation of the SCADA access is anticipated to eliminate on-site response as a result of nuisance/nonemergency alarms. At this time, firms shall assume 5 emergency calls per month. Firms will only be paid for those alarms it receives and provides on-site personnel. Provide pricing under each scenario. Auto-dialer and SCADA call costs include response, telecommunications access, and travel time.

June 1, 2021  
through  
May 31, 2022

June 1, 2022  
through  
May 31, 2023

June 1, 2023  
through  
May 31, 2024

Alarm Response and on-site personnel visit-			
Price per event	<div data-bbox="639 1052 821 1102">\$ 130<sup>(A)</sup></div> <div data-bbox="665 1121 812 1150">Fixed Price</div>	<div data-bbox="912 1052 1094 1102">\$ 135<sup>(A)</sup></div> <div data-bbox="943 1121 1094 1150">Fixed Price</div>	<div data-bbox="1201 1052 1383 1102">\$ 140<sup>(A)</sup></div> <div data-bbox="1232 1121 1383 1150">Fixed Price</div>

Determination of the applicability of the Massachusetts Prevailing Wage statutes to any party performing specific work assignments directed herein shall rest solely upon the Firm. Inclusion of the Schedule of Rates in this RFP is informational for firms; the Town does anticipate that certain work assignments will require certain tradespersons be paid the applicable Prevailing Wage. Wage reports are to be submitted to the Town as required by law when workers perform tasks where prevailing wage applies to work as performed. Firm shall notify the Town should an updated wage schedule be required for determining applicable wages to be paid for covered work that is to be performed under this RFP.

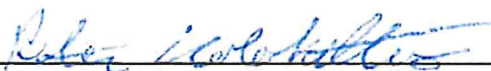
- (A) Alarm responses detailed above consist of non-union, non-prevailing wage rates for wastewater operator response, including telecommunications access and travel time. Prevailing wage rates will be provided pending selection of a contractor and upon receiving prevailing wage schedule from the town.

**PRICE PROPOSAL FORM**  
**(Submit in Separate Envelope - Page 4 of 4)**

The WWTF is anticipated to require very minimal major equipment replacement or repair. Firms shall identify labor and equipment costs associated with major maintenance that may be required during the life of the Contract. Costs presented shall be inclusive of all tools, equipment, travel, etc. associated with providing the personnel identified below. Costs of replacement parts shall be at cost plus the mark-up identified below, as agreed to by Owner.

	June 1, 2021 through May 31, 2022	June 1, 2022 through May 31, 2023	June 1, 2023 through May 31, 2024
<b>Technician</b>	\$ 135 <sup>(A)</sup> <b>Fixed Hourly Rate</b>	\$ 140 <sup>(A)</sup> <b>Fixed Hourly Rate</b>	\$ 145 <sup>(A)</sup> <b>Fixed Hourly Rate</b>
<b>Instrumentation/ Electrician Specialist</b>	\$ 140 <sup>(A)</sup> <b>Fixed Hourly Rate</b>	\$ 145 <sup>(A)</sup> <b>Fixed Hourly Rate</b>	\$ 150 <sup>(A)</sup> <b>Fixed Hourly Rate</b>

Replacement Part/Equipment Mark-up: 15%

SIGNATURE   
NAME Peter J. Kolokithas, PE  
COMPANY Weston & Sampson Services, Inc.  
ADDRESS 55 Walkers Brook Drive, Suite 100, Reading, MA 01867  
Telephone/Fax (978) 532-1900

- (A) Labor rates above consist of non-union, non-prevailing wages.  
(B) Rates for additional staff categories are included on the following page.

## 5: PRICE PROPOSAL

**Base Contract**

The cost for our proposed Scope of Services is detailed on the previous pages of this Price Proposal and includes WWTF O&M services for up to three (3) hours per day onsite, five days per week, as detailed in the Technical Proposal, excluding Task 3 of the Scope of Services. Please note that the base contract does not include costs associated with laboratory analysis, sludge pumping and disposal, treatment chemicals, or other materials and/or subcontractor costs; Weston & Sampson Services understands that the town pays for such costs directly but may provide costs associated with certain items upon request by the town. The base contract costs detailed on the Price Proposal Forms carries the recommended \$1,000 per year for preventative and minor corrective maintenance and repairs. Should costs be incurred above the \$1,000, they will be billed additionally to the town at cost plus the 15% markup.

The cost for Task 3 of our proposed Scope of Services is a monthly fee of \$1,950 as detailed in Fee Table A below.

*Fee Table A – Interim Phase Operations*

Task	Lump Sum Fee
Interim Phase Operations <sup>(1) (2)</sup>	\$1,950
System Training <sup>(3)</sup>	\$6,500

<sup>(1)</sup> Includes labor only; does not include cost of pumping, lab analysis, and other such subcontractor fees/materials.

<sup>(2)</sup> Lump sum fee will be billed monthly for services described in Task 3 of the Scope detailed in our Technical Proposal.

<sup>(3)</sup> Services will be billed as a one-time lump sum fee upon completion of manufacturer trainings as detailed in Task 3.2 of our proposed Scope. Should additional training be required, time will be invoiced according to the hourly rates provided.

**Additional Services**

The following are hourly rates associated with support from other personnel categories that may be necessary for proper O&M of the WWTF and are not presented in the previous Price Proposal Forms.

Personnel Category	Hourly Rate <sup>(1)</sup>		
	Year 1	Year 2	Year 3
Project Manager	\$150	\$155	\$160
Engineering Support	\$170	\$175	\$180
Health and Safety Manager	\$155	\$160	\$165
Compliance Support	\$105	\$110	\$115

<sup>(1)</sup> Hourly rates are reflective of non-union and non-prevailing wage and include onsite response and/or offsite administration. Onsite response will be at a minimum of two (2) hours to include travel from portal to portal.





# TOWN OF BOURNE

## *Board of Sewer Commissioners*

24 Perry Avenue – Room 101  
Buzzards Bay, MA 02532-3496  
[www.townofbourne.com](http://www.townofbourne.com)



JARED P. MACDONALD, CHAIR  
MELISSA A. FERRETTO, VICE CHAIR  
MARY JANE MASTRANGELO, CLERK  
PETER J. MEIER  
ANNE-MARIE SIROONIAN

PHONE: 508-759-0600 X1503

February 1, 2024

Mr. Sean Feeney  
Town of Bourne  
Facilities Department  
24 Perry Ave – Room 101  
Buzzards Bay, MA 02532

RE: Fats, Oil and Greases (FOG) Management Plan

Bourne Veterans Memorial Community Building  
239 Main Street  
Buzzards Bay, MA, 02532

Dear Mr. Feeney,

On November 21, 2023 the Board of Sewer Commissioners (BOSC) adopted the Fats, Oils and Grease Management Plan for Food Service Establishments in conjunction with the Town of Bourne Sewer Use Rules and Regulations. FOG refers collectively to the fats, oils, and grease found in kitchens and commercial food service establishments. FOG that enters Bourne's sewer system can build up and block sewer pipes, causing raw wastewater to back up inside buildings or overflow outside into streets and waterways. The purpose of the FOG Management Plan is to implement practices that will reduce the discharge of FOG entering our wastewater system.

Included with this correspondence, you will find a copy of the FOG Management Plan and Best Management Practices to help reduce FOG in the sewer system. A FOG Management Plan form must be completed for your establishment and submitted to the Bourne Department of Public Works (DPW) for approval.

**By March 22, 2024,** please complete the attached form and return by either email to [msawicki@townofbourne.com](mailto:msawicki@townofbourne.com) or mail / drop off to:

Town of Bourne  
Department of Public Works  
35 Ernest Valeri Road  
Buzzards Bay, MA 02532

Upon receipt of your management plan, the DPW will review your submittal and contact you if any additional information is needed. We may also request to schedule an inspection of the sewer connection and appurtenances if it is deemed necessary. Please be advised, there are fines in place for operating a grease trap without the submission of a FOG Management Plan.

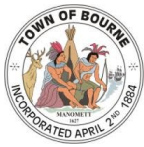
If have any questions or concerns, please contact our office at (508) 759-0600 ext. 3225 or email at [msawicki@townofbourne.com](mailto:msawicki@townofbourne.com). You may also view the Board of Sewer Commissioner's webpage at [www.townofbourne.com/sewer-commissioners](http://www.townofbourne.com/sewer-commissioners) for further information on sewer policies. We look forward to working together to help reduce fats, oils and grease in Bourne's municipal sewer system.

Sincerely,

Matt Sawicki  
Director  
Department of Public Works

Attachments:  
FOG Management Plan and Best Management Practices  
Town of Bourne Sewer Use Rules and Regulations  
1. Attachment C: Sewer Use Rates, Fees and Fines  
2. Attachment D-7: Grease Traps / Interceptors





## TOWN OF BOURNE FATS, OILS AND GREASE (FOG) MANAGEMENT PLAN FOR FOOD SERVICE ESTABLISHMENTS

FOG refers collectively to the fats, oils, and grease found in kitchens and commercial food service establishments. FOG that enters the public sewer system can build up until it completely blocks sewer pipes, causing raw sewage to back up inside buildings or overflow outside into streets and streams.

The Town has implemented a FOG Program to reduce FOG discharge into the public sewer system and eliminate sanitary sewer overflows (SSOs) that can threaten public health. Per Town regulation Section 8.1.8, it is prohibited to discharge **“Any water or waste containing fats, wax, grease, or oils, whether emulsified or not in excess of one hundred milligrams per liter (100mg)/L or containing substances which may solidify or become viscous at temperatures between thirty-two degrees (32 F) and one hundred and fifty degrees (150 F).”**

The purpose of this FOG Management Plan is to implement practices that will reduce the discharge of FOG entering the Town of Bourne’s sewer system. Food service permits shall not be issued until this Plan has been reviewed and signed by the DPW Director.

---

### ESTABLISHMENT INFORMATION

Name of Establishment \_\_\_\_\_ Date \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Telephone # \_\_\_\_\_  
Name & Title of Applicant \_\_\_\_\_ Telephone # \_\_\_\_\_  
Address of Applicant \_\_\_\_\_  
E-mail \_\_\_\_\_  
Name of Owner (if different from applicant) \_\_\_\_\_  
Event Location Name (if applicable) \_\_\_\_\_  
Event Coordinator (if applicable) \_\_\_\_\_ Telephone # \_\_\_\_\_

---

### FACILITY OPERATIONAL CHARACTERISTICS

Type of Food Served \_\_\_\_\_  
Days and Hours of Operation: \_\_\_\_\_

---

### DISCHARGE INFORMATION

Fill in the following information about your current wastewater flow (if known).

_____ Maximum Daily Flow (gpd)	_____ Average Daily Flow (gpd)
_____ No. of hours per day discharge occurs	_____ Start Date of Discharge

---

### BEST MANAGEMENT PRACTICES

Identify the Best Management Practices (BMPs) to be implemented by the permittee to minimize the adverse environmental effects of activities authorized under this permit. More information on BMPs is available in the FOG Best Management Practices Guide attached herein.

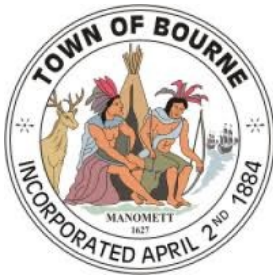
- ☐ Train kitchen staff.
- ☐ Clean grease traps/interceptors routinely.
- ☐ Witness all grease trap cleaning and maintenance.
- ☐ Dispose of used oil through a licensed grease hauler.
- ☐ Recycle waste cooking oil.
- ☐ Post “No Grease” signs.
- ☐ Dry wipe pots, pans, and dishware prior to dishwashing.
- ☐ Cover outdoor grease & oil storage containers.
- ☐ Use absorbent pads or other material to clean up spilled fats, oils and grease.
- ☐ Other: \_\_\_\_\_



ID #	Location	Make, Model & Size

## This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

## rev. 10/23



# Best Management Practices for Fats, Oils, and Grease (FOG)

All code references are from the most recent version of the Town of Bourne Sewer Use Rules & Regulations.

Residual fats, oils, and grease (FOG) are by-products that food service establishments must constantly manage. Typically, FOG enters a facility’s plumbing system from ware washing, floor cleaning, and equipment sanitation. Sanitary sewer systems are neither designed nor equipped to handle the FOG that can accumulate on the interior of the municipal sewer collection system pipes from improperly maintained discharges. The best way to manage FOG is to keep the material out of the plumbing systems.

Best Management Practices (BMPs) reduce the amount of FOG entering the sanitary sewer system, preventing blockages and reducing the risk of a sanitary sewer overflow. The following are suggestions for proper FOG management.

Best Management Practice	Reason for Implementation	Benefits to Food Service Establishment
Do not discharge FOG into the sanitary sewer.	Grease can solidify and trap other solid particles to completely plug the wastewater collection system.	The discharge of FOG which has the potential to interfere with the sanitary sewer facilities is a violation of Section 8.1.8. If an establishment is found to have caused a sanitary sewer blockage or overflow due to their FOG, they may be liable for cost recovery and/or fines.
Do not discharge caustics, acids, solvents, or other emulsifying agents.	Though emulsifying agents can dissolve solidified grease, the grease can re-congeal further downstream.	The use of these materials is prohibited by Section 8.2.5.
Post “No Grease” signs above sinks and on the front of dishwashers.	Signs serve as a constant reminder for staff working in kitchens.	These reminders will help minimize FOG discharges to the traps and interceptors and reduce the cost of cleaning and disposal.
Do not drain the dishwasher to the grease retention device.	The high temperature of the water and the unutilized detergents will flush FOG further downstream.	If an establishment is found to have caused a sanitary sewer blockage or overflow due to their FOG, they may be liable for cost recovery and/or fines.
Use a three-sink dishwashing system, which includes sinks for washing, rinsing, and sanitizing in a 50-100ppm bleach solution.  Water temperatures are less than 140°F.	The three-sink system uses water temperatures less than 140°F, where a mechanical dishwasher requires a minimum temperature of 160°F.  Temperatures in excess of 140°F will dissolve grease, but the grease can re-congeal or solidify in the sanitary sewer collection system as the water cools.	The food service establishment will reduce its costs for the energy – gas or electric – for heating the water for the mechanical dishwasher and for operating the dishwasher.

Best Management Practice	Reason for Implementation	Benefits to Food Service Establishment
<p>Clean under-sink grease traps weekly.</p> <p>If grease traps are more than 50% full when cleaned weekly, the cleaning frequency needs to be increased.</p>	<p>Due to their smaller size, grease traps tend to fill to capacity more quickly than grease interceptors.</p> <p>If the establishment does not have a grease interceptor, the under-sink grease trap is the only means of preventing grease from entering the sanitary sewer system. If the grease trap is not providing adequate protection, the Town may require installation of a grease interceptor.</p>	<p>Weekly cleaning of under-sink grease traps by the establishment's own maintenance staff will reduce the cost of cleaning the grease interceptor.</p> <p>This will extend the length of the cleaning cycle for grease interceptors that the establishment maintains.</p>
<p>Clean grease interceptors routinely.</p>	<p>Once a grease interceptor reaches capacity, it loses efficiency, allowing FOG to enter the sanitary sewer system.</p> <p>The cleaning frequency is a function of the type of establishment, the size of the interceptor, and the volume of flow discharged by the establishment.</p>	<p>Routine cleaning will prevent plugging of the sewer line between the food service establishment and the sanitary sewer system. If the line plugs, the sewer line may back up into the establishment, and the business will need to hire someone to unplug it.</p> <p>The discharge of FOG which has the potential to interfere with the sanitary sewer facilities is a violation of Section 8.1.8. If an establishment is found to have caused a sanitary sewer blockage or overflow due to their FOG, they may be liable for cost recovery and/or fines.</p>
<p>Make sure any cleaning or maintenance performed on the grease retention devices is done correctly. Inspect your interceptor after it has been cleaned. Witness grease trap cleaning by employees.</p> <p>Witness all grease trap or interceptor cleaning/maintenance activities to ensure the device is properly operating.</p>	<p>Experience with cleaning processes will help management recognize what proper cleaning looks like.</p> <p>Grease trap/interceptor pumpers may take shortcuts. If the establishment manager inspects the cleaning operation and ensures it is done correctly, they are more assured of getting full value for their money.</p>	<p>The establishment will ensure it is getting value for the cost of cleaning the grease trap or interceptor. Otherwise, the establishment may be paying for cleaning more often than necessary.</p>
<p>Keep a maintenance log. Record date, amount of grease removed, who cleaned the device, etc.</p>	<p>Maintenance logs are required by the Town of Bourne for all businesses with grease retention devices to ensure that grease trap/interceptor maintenance is performed on a regular basis.</p>	<p>The maintenance log serves as a record of cleaning frequency and can help the establishment manager optimize cleaning frequency to reduce cost.</p>
<p>Collect and recycle waste fryer grease, grill grease, and cooking oils for recycling. Contact a grease recycler to properly dispose of the collected grease.</p>	<p>These actions reduce grease loading on grease removal devices and the sewer. The food service establishment may be paid for the waste material.</p>	<p>This is a cost recovery opportunity and will reduce the amount of garbage the establishment must pay to have it hauled away.</p>

<b>Best Management Practice</b>	<b>Reason for Implementation</b>	<b>Benefits to Food Service Establishment</b>
“Dry wipe” post, pans, and dishware prior to dishwashing with paper towels or scrapers.	Dry wiping will reduce the grease loading in the system.	This will reduce cleaning frequency and maintenance costs for grease removal devices.
Use disposable high temperature pan liners.	Liners can reduce or eliminate the discharge of grease and food from the cleaning of pots and pans.	This will reduce cleaning frequency and maintenance costs for grease removal devices.
Dispose of food waste by recycling and/or solid waste removal.  Proper food waste disposal: food goes in the trash, not down the drain.	Some recyclers will take food waste for animal feed. In the absence of such recyclers, the food waste can be disposed as solid waste in landfills by solid waste haulers.  Food particles in the pipes will fill the grease retention device faster and increase the likelihood of blockages.	Recycling of food wastes will reduce the cost of solid waste disposal.  Solid waste disposal of food waste will reduce the frequency and cost of grease trap and interceptor cleaning.
Make sure all drain screens are installed. Train employees to dispose of the captured materials in the garbage, NOT down the drain.	Food particles in the pipes will fill the grease retention device faster and increase the likelihood of blockages.	Solid waste disposal of food waste will reduce the frequency and cost of grease trap and interceptor cleaning.
Skim or filter the fryer grease daily and change the oil only when necessary. Test kits for fryer oil can be purchased.	Oil will need to be changed less frequently.	Cost reduction.
Train kitchen staff and other employees about how they can help ensure BMPs are implemented.	People are more willing to support an effort if they understand the basis for it.  Less FOG entering the system results in reduced maintenance costs and fewer problems with blockages and reduced capacity.	All of the subsequent benefits of BMPs will have a better chance of being implemented.

RECEIVED

DEC 26 PM 1:07

TOWN CLERK BOURNE

## ATTACHMENT C: SEWER USE RATES, FEES, AND FINES

Adopted by Board of Sewer Commissioners

December 19, 2023

Application and Design Review Fee: \$1,500.

Preliminary Allocation Fee: \$5 per projected gallon per day flow for first 1000 gallons plus \$1 per gallon per day of flow over 1000 gallons.

Preliminary Allocation Extension Fee: \$5 per projected gallon per day flow for first 500 gallons or \$2,500 for projects greater than 500 gallons per day.

Residential Connection Fee: \$100 for residential properties and \$100 for each additional unit.

Commercial Connection Fee: \$150 plus \$0.10 per square foot of building floor space.

Sewer System Development Charge: \$75 per foot of frontage plus \$11,500 per acre.

Annual Sewer User Fee: \$1180 - Annual rate times the number of units.  
(*\$582.00 per unit for the period January 1 – June 30, 2024*)

Annual Overage (surcharge) for calendar year 2024: \$0.02 per gallon of water use over 45,000 gallons for the calendar year.

Grease Trap / Interceptor Permit Fees: \$200

Grease Trap / Interceptor Inspection Fees: \$50 per visit

Fine for operating a grease trap / interceptor without a FOG management plan or permit: \$50 per day – each day to be considered a separate offense.

Capital Improvement Fees: None currently in place

Fines for violating the terms of the Sewer Rules & Regulations, or causing damage to the municipal system: Not to exceed \$5,000 per day. Each day of a continuous violation shall be deemed to be a separate violation. If a violation is intermittent, each occurrence shall be deemed to be a separate violation.

Reimbursement of Costs: The DPW shall levy and collect any additional cost for any expense, loss, or damage caused by any violation to these Rules and Regulations.

shall be installed in accordance with 248 CMR Section 2.09(4) of the Uniform State Plumbing Code, as amended. The DPW shall have the right to inspect all backwater valves in accordance with this section of the regulations. Where backwater valves are required, they shall be installed and maintained continuously in satisfactory and effective operation by and at the expense of the owner or user.

## D-6 OIL TRAPS FOR COMMERCIAL AND INDUSTRIAL GARAGES

Oil traps shall be required on sewers directly or indirectly tributary to the Town's wastewater system from existing or new garages, and other establishments capable of discharging petroleum-based oil or grease, flammable wastes, sand, or other harmful substances. Oil traps shall not normally be required for garages associated with private dwelling units. The determination as to whether an oil trap is required rests with the Town Plumbing Inspector/Building Department and the DPW. All oil traps shall be of a type and capacity approved by the DPW and shall be located so as to be readily accessible for maintenance and inspection. The DPW shall have the right to inspect such facilities in accordance with Section 10 of these regulations. Where oil traps are required, they shall be installed and maintained continuously in satisfactory and effective operation by and at the expense of the owner or user.

## D-7 GREASE TRAPS/INTERCEPTORS

Grease traps shall be required for all restaurants, facilities that prepare and/or package food or beverages for sale or consumption, on or off-site, and any other industrial or commercial establishments which discharge significant amounts of animal or vegetable fat, oil or grease. The discharge concentration shall not exceed 100 milligrams per liter for any building sewer. Such devices shall not normally be required for private dwelling units. All grease traps shall be of a type and capacity approved by the DPW and shall be located so as to be readily accessible for maintenance and inspection. Where grease traps are required, they shall be installed, inspected at least once each month, and maintained continuously in satisfactory and effective operation and in accordance with the requirements of the Uniform State Plumbing Code and the State Environmental Code, Title 5, all by and at the expense of the owner and user. The DPW shall have the right to inspect such facilities in accordance with Section 10 of these regulations. All grease trap/interceptors shall be subject to the following:

1. All grease traps/interceptors shall comply with the Massachusetts Plumbing and Building Codes. Grease traps/interceptors shall be sized in accordance with 310 CMR 15 (Title V) and the Plumbing and Drainage Institute (PDI) standard G-101, as amended.
2. In every case where a food establishment is preparing or selling

food or business of a similar nature is carried on, a suitable internal grease trap.

3. Establishments that prepare food must install an external grease interceptor. External grease interceptors shall have a minimum depth of four feet, minimum capacity of 1,000 gallons, have a grease retention capacity of not less than two (2) pounds for each gallon per minute of flow, and provide a minimum 24- hour detention time for kitchen flows. Interceptors shall be easily accessible for maintenance and have 24-inch (minimum) diameter risers to grade. Flow rates from the State Environmental Code, Title V, 310 CMR 15, shall be used to determine the size of a grease interceptor. Other alternative and innovative approved methods of grease removal and disposal may be used if approved by the Plumbing Inspector and DPW. All new facilities must install industrial type grease interceptors.
4. The owner or his designee shall inspect grease traps/interceptors at least monthly. Internal grease traps must be cleaned monthly by the owner, operator or approved vendor. External grease traps must be inspected monthly and pumped by an approved vendor when at 25% capacity or every three-months. Service records must be maintained and readily accessible to Board of Health, and Plumbing agents and inspectors. Failure to clean traps/interceptors and provide evidence of such cleaning shall be considered a violation of these regulations. Failure to maintain adequately sized grease traps/interceptors in proper working order shall result in fines. Repeated failure to maintain adequately sized grease traps/interceptors in proper working order may result in suspension of the Food Establishment Permit.
5. Disposal of waste materials from grease traps/interceptors shall be by a licensed disposal facility/hauler only. Owner shall maintain records of disposal readily available for review by the Director or their authorized agent.
6. Any facility with a grease trap/interceptor permit shall post educational information (e.g., fact sheet, maintenance requirements, etc.) in the vicinity of the grease trap/interceptor.
7. Any facility with a grease trap/interceptor permit shall keep a maintenance log available at the facility.
8. The Town Plumbing Inspector and Board of Health Agent have the authority to act on behalf of the Town for the purpose of inspecting grease traps/interceptors, issuing permits for grease traps/interceptors, or issuing violations relative to the operation



of a grease trap/interceptor.

9. Grease traps/interceptors shall be installed and maintained at the Owner's expense.
10. Failure to comply with these Sewer Use Rules and Regulations will result in re-inspection. Violators will be required to attend a BOSC hearing that may result in suspension or termination of a food permit.

## D-8 WASTEWATER – STORMWATER SEPARATION

The plumbing of any existing or new building shall be so constructed as to keep all stormwater, surface water, groundwater, roof and surface runoff, subsurface drainage, and allowable non-stormwater discharges separate from the building sewer. In no case shall a building storm sewer be connected to a sanitary sewer. No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, or other sources of surface runoff or groundwater to a building sewer which in turn is connected directly or indirectly to the sanitary sewer. No wastewater shall be discharged into a storm drain. (All wastewater-stormwater separation shall comply with the requirements outlined in the Town's Board of Health regulation regarding Illegal (Illicit) Discharges to any storm drainage system, as well as the Town's Zoning Bylaw (especially Section 3490) and any other Federal, State, and local laws pertaining to stormwater.)

## D-9 CONNECTION TO MANHOLES

Building sewer connections for new or substantially rehabilitated buildings shall not be made directly to publicly owned manholes unless expressly authorized by the DPW.

## D-10 SPECIAL FACILITIES

The DPW may require the owner of a new or substantially rehabilitated building to construct, operate, and maintain facilities, such as oil traps, particle separators, and wastewater retaining tanks, which will provide for the regulation and control of wastewater discharged to the Town's wastewater system. Such special facilities shall be constructed, operated, and maintained at the owner's expense. The DPW shall have the right to inspect such special facilities in accordance with Section 10, to ascertain compliance with these regulations.

## D-11 DEWATERING DRAINAGE

In no circumstances shall dewatering drainage be discharged into a sanitary sewer. Such discharges shall comply with all other applicable regulations.

*ATTACHMENT E: SEWER BILL ABATEMENT FORM*

Name of Applicant:

Property Location:

Mailing Address (if different):

Map:

Lot:

Total Amount of Sewer Bill:

Amount requested to be abated:

Account Number:

Reason for request:

Documentation supporting request is attached?

Yes

No

(Such as letter from Water Department as to when they shut off water/removed meter and/or letter from Board of Health giving a date as to when they deemed the property uninhabitable, when fire/flood or other disaster destroyed property)

Signature of Applicant:

Date:

Phone Number:

Email Address:

*ATTACHMENT E: SEWER BILL ABATEMENT FORM*  
Criteria for requesting an abatement/adjustment

A request for an adjustment must be in writing and must contain sufficient information to determine why the value should be changed.

Request for abatement **due to water being shut off** must meet the following criteria:

1. The water has been shut off at the street by the Water District for at least twenty-four (24) consecutive months. After the 2-years have passed, if the water remains shut off, the owner can request abatement for the next bill, and ask that the account be put on hold until the water is turned back on. The request must be verified by an accompanying letter from the Water District. Abatements are not granted when the water is shut off within a building by an owner.

If the BOSC is not appropriately notified when water is restored to a property, back charges and penalties may apply.

2. The building/dwelling shall not have been occupied for the same time period.

Owner's request for abatements on buildings that have been **rendered un-inhabitable** through fire, flood, hurricane, demolition, etc. must also request a letter from the Town's Inspectional Services Department stating the condition of the structure, and this letter shall accompany this information.

All abatement requests and accompanying information must be received by the Sewer Commissioner Office not later than (30) thirty calendar days after the final due date shown on the sewer bill.

Abatement requests will be reviewed by the DPW Director who will make a recommendation to the Sewer Commissioners for a decision.

It is recommended that the current sewer bill be paid to avoid interest and demand fees that cannot be abated. Then the applicant should wait for reimbursement if the abatement request is successful.

**Board of Sewer Commissioners  
Minutes of Tuesday, December 19, 2023  
Bourne Community Center  
239 Main Street, Buzzards Bay  
Or Virtually (see information below)**

**TA Marlene McCollem**

**Board of Sewer Commissioners**

Jared MacDonald, Chair  
Melissa Ferretti, Vice Chair  
Mary Jane Mastrangelo, Clerk  
Anne-Marie Siroonian  
Peter Meier

Others: Gary Maloney, Tim Lydon, Town Engineer (remote), Matt Sawicki, DPW Director, Erica Fleming, Finance Director, (remote), Michael Ellis, Town Accountant, (remote), Jane Estey (remote),

*The Zoom chat will not be monitored. Participants who wish to speak must raise the hand icon until the Chair asks them to unmute. Note this meeting is being televised, streamed, or recorded by Bourne TV. If anyone in the audience is recording or videotaping, they need to acknowledge such at this time.*

Michael Rausch, Bourne Enterprise, acknowledged that he is recording this meeting.

If anyone from the public wishes to access the meeting, they can do so by calling the following conference line: **1-929-205-6099**

**Zoom Meeting ID: 869 5775 5505 Password: BOURNE**

All items within the meeting agenda are subject to deliberation and vote(s) by the Board of Sewer Commissioners.

**7:00 PM Call Public Session to Order in Open Session**

- 1. Moment of Silence to recognize our Troops and our public safety personnel.**
- 2. Salute to the Flag.**
- 3. Reading of the Vision and Mission Statements:**

**Vision:** Bourne is a proud community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community and the amenities that it affords. Bourne embraces excellent education, and offers to its citizens a healthy, active lifestyle.

**Mission:** Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable, and secure coastline and environment for the enjoyment of residents and

visitors. Through responsible and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.

#### **4. 16 Tower Lane Abatement**

Town Administrator Marlene McCollem said that she has spoken with Allen Metcalfe of Mass Maritime Academy, and at this time she recommends that the Select Board denies the abatement request.

Chair Jared MacDonald said that this abatement is for the fees for the property at 16 Tower Lane. He said that it was formerly a multi-unit residence that the Academy had purchased. He said that they made the request to abate from a 7-unit sewer fee to a single-unit fee.

**Voted:** Peter Meier moved, and Mary Jane Mastrangelo seconded, to deny the request of Massachusetts Maritime Academy for 16 Tower Lane for a sewer abatement.

Mary Jane Mastrangelo explained why she thinks that they should deny this request. She said that the request came from Mass Maritime, and they are not the property owner, she said that the Foundation is the property owner. She also said that although the building is vacant, the seven apartments still exist, and the Board does not grant abatements for vacant buildings. She said that they also have not turned off the water.

Gary Maloney of Buzzards Bay said that he is pleased to hear the reasons for denial of this request. He wanted to know if there were any other conditions that the Town Administrator thought of. Ms. McCollem said that the decision is the Board's and the reasons given were sound and solid reasons and if an abatement comes back before the Board in the future, then they will evaluate the facts at that time.

**Vote:** 5-0-0.

#### **5. Sewer Allocation Request/Update: 85-89 Main Street**

Chair MacDonald said that this is a building that has several units that have recently changed. Ms. McCollem said that in the late afternoon of today, the property owner and their engineer contacted her to say they would not be able to attend this meeting, and asked for this request be put on hold until next meeting so they may be able to address the Board.

Ms. Mastrangelo said that she had asked for the allocation spreadsheet to be provided to the Board because this property says it is 85-89, but it is on the allocation spreadsheet as 85-93, and 93 is the unit in question. She said that unit 93 has been divided. She said the allocation for this property was 13,000 gallons, and they paid \$18,000. for that allocation, and when you look at the allocation spreadsheet, the 2022 usage for the property was only 931 gallons.

Ms. Mastrangelo said that she thinks it is fine for them to file an application for consideration of allocation, but since they already paid for 13,000 gallons, she does not think they need to be charged another allocation fee. She said that this is a question of reviewing to make sure that the property is still within the allocation that was assigned.

Ms. McCollem said that she is not suggesting that the Board change their allocation fee, however, because this is coming back for another review, as a modification, she believes that the Board should be charging the application fee, which the cover letter states has being paid, but has not been paid. She said that she recommends setting aside the allocation fee to review the changes and modifications. She said that she does think that enough has changed that this warrants a new application as a modification.

Chair MacDonald said that staff will not do any more with this until the application fee has been paid. Mr. Maloney said that the unit is occupied, and he was told that it is a temporary certificate of occupancy. There was a discussion on sewer usage in the building and who is responsible.

Chair MacDonald said that this agenda item will be moved until the next meeting.

#### **6. Sewer Allocation: Bourne Scenic Park at 370 Main Street/Scenic Highway.**

Ms. McCollem said that they sent the letter to Wareham and had not yet heard anything back. She said that there is a memo from Tim Lydon (Bourne Engineering Department), in the Sewer Commission's meeting packet that outlines the fees and charges. She said that subject to these fees and charges, staff is comfortable recommending the allocation of 8,910 gallons.

Ms. Mastrangelo said that she has a question that came up at the Wareham Sewer Commissioners meeting on December 14<sup>th</sup>. She said that the new Director of the Wastewater Treatment Plant in Wareham was concerned about campers and if they would be able to offload septic sewage that is stored in the campers, and if it would be a large amount dumped at that time.

Louis Gallo, Bourne Recreation Authority, said that campers would be tied in directly to the sewer line. He said that there are leaching facilities with the bath houses. It is for roughly 90 sites and 90 gallons per site. He said that there are only about 7 months of usage per year.

Mr. Maloney questioned how the system is put together. He asked how many grinder pumps there are and what kind of plumbing is there. There was some discussion about the system, and that each person that ties into the sewer at the campsite will be paying a sewer user fee.

**Voted:** Mary Jane Mastrangelo moved, and Peter Meier seconded, to approve preliminary allocation of 8,910 gallons per day for Bourne Recreation Authority, 370 Main Street, Buzzards Bay.

**Vote:** 4-0-0. (Melissa Ferretti had stepped out of the meeting for the moment).

Mr. Gallo thanked the Commissioners for their consideration of the allocation, and he said that the Bourne Recreation Authority meetings are always on Zoom.

#### **7. FY24 Rates Discussion**

Chair MacDonald said that there was a brief discussion about this at the last meeting. He said that staff would like the Sewer Commissioners to rescind the original vote on this to reconfirm just the annual FY24 user rate of \$1,180. Ms. McCollem reiterated that she is asking the Commissioners to set the annual unit sewer charge at \$1,180.

Ms. Mastrangelo said that they set the first half rate at \$598., based on 1143 users. She said that if they are estimating 1226 users now, is there an issue with setting the rate at \$582 for the second half? And will the users be changed. Ms. McCollem said that it is possible that they will add more users. She said that in appendix C, they set it as an annual rate, and it is the annual rate that matters.

Peter Meier recused himself from the discussion. There was more discussion about annual rates compared to two half rates. Ms. Mastrangelo said that she is not comfortable with it.

**Voted:** Mary Jane Mastrangelo moved, and Anne-Marie Siroonian seconded, to rescind the vote for setting the rate on September 26, 2023.

**Vote:** 3-0-0. (Melissa Ferretti recused herself also).

**Voted:** Mary Jane Mastrangelo moved, and Anne-Marie Siroonian seconded, to set the FY 24 for annual sewer user rate at \$1180. per user with the first half billing set at \$598. and the second half billing set at \$582.

**Vote:** 3-0-0.

#### **8. FY25 proposed operating budget.**

Ms. McCollem briefed the Sewer Commissioners on the FY25 proposed operating budget. She said that at the November Town Meeting, they made part of the DPW Director salary a direct expense in this budget, which is showing again for FY25. She said that the Administrative Secretary line is the 25% of the salary that is charged directly to the Sewer Department, and her increase is being shown. She said that there are two full-time equivalents that are receiving contractual increases. She said that where there is a decrease in longevity, a correction may need to be made.

She said that for electricity, they are bringing the budget in line with the overall town rate of increase. She said they are holding everything else the same in purchases and sales, except for the 2.5% IMA increase. She said that they have restored the capital outlay line, and they are keeping it level funded.

There was some discussion about the sewer enterprise fund policy and retained earnings. Chair MacDonald said that they need to discuss managing the funds for future use, possibly at a workshop.

Mr. Maloney asked about salaries for other sewer employees, and how they were paid, and if all positions are filled. Ms. McCollem explained that a lot of the costs are because there is an O&M contract with Weston & Sampson. She said that those costs are in the budget through contracts, not wages. Mr. Maloney asked how long they were going to use outside employees as in this contract, and Ms. McCollem said that their contract is for another two years, and that would be another discussion for the future.

Mr. Maloney also asked about the spare parts, and Ms. McCollem said that there is \$90,000. in the budget that is being recommended for capital parts and replacements. There also was some discussion about who holds the DEP permit for the school's treatment plant, and since it is the school's asset, they are the responsible party.

#### **9. FY25 proposed capital improvements.**

Chair MacDonald said that there is a proposed purchase of a vehicle. Matt Sawicki, DPW Director, said that right now the only capital project that the Sewer Department is requesting this year is to replace a 2008 F250 with a like kind of vehicle. He said that they are asking \$51,137. for this request, which does not include the price of the plow. Peter Meier asked why they want a ¾ ton rather than a 1 ton, especially if they are going to be adding a snowplow. Mr. Sawicki answered by saying that they were trying to replace like with like, and for fuel economy, and he said that this truck is more for the smaller uses.

Chair MacDonald said that typically any vehicle that can add a plow to it is used to plow townwide. Ms. McCollem said that this vehicle is being purchased 100% with sewer enterprise funds, although the plow package will be purchased with other town's monies. She said that they do intend to use it for snow plowing townwide. Ms. Mastrangelo said that she believes that if this takes place then there needs to be some kind of reimbursement to the enterprise fund through indirect costs for some sort of hourly use of the truck. She said that you cannot use enterprise personnel or equipment outside of the enterprise fund. Ms. McCollem asked Town Accountant Michael Ellis to sit down with her to talk about some kind of reimbursement at some point in the near future.

Ms. Mastrangelo asked about the 5-year plan, and the allocation of ARPA money for the grinder pump at Taylor's Point. Ms. McCollem said that they are not sure how much they can do with ARPA at this point. Ms. McCollem said that they are doing some repairs with the capital outlay line also.

## **10. Policy**

There was discussion about amending the rules and regulations for abatement procedures. Ms. Mastrangelo said that they talked about it with the policy subcommittee, and that it was in draft form of the regulations and somehow dropped off. She went over the draft with the commission.

Ms. Mastrangelo said that water leaks are not in the policy, and they have been given abatements for them, and they discussed how to word the section on water leaks in the policy. There was also discussion about water being shut off for 2 years, and how they would be abated, and about water abatements vs. sewer abatements and the reasons for each with a water leak. Ms. McCollem said that the subcommittee discussed this and thought that if someone has a seasonal home and chooses not to use it for one season, that if it was 12 months, then they would be eligible by not using their home for one season. The subcommittee recommends that it be more than 1 season. Ms. Mastrangelo said that this needs to go back to the subcommittee for proper wording, and the rest of the commission is good with the 24 months.

Ms. Mastrangelo also said that there need to be benchmarks set for what is set aside for capital and what is retained earnings. She said that without benchmarks there is no direction for the sewer commissioners. Anne-Marie Siroonian said that she likes to have parameters set. Chair MacDonald said that they will have this as an agenda item at another meeting, or they will have a workshop on parameters.

## **11. Minutes**

None.



**12. Future Agenda items**

Sewer Enterprise Fund Financial Policy.

**13. Committee reports**

None.

**14. Correspondence**

None.

**15. Next meeting date: January 30, 2024; February 27, 2024.**

**16. Adjourn**

**Voted:** Peter Meier moved, and Anne-Marie Siroonian seconded to adjourn.

**Vote:** 5-0-0.

*Reasonable accommodations for people with disabilities are available upon request. Please include a description of the accommodation you require, with as much detail as possible, and include a way we can contact you if we need more information. Please allow advance notice. Send an email to [kthut@townofbourne.com](mailto:kthut@townofbourne.com) or call the Town Administrator's Office at 508-759-0600 x1503.*

The Board of Sewer Commissioner's Meeting ended at 8:36 PM

Respectfully Submitted,

Kim Johnson, Recording Secretary