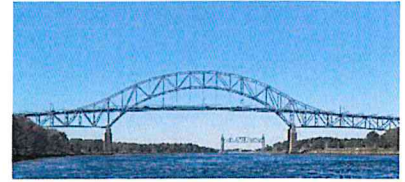


Board of Sewer Commissioners Meeting Agenda



Date

February 28, 2023

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: 838 3616 9923

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. 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.
4. 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.
5. Public comment on non-agenda items: Public comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.
6. Board of Sewer Commissioners Business
 - a. **Public Hearing:** to discuss and set fines and penalties for violations of the Sewer Uses Rules and Regulations, Sections 6.2.3 and 6.3, and Attachment C.
 - b. Discussion and possible enforcement action – grease trap compliance at 300 Main Street.

TOWN CLERK BOURNE

2023 FEB 23 AM 10:59

RECEIVED

- c. Review of Allocation Spreadsheet.
 - i. Hampton Inn.
 - ii. Actual water meter reading data.
 - iii. Date of next 6-month project update.
- d. Discussion and possible amendments to the FY24 proposed operating budget for the Sewer Enterprise Fund.
- e. Discussion – financial policies for the sewer enterprise fund.

7. Minutes: 1/31/23

8. Future agenda items

9. Town Administrator report

10. Committee reports

11. Correspondence

12. Next meeting date: March 28, 2023

13. Adjourn

**Board of Sewer Commissioners
Minutes of Tuesday, February 28, 2023
Bourne Community Center
239 Main Street, Buzzards Bay**

**TA Marlene McCollem
ATA Liz Hartsgrrove**

RECEIVED
2023 JUN -5 PM 12:04
TOWN CLERK BOURNE

Board of Sewer Commissioners

Mary Jane Mastrangelo, Chair
Judith Froman, Clerk
Peter Meier
Jared MacDonald
Melissa Ferretti

Others: Gary Maloney, Jim Miko, Erica Flemming, Finance Director, (remote), Mike Ellis, Town Accountant, (remote), and Tim Lydon, Engineering Department (remote).

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Zoom Meeting ID: 838 3616 9923 Password: SEWER

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7:10 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. 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.
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The reading of the vision and mission statements was deferred to the Select Board meeting by Chair Mastrangelo.

5. **Public Comment on Non-Agenda Items** – Public Comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.

6. **Board of Sewer Commissioners Business**

- a. **Public Hearing:** to discuss and set fines and penalties for violations of the Sewer Use Rules and Regulations, Sections 6.2.3 and 6.3, and Attachment C.
- b. **Discussion and possible enforcement action – grease trap compliance at 300 Main Street.**
- c. **Review of Allocation Spreadsheet**
 - i. **Hampton Inn.**
 - ii. **Actual water meter reading data.**
 - iii. **Date of next 6-month project update.**
- d. **Discussion and possible amendments to the FY24 proposed operating budget for the Sewer Enterprise Fund.**
- e. **Discussion – financial policies for the sewer enterprise fund.**

6.a. **Public Hearing:** to discuss and set fines and penalties for violations of the Sewer Uses Rules and Regulations, Sections 6.2.3 and 6.3, and Attachment C.

Town Administrator Marlene McCollem said that as the Board of Sewer Commissioners knows, they put together these interim rules and regulations with the understanding that there would be pieces that they would have to go back and re-visit. She said that rates, fines, and fees need to be looked at.

Ms. McCollem said that the ones that she would like to discuss at this meeting are in red in the Sewer Commissioners packet. She proposed to institute a grease trap interceptor permit fee of \$200. This fee would be paid upon hooking up a new grease trap to the system. The second one is a grease trap interceptor inspection fee of \$50. per visit. She also proposed instituting a fine for operating a grease trap interceptor without a FOG (Fats, Oils & Greases) Maintenance Plan or permit. She said she is recommending a \$50. per day fine and for each day to be considered a separate offense.

There was some discussion about the current Attachment C and the maximum daily fines.

Gary Maloney asked why the Town isn't charging what it really costs for inspections, and he asked who can void any fines that are set and by what vote would it be required. He also asked who on the staff was going to track all the inspections. His last question was if this fee schedule is enacted tonight, does that mean that the next agenda item is subject to those fees?

Chair Mastrangelo then asked if in the future the Board votes to assess a fine, does the fine start once the vote is taken or is the fine retroactive or does it depend on the vote. Ms. McCollem said that it would have to be voted to have it be retroactive, but typically she would recommend that

the fine start the day of the vote. Jared MacDonald asked if this was going to have an effective date on it. Ms. McCollem said that if they vote this, that she recommends that they make it effective with the current day's date. Judith Froman said she would like to see Mr. Maloney's questions addressed about who will be tracking and about the costs of inspections. Ms. McCollem said her office does the tracking and she said she cannot tell how much the inspections cost because they are all different and the inspection program is being created from the ground up and the fees can always be re-evaluated. There was some discussion about the rate sheets and the bills.

Voted: Jared MacDonald moved, and Melissa Ferretti seconded to adopt the recommendation for the grease trap interceptor permit fee of \$200., the grease trap interceptor inspection fee of \$50. per visit, the fine for operating a grease trap interceptor without a FOG (Fats, Oils & Greases) Management plan or permit of \$50. per day and each day should be considered a separate offense, with an effective date of March 1, 2023, and to update the Attachment C. The annual user fee is going to be updated for the period of 1/1/23 to 6/30/23. The annual overage charge is going to be updated to reflect the 2023 calendar year rate and it will be effective March 1st and will include the other changes in red.

Vote: 5-0-0.

6.b. Discussion ad possible enforcement action – grease trap compliance at 300 Main Street.

Tim Lydon, Engineering Department, said that he hasn't heard back from the Way-Ho restaurant since January when he left the ball in their court. Ms. McCollem said that at the Board of Sewer Commissioners December 2022 meeting they discussed the November 14th, 2022 site visit that was conducted by the Town staff. After that meeting, Ms. McCollem said she sent a letter to the property owner dated December 6th. She said the pertinent part of this letter states "prior to taking enforcement action, the Town is requesting that you bring the property into the full compliance with the Rules and Regulations by February 28th, 2023, including the installation of all necessary grease traps and developing a FOG Maintenance Plan. In the meantime, the existing grease trap must be pumped at least every other week with a log available for inspection."

Ms. McCollem said that it has not been pumped regularly and no permits have been pulled to upgrade the greases trap and the Town has not received a FOG Management Plan. The next steps were discussed, and Ms. McCollem said that the Board can hold an enforcement hearing. Mr. Maloney asked if the Sewer Commission is obligated to provide a non-compliant user with sewer service. There was more discussion about the hearing process and what is written in the Rules and Regulations about enforcement. It was decided that the Way-Ho Restaurant will be fined for their lack of compliance according to the voted fine structure.

6.c. Review of Allocation Spreadsheet.

i. Hampton Inn.

Chair Mastrangelo said that the date of review had been previously set for January 2023, which was the 3-year point as written in the Rules and Regulations. COVID altered the last few years of data, therefore the Board feels that they should give an extension in this case.

Voted: Jared MacDonald moved, and Peter Meier seconded to move the review of the Hampton Inn allocation to February 2024.

Vote: 5-0-0.

ii. Actual water meter reading data.

Mr. Lydon explained water readings for the Buzzards Bay Water District.

iii. Date of next 6-month project update.

Ms. McCollem said that September of 2022 was the last time there was an update. It was decided that the next 6-month project update will be in May.

Chair Mastrangelo said that she would like to look at the allocation fees that have been collected and when they were used against sewer rates. She said that there is some good money in the queue. She said that the sewer development fees are now collected at the time of the building permit, although there are several properties that do not have identified sewer development charges, some of which are not yet been issued a building permit. She feels that these property owners should be notified about the sewer development charges. There was some discussion about these properties and that it is important to keep track of them.

6.d. Discussion and possible amendments to the FY24 proposed operating budget for the Sewer Enterprise Fund.

Ms. McCollem said that at the last meeting she was asked to look at the Capital Outlay and O&M lines. She said that for FY24, while they are trying to absorb the debt for the one year where there is a spike, that she recommends a revised budget with some cuts. She said she is recommending a one year cut in the Capital Outlay line, which was originally recommended to be funded at \$95,000, be cut by 50% to \$47,500.

Ms. McCollem said that the O&M line, which is the wastewater facilities operating cost line was originally \$246,000. She said that she would like to make a budget adjustment to \$92,800. which is for the service contract with Weston & Sampson. She said she would like to break out lines for chemicals and sludge removal and hold \$12,000 in those lines, and this could change over time. She said that \$28,900. is for the Open Cape line, and she will explore options for this service that is a must. She said that with these reductions, there would be a rate increase for FY24 of \$156., which is not nearly as severe without the reductions.

Ms. McCollem said that they have bumped up the reserve fund as funded through retained earnings. Chair Mastrangelo said she understands the concept although she does not agree with increasing the reserve fund in the Spring and she doesn't think it should be increase until the Fall unless there is a demonstrated need for it, for two reasons. One reason is that they have been consistent with the reserve fund, and she wants more clarity, and she thinks that they have to use some of the allocation money to help pay for the debt service. She said that there will not be a vote tonight, and they do need to talk about the budget.

Jim Mika of Hideaway Village said he was there to take back information to other residents of Hideaway Village regarding the increases in their sewer bills. Chair Mastrangelo said that she believes that the jump in rates is the result of using the initial \$135,000. of allocation fees to reduce the rates before the new plan came on. Mr. MacDonald said that there is a large amount of debt that has come on board all at once. There was some discussion about the ARPA funding and the bid process.

Voted: Jared MacDonald moved, and Judith Froman seconded to accept the budgetary changes as presented with an adjustment to the reserve fund to \$100,000.

Vote: 5-0-0.

6.e. Discussion – financial policies for the sewer enterprise fund.

Chair Mastrangelo said that sometime after Town Meeting there will be a financial policy discussion. She said she has asked for some information be brought to the Sewer Commissioners on retained earnings policy and there was a brief discussion about it.

7. Minutes: 1/31/23

Voted: Judith Froman moved, and Jared MacDonald seconded to approve the minutes of January 31st, 2023, as presented

Vote: 5-0-0.

8. Future Agenda Items

Chair Mastrangelo said that they have moved the reviews until March.

9. Town Administrator Report

Ms. McCollem said that she gave the Board a report on the low pressure system. She said that she hopes to have the final design of stormwater improvements for the wastewater treatment plant soon.

10. Committee Reports

Chair Mastrangelo said that Stanley Andrews resigned from the Board of Health, as well as from the Wastewater Facility Design and Building Committee, which is on hold right now. Peter Meier said that they will call a meeting for the purpose of dissolving. Chair Mastrangelo said that if the Board meets in March, that they should review the condition of accounts for the Wastewater Treatment Plant.

11. Correspondence

Ms. Froman said that there were 4 pieces of correspondence all regarding seasonal reduction in rates. They were from Charles Knoll, Valerie Lane, John DiFrancesco, and Lisa Doherty.

12. Next meeting date: March 28, 2023.

13. Adjourn

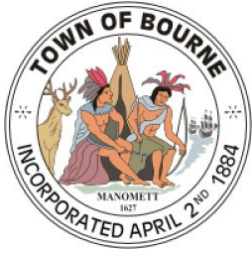
Voted: Jared MacDonald moved, and Judith Froman seconded to adjourn.

Vote: 5-0-0.

The Board of Sewer Commissioner's Meeting ended at 8:47 PM

Respectfully Submitted,

Kim Johnson, Recording Secretary



TOWN OF BOURNE

Board of Sewer Commissioners

24 Perry Avenue – Room 101
Buzzards Bay, MA 02532-3496
www.townofbourne.com



Phone: 508-759-0600 x1503

MARY JANE MASTRANGELO, CHAIRMAN
JARED P. MACDONALD, VICE CHAIRMAN
JUDITH MACLEOD FROMAN, CLERK
PETER J. MEIER
MELISSA A. FERRITTI

PUBLIC HEARING NOTICE

Per the Board of Sewer Commissioners Rules and Regulations, the Sewer Commissioners will be holding a public hearing on February 28, 2023 to review the sewer rates and fines. The hearing will be held at the Bourne Veteran's Community Center, 239 Main St., Buzzards Bay at 7 PM. Virtual meeting information will be posted online at www.townofbourne.com, Sewer Commissioners' page.

Topic: Sewer Commissioners Meeting

Time: Feb 28, 2023 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83836169923?pwd=eU4rciszeVVMVitzMnNVK3ZQMWlqZz09>

Meeting ID: 838 3616 9923

Passcode: SEWER

ATTACHMENT C: SEWER USE RATES, FEES, AND FINES
Adopted by Board of Sewer Commissioners
 , 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: Annual rate times the number of units.

Effective August 9, 2022 - \$583.50 per unit for the period July 1 – December 31, 2022

Annual Overage (surcharge) for calendar year 2022: \$0.0125 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. 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.

Buzzards Bay Commercial Wastewater Summary Sheet (February 24, 2023)

OWNER	LOCATION	GPD Req'd	GPD Exist'g	\$1500 App Paid Date	Planning Board Approval Date	Preliminary Allocation Approval Date	Prelim Alloc Fee	Prelim Allocation Date Paid	Sewer Develop Fee	Sewer Develop Fee Date Paid	Comments	Previous 6 Month Review Dates
Pending Applications		Requested:										
Preliminary Allocations												
Maritime Holdings LLC/Rob	12 Wagner Way	17750		1/5/2018		6/18/2019	\$22,750.00	11/20/2019				11/25/19, 5/25/20, 2/1/21, 4/27/21, 2/22/22, 9/27/22
CALAMAR	13 Kendall Rae Place	16800			12/21/2017	9/19/2017	\$21,800.00	1/6/2020			Calamar representatives appeared at the Board of Selectmen on April 6, 2021	11/25/19, 5/25/20, 4/6/21, 2/22/22
Vincent Michienzi	100 Block	26080				10/13/2015					-1000 gpd 11/25/2019 (originally 27080)	9/8/2020, 4/27/21, 2/22/22
MMA Cadet Housing	11 Buttermilk Way	7070	310	12/27/2019	N/A	1/28/2020	\$12,070.00	2/20/2020			11 Buttermilk Way was reviewed by the BOSC on Feb 23, 2021	
Bay Motor Inn	223 Main Street	11985	640	5/20/2020		7/28/2020	\$16,335.00	9/1/2020			Approval after BBWD moratorium sent letter 08.03.2020	2/1/2021, 4/27/21, 2/22/22, 9/27/22
340 Main St LLC	340 Main St (Ph 1)	3095		8/19/2020	2/27/2020	8/25/2020	\$8,095.00	11/2/2020			Sewer Inspection approved and backfilled 11/14/2022	2/1/2021, 4/27/21, 2/22/22, 9/27/22
340 Main St LLC	340 Main Street (Ph 2)	7920		9/19/2022		11/29/2022	\$11,920.00	1/11/2023	\$70,010.75		Planning Board Recommended WW	
CMP Development LLC	2 Kendall Rae Place	37262		11/2/2022	10/6/2022	11/29/2022	\$41,262.00	12/29/2022	\$105,478.05		7/28/2020 Approval after BBWD moratorium sent letter 08.03 2020	
James McLaughlin	227R Main Street	550		11/18/2022		11/29/2022	\$2,750.00	12/9/2022	\$6,085.75	12/9/2022		
140 Main Buzz Bay, LLC	140 Main St	1,300	33	11/21/2022		11/29/2022	\$5,300.00	12/15/2022	\$39,818.50		Planning Board Recommended WW	
Jersey Mike's	2 Bourne Bridge Appr	1,000		1/18/2023			\$5,000.00		\$342.00			
Completed and awaiting Operational Allocation												
Vincent Michienzi	85-93 Main Street	13000	931	10/24/2018		10/15/2018	\$18,000.00	10/24/2019			Temporary Certificate of Occupancy	11/25/19, 5/25/2020, 9/8/2020, 4/27/21,
James McLaughlin	227 Main Street	79	40	12/31/2019	10/10/2019	1/28/2020	\$5,079.00	2/7/2020			Policy no longer applies as there are 4 residential units or less	
Domino's/Wareham Pizza Co	2 Bourne Bridge Appr	500	0 (unit)	9/15/2021	N/A	10/28/2021	\$2,500.00	8/29/2022	N/A			
	2022 GPD Downtown Act. Use	114614										
	2% Residential Reserve	6000										
	Total Approved GPD	265005										
	Total Available GPD	34995										
Operational Allocation			2022 use									
Keystone Assisted Living	218 Main Street	14000	10797						\$14,248.12			
HAMPTON INN	12 Kendall Rae Place	15243	6742		3/28/2017	9/30/2014			\$48,533.12	11/11/2019	Certificate of Occupancy issued in January 2020 - We need to review the Reserve Capacity in January 2023 per Policy (V.	

Sewer Enterprise Fund Analysis

	8.9.2022 Voted	11.29.2022 Voted	Original FY24 PRELIM	Increasing debt and Wareham Cap 1.31.23	2.28.2023 PRELIM
<u>Expenses:</u>	2023	2023	2024	2024	2024
Salaries	\$189,441	\$189,441	\$193,440	\$193,440	\$193,440
Purchase of Services	77,800	99,348	189,300	189,300	179,300
Supplies	20,700	20,700	20, 00	20,700	20,700
Other Charges & Exps	375	375	375	375	375
Capital Outlay	95,000	95,000	95,000	95,000	47,500
Capital Outlay reduction					
Transfer to General Fund					
Debt Service	36,000	11,400	168,068	164,118	164,118
Reserve Fund	50,000	50,00	50,000	50,000	150,000
Wareham Operating Charge	430,757	430,757	441,526	441,526	441,526
Wastewater Facility Operating Cost	246,000	246,000	246,000	246,000	92,800
WWTF Chemical					12,000
WWTF Outside Services/Sludge Removal					12,000
WWTF SCADA/Fiber Communications					28,900
Wareham Capital Charge	188,478	188,478	188,478	295,008	295,008
EQ Basins		35,552	34,298	34,298	34,298
Indirect Expenses	1 3,587	153,587	157,003	157,003	157,003
Total Expense	\$1,488,138	\$1,520,638	\$1,784,188	\$1,886,768	\$1,828,968
<u>Revenues:</u>					
MWPAT Transfer	\$0	\$0	\$0	\$0	\$0
Sewer Betterment Receipts	0	0	0	0	0
Betterment Payoffs	0	0	0	0	0
System Development Revenues/Prior Year Ret. Earnings	0	0	0	0	0
Retained Earnings	74,000	74,000	50,000	50,000	150,000
Miscellaneous Dept Revenue & Interest	35,000	35,000	35,000	35,000	35,000
GF Reserve Fund Transfer					
Sewer User fees					
Est. Overage fees	130,000	162,500	227,500	227,500	227,500
Sub-total	239,000	271,500	312,500	312,500	412,500
Amount Needed Per Unit	1,249,138	1,249,138	1,471,688	1,574,268	1,416,468
Total Revenues	\$1,488,138	\$1,520,638	\$1,784,188	\$1,886,768	\$1,828,968
Users	1070	1070	1070	1070	1070
Per Unit Sewer Charge	\$1,167	\$1,167	\$1,375	\$1,471	\$1,324
		Increase from \$1,167 fy23 rate	\$208 17.82%	\$304 26.03%	\$156 13.40%

Sewer estimated revenues are a combination of Interest Income, Miscellaneous receipts for hook-ups, filing fees, demand fees, etc., and the major portion of the sewer revenues come from Sewer Overages and Sewer User Annual Fees. Estimates for FY2024 are \$35,000.00 from Miscellaneous revenues, Sewer Overage Fees \$227,500, \$1,416,468.00 for Annual User Fees and \$150,000.00 Retained Earnings voted at the May 2023 ATM [Article X](#) Budget. The Annual Per Unit Sewer Charge decreases this year by \$156.00 per user to \$1,324.00

Sewer Enterprise Fund - Financial Policy Review

Discussion points for 2/28/2023 BoSC Meeting

Retained Earnings Policy

- Save as much as possible to cover future costs
- 15-20% of annual operating budget is consistent with bond rating agency recommendations – can be significantly higher depending on future needs
- Retained Earnings above 15% can be utilized for rate stabilization/future capital improvements

Reserve Fund Policy

- \$50K is just too low – need the ability to deal with a system failure without waiting for Town Meeting

Stabilization Fund

- Could be established for reserves – this could yield higher investment rates in future
- Would require 2/3 vote of town meeting to access

Rate Setting Policy

- The rate should never decrease
- Gradually grow to alleviate any rate shock to users
- Consider establishing a rate reserve fund with one time revenues or a percentage of retained earnings to prevent rate shock and buffer an anticipated one-time increase
- There should be a plan to offset a rate increase if anticipated increase in costs is expected (ie debt)

Capital Needs

- Realistic CIP needed to determine needed retained earnings balance
- Wareham capital assessments
- C&I Water Protection Fund – will this be accessible for capital cost incurred from Wareham?
- Significant improvements/purchases will require borrowing – this will add to budgeted expense
- Equipment should be purchased with use of retained earnings (in line with pay-as-you-go capital plan)

FY23 Total Budget	\$ 1,829,218.00
15% of Total Budget	\$ 274,382.70
20% of Total Budget	\$ 365,843.60
Retained Earnings as of 10/24/2022	\$ 826,819.00
Projected Retained Earnings post ATM	\$ 676,819.00
Post ATM RE over 20% (excess)	\$ 310,975.40

*Financial policy review by the Collins Center for Management will include recommendations for the sewer enterprise fund

**Board of Sewer Commissioners
Minutes of Tuesday, January 31, 2023
Bourne Community Center
239 Main Street, Buzzards Bay**

**TA Marlene McCollem
ATA Liz Hartsgrove**

Board of Sewer Commissioners

Mary Jane Mastrangelo, Chair
Judith Froman, Clerk (6:34)
Peter Meier
Jared MacDonald (virtual)
Melissa Ferretti

Others: Erica Flemming, Finance Director, Mike Ellis, Town Accountant, Shawn Patterson, Gary Maloney, Matt West (virtual), Michael Cunniff (virtual), Greg Ralph, and Tim Lydon, Engineering Department.

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This meeting is available on Zoom. Meeting ID: 834 6437 0688 Password: SEWER

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

6:30 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. 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.
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The reading of the vision and mission statements was deferred to the Select Board meeting by Chair Mastrangelo.

- 5. Public Comment on Non-Agenda Items** – Public Comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.

6. Board of Sewer Commissioners Business

- a. Discussion – grease trap compliance at 300 Main Street.**
- b. Review of the Allocation Spreadsheet and update on recent allocations granted.**
- c. Discussion and possible vote – preliminary allocation for Jersey Mike's at 2 Bourne Bridge Approach.**
- d. Discussion and possible amendments to the FY24 proposed operating budget for the Sewer Enterprise Fund.**

6.a. Discussion – grease trap compliance at 300 Main Street.

Tim Lydon of the Town Engineering Department said that they have reached out to 300 Main Street, Way-Ho Restaurant, a few times in the past month to follow up on the memos that they have issued to the restaurant. He said that a letter from the Town Administrator was mailed to Way-Ho and the owner said that he did not receive the letter, therefore a few more follow ups were made since.

Mr. Lydon said that these memos are regarding items that have not been done which are external grease trap pumping, installing an internal grease trap, or at least providing a plan on what they are going to do for grease maintenance.

Town Administrator Marlene McCollem said that the regulations are in place and the town is going to keep pushing on the pumping. She recommends that fines gets set at the next meeting, so the town can make financial enforcement actions. She said that the February 28th meeting should have a public hearing posted to formally alert the public that the fees and fines will be talked about.

Peter Meier asked how the letters were mailed, and Ms. McCollem said that after the first memo went by first class mail, there has been a letter hand delivered, and there have been multiple follow up visits.

6.b. Review of the Allocation Spreadsheet and update on recent allocations granted.

Ms. McCollem said that she wanted to let the Board know that the 4 preliminary allocations that the Board voted at the end of November, have been paid, so they have been reflected on the spreadsheet. She said that at the next meeting they can look at dropping some of the older projects and keep it as a 3-year rolling spreadsheet. Chair Mastrangelo asked if there could be a total of the current year fees on the spreadsheet. There was discussion about counting on the spreadsheet and making sure the usage is being tracked accurately.

Gary Maloney of Buzzards Bay questioned the timing of the posting of the spreadsheet. Chair Mastrangelo said that only the agenda must be posted 48 hours in advance of a public meeting, and not all the materials that will be discussed. Mr. Maloney asked about reviewing reserve capacity for Kendall Rae in January 2023, and Chair Mastrangelo said that it is not going to

happen because it is a looking at the usage in the first few years to make sure sewer has not been over allocated. Due to COVID, the first year really cannot be counted, so it needs to be delayed.

6.c. Discussion and possible vote – preliminary allocation for Jersey Mike's at 2 Bourne Bridge Approach.

Matt West, a Jersey Mike's franchisee, said that this will be his fifth restaurant, and he has been in the business since 2018. He said that he is a former new photographer for the Boston Herald and is happy to be in the Bourne Community.

Mr. Lydon said that the minimum gallons per day for restaurants is 1,000. He said that over the next few years they can quantify what the actual usage is.

Voted: Judith Froman moved, and Peter Meier seconded to reserve a preliminary sewer allocation of 1,000 gallons per day to the benefit of 2 Bourne Bridge Approach on the request of Matt West, applicant for Jersey Mike's Subs. All fees are due and payable in accordance with the August 30th, 2022, Sewer Use Rules, and Regulations.

Roll Call Vote: Jared MacDonald – yes, Peter Meier – yes, Melissa Ferretti – yes, Chair Mastrangelo – yes, and Judith Froman – yes. 5-0-0.

6.d. Discussion and possible amendments to the FY24 proposed operating budget for the Sewer Enterprise Fund.

Ms. McCollem said that she received the final debt schedule from Wareham this morning, from their 9 million project. She said that the schedule of payments will begin in FY24. She said that this debt service for the Sewer Enterprise Fund for FY24, will be using the final debt schedule number for that project, the final numbers for the Buzzards Bay Treatment Plant, the final numbers for the EQ Basins, and the final year of the previous Wareham Capital payment.

Erica Flemming said that they anticipate an additional assessment of \$107,000. She said that the total estimated debt for FY24 is \$493,798. She said that \$168,000. is appropriated at this time and they did appropriate for the Capital assessment for the EQ basins in a different line, so an amendment to the budget is needed to support this.

Chair Mastrangelo said she does not feel that the Operation and Maintenance budget for the Wastewater Treatment Facility is clear. Ms. McCollem said that there is a contract with Weston & Sampson for an on call emergency service for the collection system, and there is not a standing charge with this contract. There was some discussion about what is in the O&M line, which is carrying two other Weston & Sampson contracts, which one is a 3 year maintenance contract. Chair Mastrangelo said that there are a few line items that she would like to look at to make some reductions in the budget, and make the budget accurate.

Voted: Peter Meier moved, and Judith Froman seconded to forward the Sewer budget to the Finance Committee based on the final debt schedules adjusted for debt, and also to let the Finance

Committee know that the Board of Sewer Commissioners are looking at some of the line items and may be proposing adjustments before the final budget.

Roll Call Vote: Jared MacDonald – yes, Peter Meier – yes, Melissa Ferretti – yes, Chair Mastrangelo – yes, and Judith Froman – yes. 5-0-0.

7. Minutes: 11/29/22

Voted: Judith Froman moved, and Melissa Ferretti seconded to approve the minutes of November 29th, 2022.

Roll Call Vote: Jared MacDonald – yes, Peter Meier – yes, Melissa Ferretti – yes, Chair Mastrangelo – yes, and Judith Froman – yes. 5-0-0.

8. Future Agenda Items – revisions to the financial policies for the sewer enterprise fund.

Chair Mastrangelo said that this is for notification that staff has been invited to come to the February meeting with some of the parameters that go into a financial policy for a sewer enterprise fund and to put some numbers to it.

9. Town Administrator Report – storm water control at Wastewater Treatment Facility – RME cooperation with Barnstable Co.

Ms. McCollem said that they are continuing to work on the design for the stormwater control at the Wastewater Treatment Facility. She said that they are also working in close cooperation with Barnstable County and the Massachusetts septic test center on the base. She said they are hopefully going to be awarded a joint grant to look at measuring actual performance from existing IA systems.

10. Committee Reports

Chair Mastrangelo said she and Ms. McCollem went to the Cape and Islands Water Protection Fund meeting. She said that it was a very good meeting and there were a couple of important things from the meeting, such as the work that they are doing with Brewster and Wellfleet, who are incorporating IA systems in their comprehensive wastewater management plans. She talked about the benefits of this that could happen for Bourne.

11. Correspondence

None.

12. Next meeting date: February 28, 2023.

13. Adjourn

Voted: Judith Froman moved, and Peter Meier seconded to adjourn.

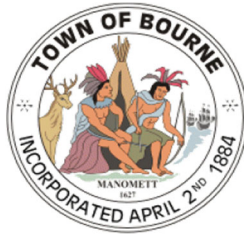
Roll Call Vote: Jared MacDonald – yes, Peter Meier – yes, Melissa Ferretti – yes, Chair Mastrangelo – yes, and Judith Froman – yes. 5-0-0.

The Board of Sewer Commissioner's Meeting ended at 7:10 PM

Respectfully Submitted,

Kim Johnson, Recording Secretary

DRAFT



Sewer Commissioners Correspondence

February 28, 2023

- A. Seasonal Resident Consideration Letter – Charles Noll
- B. Seasonal Resident Consideration Letter – Valerie Lane
- C. Sewer Bill Credit – John DeFrancesco
- D. Seasonal Resident Consideration Letter – Lisa Doherty

From: [Charles Noll](#)
To: [Maria Simone](#)
Cc: [REDACTED]
Subject: Seasonal cottage consideration
Date: Saturday, February 18, 2023 8:28:14 PM

Good afternoon,

I'm writing today to see if there is any possible consideration for those of us with seasonal cottages where the water is shut off for the winter months. Our family cottage in Buzzards Bay is usually "opened up" in mid to late May and then closed and winterized by the end of October. As such, we have the water company come out and turn off the water for the off season, and the cottage remains unoccupied for the duration.

While we realize the need to maintain service and infrastructure for all the permanent residents of Bourne, we are hoping to see some financial relief for those of us who can only call the area "home" during the warmer months.

Thank you for your time and consideration.

Charles Noll
15B Wild Rose Drive
Buzzards Bay, MA 02532
[REDACTED]

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From: [REDACTED]
To: [Maria Simone](#)
Subject: Sewer charges/Feb 28th meeting
Date: Sunday, February 19, 2023 6:52:37 PM

Dear Town of Bourne, Sewer Dept.

I am a part time resident in Hideaway Village. My water is turned off \$40.00 to the town for the winter and turned on \$40.00 to the town for the summer. Based on my use, it does not seem equitable to be charged a full year for services I am not using. There was some discussion of the town offering some relief to seasonal residents. We pay real estate taxes which are a benefit to Bourne as we don't use your schools or benefit from snow plowing and many other services. In all fairness, please consider an adjustment/credit.

Thank you

Valerie Lane

59D Maynard Lane

Thank you Maria, please confirm receipt.

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From: [John DeFrancesco](#)
To: [Maria Simone](#)
Subject: Re: Sewer Bill Credit
Date: Thursday, February 23, 2023 12:56:05 PM

To: Town of Bourne Sewer Commissioners
From: John J. DeFrancesco
Re: Sewer Credit.
Date: February 23, 2023

I am contacting you about the recent sewer bill that I received. I reside at 10D Windy Hill Road (Hideaway Village) in Bourne and I am a summer only resident. My water and sewer use is restricted to summer months only. The Bourne water district turns off my water in early October and the cottage is not used at all until I reopen at the end of May. I am hoping to be credited for the months that I am not in Bourne. Thank you and you can reach me through email or by cell [REDACTED].

On Thu, Feb 23, 2023 at 12:54 PM John DeFrancesco <[REDACTED]> wrote:
Thanks, I will be sending you an email in a moment.

On Thu, Feb 23, 2023 at 10:38 AM Maria Simone <msimone@townofbourne.com> wrote:

Hi John,

Thank you for reaching out. The sewer bill that you recently received is the second half of the overall sewer user fee. The sewer user fee is a flat rate per unit that everyone in town connected to the sewer system pays regardless of actual usage. The full sewer user fee is broken up into two bills for easier payment (the total fee this fiscal year is \$1,167, split into two payments of \$583.50 each). Each user in town is then allotted 45,000 gallons of water usage per calendar year, per unit. If a user goes over that gallonage, then they are charged an overage fee. This overage fee is the current way the town makes up for residential vs seasonal usage.

This is an explanation of the way the system currently works. I understand your situation and know that you are not the only one who has brought this up. My suggestion to you would be to write an email to the Sewer Commissioners expressing your thoughts and concerns. The Sewer Commissioners create the policies, set rates, and such. You can send this email directly to me, and I will add it to their correspondence for their upcoming meeting on 2/28/23.

I hope this explanation helps and feel free to reach out with any additional questions.



-Maria Simone

From: [Lisa Doherty](#)
To: [Maria Simone](#)
Subject: Sewer bill for summer residents
Date: Friday, February 24, 2023 11:29:42 AM

Good afternoon,

I own a property at 11G Hideaway Road, Bourne, MA. I use it for about 10 weekends in the summertime and turn the water off every year. The sewer bill is very expensive for the amount of time that we are there. I respectfully request that the town looks into the current billing system for summer residents and hopefully we can get an adjustment on our sewer bill.

Thank you for your anticipated cooperation.

Lisa Doherty



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