

**Sewer Commissioners Meeting  
Minutes of Tuesday, July 28, 2020  
Zoom Remote – Public Access  
Bourne TV Public Broadcast**

**TA** Tony Schiavi  
**ATA** Glenn Cannon

**Sewer Commissioners**

James Potter, Chairman  
Jared MacDonald, Vice-Chairman  
Judy Froman, Clerk  
Peter Meier  
George Slade - Excused

Others: Mike Schrader and Adam Yanulis - Tighe & Bond, and Tim Lydon  
Renee Gratis, Ryan Correia, Zachary Basinski, Joe Longo, Tim Lydon, Irene Carbone, Steve Suza – Superintendent B Bay Water District, Michael Ellis, Don Higgins, Chris Velleca – Federal Hill Group Architects

Note this Zoom videoconference meeting is being televised, streamed and recorded by Bourne TV. If anyone from the public wishes to provide public comment, they can access the conference line by calling: 1-929-205-6099 Meeting ID: 878 4566 5948 Password: 103605.

<https://us02web.zoom.us/j/87348848796?pwd=a1VlNTJlZlVNmWFNSallnTTJiQzJwdz09>

Please MUTE your phone until the Chair asks if anyone wishes to speak.  
All items within the meeting agenda are subject to deliberation and vote(s) by the Board of Selectmen/Sewer Commissioners.

Note this meeting is being recorded.

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

Chm. Potter called the meeting to order at 7:00 pm.

**1) Salute the flag**

**2) Consent Agenda**

A. Approval of Open Session meeting minutes: July 14, 2020

**Voted:** Judy Froman moved and seconded by Jared MacDonald to approve the minutes from July 14, 2020.

**Roll Call Vote:** Judy Froman – Yes, Jared MacDonald – Yes, Peter Meier – Yes, James Potter – Yes

**Vote:** 4-0-0

### 3) Sewer Business

#### A. Savary Avenue Update

#### B. Buzzards Bay Water District Update

##### 3.A. Savary Ave Update

Tony Schiavi updated the Sewer Commissioners on Savary Ave.

- Everyone is off the system,
- Waiting for 21 Savary Ave to have their system capped on the outside of the house.
- Start to engage with the Army Corp as we put the plan together for the decommissioning of the Savary Ave system.
- A couple of Board of Health inspections still need to be done.

Updated 07.23.2020

Account #	Property Owner	Address	Mailing Address	Map/Parcel	Phone #	Perc Test Completed	Septic Permit Application Submitted?	Installed/ Inspected?	Sewer Line Installed?	Notes
03-00003	Robert W. Lubold Patricia A. Lubold	21 Savary Avenue	21 Savary Avenue Sagamore Beach, MA 02562	12.1 / 86.00	774-313-0935	YES	YES	YES	NO	Perc test done 10.25.2019 Inspected on 05.06.2020 / capped inside of house. Homeowner informed on 05.08.2020 to contact contractor to cut & cap outside with Sewer Technician present. 06.26.2020 Contacted owner and informed her if not capped and witnessed she will continue to require a septic bill.
03-00004	Thomas M. Choctaw Marion Choctaw	23 Savary Avenue	6 Wood Lawn Street East Taunton, MA 02718-2802	12.1 / 87.00	508-433-4213	YES	YES	YES	YES	Septic permit #155-19 not installed Sewer line cut and capped 01.24.2020 *see file for perc
03-00005	Catie A. Holmes Annalisa Landolfi	25 Savary Avenue	25 Savary Avenue Sagamore Beach, MA 02562	12.1 / 88.00	774-413-5484	YES	YES	YES	YES	Sewer line cut and capped 12.26.2019 *see file for perc
03-00006	Bryan E. Boudley Sr Mary Ann Boudley	27 Savary Avenue	PO Box 126 Sagamore Beach, MA 02562-6026	12.1 / 89.00	508-888-2750	YES	YES	YES	YES	Capped off inside house but not outside 12.17.2019 Cut and capped exterior sewer pipes 12.23.2019 *see file for perc
03-00007	Joan A. Cole	31 Savary Avenue	31 Savary Avenue Sagamore Beach, MA 02562-2802	12.1 / 90.00	508-888-4248	YES	YES	YES	YES	Final inspection done 10.29.2019 permit #133-19 Sewer line cut and capped 11.04.2019 *see file for perc
03-00008	Charles Neff	33 Savary Avenue	33 Savary Avenue, RFD 1 Sagamore Beach, MA 02562		508-685-1447	YES	YES	YES	YES	Sewer line capped 02.23.2019 *see file for perc
03-00009	Nadia Hamoud Ali Walther	35 Savary Avenue	PO Box 722 Sagamore, MA 02561	12.1 / 92.00	508-364-9538	Yes	YES	YES	YES	Perc test done 11.05.2019 Inspected 1/23/2020 COC issued 1/23/2020 Sewer line cut and capped 01.27.2020 *see file for perc
03-00010	Stephanie A. Conick Trustee of the Stephanie A. Conick Trust	39 Savary Avenue	39 Savary Avenue RFD #1 Sagamore Beach, MA 02562	12.1 / 93.00	508-888-0055	YES	YES	YES	YES	Septic permit #147-19 has been issued Sewer line cut and capped 12.17.2019 *see file for perc
03-00013	Edward J. McGuire Paula B. McGuire	52 Savary Avenue	52 Savary Avenue Sagamore Beach, MA 02562	12.1 / 96.00	508-338-0383	Yes	Yes	NO	YES	Perc test done 10.25.2019. BOH discussed site limitations with engineer Septic permit #15-20 has been issued. Variances granted by BOH on 2.12.2020, not installed Sewer line cut and capped 07.14.2020 *see file for perc
03-00014	Primo Street Real Estate LLC c/o Philip C. Kassar II	50 Savary Avenue	50 Savary Avenue Sagamore Beach, MA 02562	12.1 / 97.00	508-566-4033	Yes	Yes	NO	YES	Perc test done 10.25.2019. BOH discussed site limitations with engineer 1.06.2020 conducted 2nd soil evaluation Septic permit #24-20 has been issued. Variances granted by BOH on 2.12.2020, not installed Sewer line has been cut and capped 07.09.2020 *see file for perc
03-00015	Richard A. Johnson Janet Johnson	46 Savary Avenue	46 Savary Avenue Sagamore Beach, MA 02562-2803	12.1 / 98.00	508-888-0229 [not in service]	YES	YES	YES	YES	Sewer line cut and capped 08.13.2019 *see file for perc
03-00016	James R. Fair Wendy L. Fair	42 Savary Avenue	42 Savary Avenue Sagamore Beach, MA 02562-2803	12.1 / 99.00	508-433-0840	YES	YES	YES	YES	Sewer line cut and capped 05.16.2019 *see file for perc
03-00017	Greta O. Sylvia Trust of the Sylvia Family Realty Trust	40 Savary Avenue	PO Box 1458 Sagamore Beach, MA 02562	12.1 / 100.00	508-888-2071	Yes	YES	YES	YES	Septic permit #175-19 not installed Hired Peter Valeri and paid deposit. Sewer line cut and capped 01.30.2020 *see file for perc Work to begin Thursday 01.30.2020

Owner of 21 Savary Ave has left another message with her contractor and left message at his office to return and do the final cut and cap with Sewer Technician present. All properties are off the Savary Ave Community System and on their own private system.  
Board of Health has not been contacted for any inspections as of 7.23.2020

##### 3.B. Buzzards Bay Water District Update

- They need to work with the town and expand their permit draw capacity.
- Want to invite them to speak to this Board about the letter
- They sent a letter to Tony itemizing specific items that the Town could help them with on their permit.
- We will also reach out to the other water districts Buzzards Bay, North Sagamore, and Bourne Water District.

**4) Sewer Allocation**

**A. CMP Development LLC – 2 Kendal Rae Place**

**B. Bay Motors Inn proposed Development – 223 Main Street**

Allocation Request from CMP Development LLC

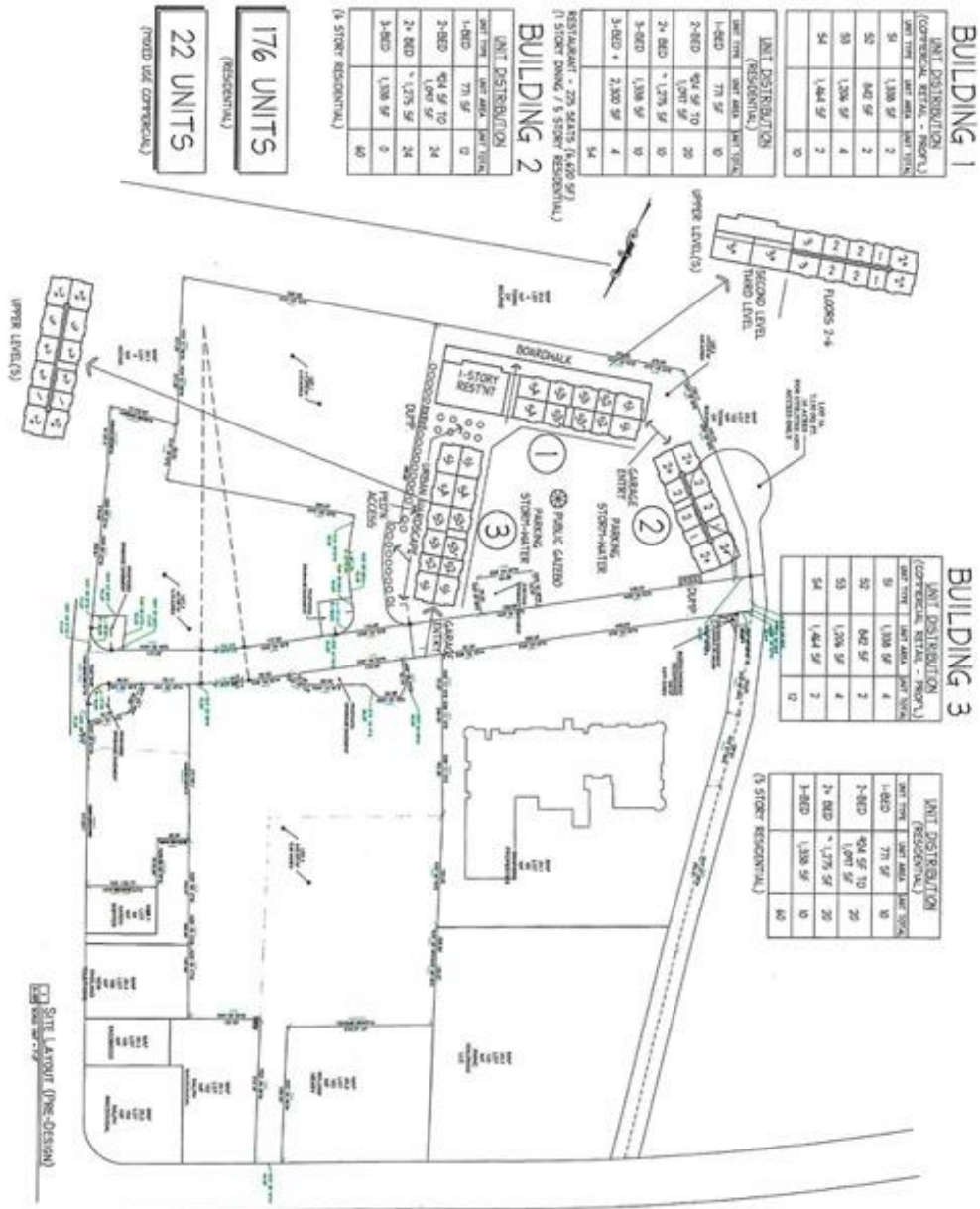
Requesting 46,475 gpd

Ryan Correia, CMP Development

- Final phase of a multi-year project
- Mixed use development - Retail space and Restaurant and Hotel
- Ground Level mixed use – Business and Residential 1, 2, and 3-bedroom units.
- Bringing first floor out of water flood zone – 1st level parking under building.

**Questions/Comments**

- Are any of the units affordable – We will comply with the Towns 10% affordable
- Estimate on the number of parking to residents – Do residents have priority for parking over visitors. - 1 space per unit and number of spaces per 1000 feet for the restaurant. Working on guest parking.



**Voted:** Judy Froman moved and seconded by Jared MacDonald to approve 46,475 gpd sewer allocation to CMP Development LLC.

Timeframe: Permitting and approval by mid to late fall.

**Roll Call Vote:** Judy Froman – Yes, Jared MacDonald – Yes, Peter Meier – Yes, James Potter – Yes

**Vote:** 4-0-0

#### **4. B. Bay Motors Inn proposed Development – 223 Main Street**

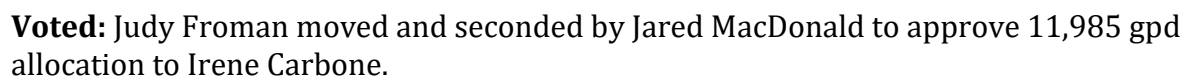
Zach Basinski, Project Manager, Bracken Engineering

- Review the sewer allocation for 223 Main Street – Bay Motor Inn
- Requesting 11,985 GPD
- Redevelopment on Main Street
- Mixed-use development
- 52 Units – 4 story building
- First floor commercial use other floors will be residential
- 2 additional free-standing building in the back for another 20 units
- 1 and 2-bedroom units – total 108 bedrooms on the property

Comments/Questions

We (Town) will provide data to the water district

The permit should be increased



**Roll Call Vote:** Judy Froman – Yes, Jared MacDonald - Yes, Peter Meier – Yes, James Potter – Yes

**Vote:** 4-0-0

Glenn Cannon said we still have over 33,000 gallons of sewer allocation available. We are looking at reducing the amount of Title V flow that we have, up to maybe 50%. Next month we are going to review 6 of the projects that currently have sewer allocation, we may be able to regain some of that sewer allocation.

## **5) Sewer Visioning Agenda**

### **A. Comprehensive Wastewater Management Plan Update**

- Put out RFP – 4 firms came back with bids
- The Board should be making the selection
- Would like the meeting to be face to face – which is why we have been holding off
- Next month we will have to make a decision

#### Comments/Questions

Board could get together and Zoom with other firms for the interviews

Glenn Cannon will reach out to the firms to see if they are comfortable meeting face-to-face with the Board.

## **6) New Business**

### **A. The Inn at Buzzards Bay [formerly Jasper's Too] – 101 Maple Street**

#### **B. Correspondence**

#### **C. Any new sewer business (not foreseen 48 hours ahead of this meeting)**

#### **D. Public Comment**

- The project falls outside the allocation policy – didn't require Planning Board review
- Added some plumbing fixtures – which adds allocation but not subject to the allocation policy.
  - 2 bathrooms, kitchen sink, dishwasher, and 2 showers; asked for a daily allowance of 60 gallons.
  - 12 Units – single shower, toilet, and sink in each unit.
  - Enlarged the office/lobby – bump out 300 sq. ft.

Glenn Cannon suggested the Board may want to get away from the requirement of the existing sewer allocation and move to a more flow based.

## **6.B. Correspondence**

Letter from Wareham Sewer Dept. discussing a couple projects.

Tony Schiavi said as we continue to work through our allocation with Wareham these have to come into the equation. The agreement needs to be relooked at.

- Asked them to let us know when there was a big project coming up.
- We will follow up with them.
- Find out who the people are that make the decisions, want to have them involved in the conversations.

## **C. Any new sewer business (not foreseen 48 hours ahead of this meeting)**

May have an Executive session soon.

## **D. Public Comment**

Peter Meier suggested to bring MMA in to discuss the Beachmoor Project – Additional Bedrooms

Tim Lydon, Engineering, said their 6-month review is August 19<sup>th</sup>

## **7) Sewer Rate FY21**

### **A. Discussion and Set Sewer Rates FY21**

### **B. Sewer Fees Discussion**

### **7.A. Discussion and Set Sewer Rates FY21**

We have alternate rate structures that we can look at.

Asked staff to look back several years at the projects that paid our system development fees under the allocation policy. Identify those fees. Have a way we may be able to offset the cost increase with those fees. These fees should go towards Capital.

We would have to vote a higher rate tonight. Town Meeting would let the Sewer Dept. use its own money in the fall; the rate would lessen on the second billing because we would have access to that money to help offset it.



## Sewer Enterprise Fund Analysis

	2015	2016	2017	2018	2019	2020	Preliminary 2021
<b>Expenses:</b>							
Salaries	\$170,160	\$177,302	\$173,638	\$160,614	\$170,024	\$187,843	\$197,680
Purchase of Services	\$22,503	\$28,025	\$76,163	\$38,728	\$145,524	\$103,850	\$107,850
Supplies	\$11,508	\$13,207	\$12,602	\$13,018	\$12,661	\$19,825	\$20,028
Other Charges & Exps	\$100	\$130	\$100		\$280	\$375	\$375
Capital Outlay	\$19,536	\$38,429	\$10,927	\$47,060	\$50,808	\$110,000	\$110,000
Capital Outlay reduction							
Transfer to General Fund							
Debt Service							
Reserve Fund	\$14,506	\$3,070	\$19,563	\$45,522	\$43,500	\$24,000	\$72,000
Wareham Operating Charge							
Wastewater Facility Operating Cost	\$273,123	\$395,661	\$250,000	\$350,000	\$213,912	\$350,000	\$410,000
Wareham Capital Charge	\$188,478	\$188,478	\$188,478	\$188,478	\$188,478	\$188,478	\$188,478
Indirect Expenses	\$126,029	\$131,983	\$126,705	\$124,404	\$128,607	\$134,709	\$140,944
<b>Total Expenses</b>	<b>\$825,943</b>	<b>\$976,285</b>	<b>\$838,176</b>	<b>\$967,824</b>	<b>\$953,794</b>	<b>\$1,169,080</b>	<b>\$1,347,355</b>
<b>Revenues:</b>							
MWPAT Transfer	\$0	\$0		\$0	\$0	\$0	\$0
Sewer Betterment Receipts	\$32,266			\$0	\$0	\$0	\$0
Betterment Payoffs	\$0	\$0		\$0	\$0	\$0	\$0
System Development Revenues/Prior Year Ret. Earnings (Collected in FY2020)							\$135,500
Retained Earnings	\$100,000	\$50,000	\$75,000	\$75,000	\$100,000	\$50,000	\$0
Miscellaneous Dept Revenue & Interest	\$56,594	\$2,260	\$35,558	\$35,000	\$25,000	\$35,000	\$35,000
GF Reserve Fund Transfer							
Sewer User fees	\$856,657	\$1,011,454	\$968,066	\$996,279	\$1,024,754		
Est. Overage fees						\$130,000	\$140,000
<b>Sub-total</b>	<b>\$1,025,427</b>	<b>\$1,063,714</b>	<b>\$1,078,624</b>	<b>\$1,106,279</b>	<b>\$1,149,754</b>	<b>\$215,000</b>	<b>\$110,500</b>
<b>Amount Needed Per Unit</b>	<b>\$732,516</b>	<b>\$826,660</b>	<b>\$830,208</b>	<b>\$846,279</b>	<b>\$901,998</b>	<b>\$954,080</b>	<b>\$1,036,855</b>
<b>Users</b>	<b>998</b>	<b>1104</b>	<b>1104</b>	<b>1091</b>	<b>1092</b>	<b>1086</b>	<b>1068</b>
<b>Per Unit Sewer Charge</b>	<b>\$734</b>	<b>\$749</b>	<b>\$752</b>	<b>\$776</b>	<b>\$826</b>	<b>\$879</b>	<b>\$971</b>

\* Not included, FY22 capital request for a study of replacement sewer lines \$100,000. No capital/spending plan exists at this time

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 FY2021 are \$35,000.00 from Miscellaneous revenues, Sewer Overage Fees \$140,000, \$1,122,355.00 for Annual User Fees and \$50,000.00 Retained Earnings voted at the June 2020 ATM Article 3 Budget. The Annual Per Unit Sewer Charge increases this year by \$172.00 per user to \$1,051.00.

7/24/2020

- Retained Earnings for FY21 is \$50,000
- FY 21 Sewer Rate per user charge \$1,051.00
- 2nd bill Feb 1st \$446 if approved at Fall Town Meeting
- Savary Ave came off
- Calamar will be adding units

Review system development fees to make sure we are collecting the correct amounts  
Suggested to go to retained earnings to subsidize the amount

Jim Potter said create a separate fund that the fees are put into for Capital use, and use that to help pay for the dept. service.

**Voted:** Judy Froman moved and seconded by Jared MacDonald to approve the FY21 sewer rate at \$1,051.00. per unit and \$0.01 per gallon for sewer overages and to re-address the sewer rate at the Fall Town Meeting.

**Roll Call Vote:** Judy Froman – Yes, Jared MacDonald – Yes, Peter Meier – Yes, James Potter - Yes

**Vote: 4-0-0**

Plan for Communication to the public and rate payers:

- Insert with the bill
- Put information on the Website
- Possibly on FaceBook

## **7.B. Sewer Fees Discussion**

- Keep the rates as affordable as we can
- Pursue venues to manage the rates
- Make sure we are collecting everything we need to, to help subsidize any future rate increases

### **Future Agenda Items [Tracking] 1<sup>st</sup> half of 2020**

- a. Sewer Rate Study Final Report – **Hoping to have at the next meeting in August**
- b. Sewer Commissioner Regulations & Policies Guidebook and implementation – **Keep moving forward**
- c. Comprehensive Wastewater Management Plan (CWMP) – **Will follow up with those firms**
- d. Bourne/Wareham Inter-Municipal Agreement (IMA) subcommittee update **Jim will reach out to them**
- e. New Wastewater Treatment Plant — Armory Rd. – **Will have an update**
- f. Joint Base Cape Cod Sewer Meeting Update – **Still tracking**
- g. Upper Bay Project (Bourne-Wareham-Marion-S. Plymouth) Regional Sewer Update – **Still tracking**
- h. Cape Cod & Islands Water Protection Fund (CCIWPF) Update **Still tracking**

Regarding Sewer Regulations – Glenn. Cannon said we had a staff meeting last Thursday, have a meeting set up for this Thursday and the following Thursday. Hope to finish up our portion of the regulations for the meeting in August.

## **8) Adjourn**

**Voted:** Judy Froman moved and seconded by Jared MacDonald to adjourn at 8:43 P.M.

**Roll Call Vote:** Judy Froman – Yes, Jared MacDonald – Yes, Peter Meier – Yes, James Potter - Yes

**Vote:** 4-0-0.

Respectfully submitted – Carole Ellis, secretary.