

**Sewer Commissioners Meeting
Minutes of Tuesday, August 23, 2016
Bourne Community Building
Bourne, MA 02532**

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TOWN CLERK BOURNE

TA Guerino

Sewer Commissioners

Peter Meier, Chairman
Michael Blanton, Vice-Chairman
Stephen Mealy, Clerk
Don Pickard
George Slade

Note this meeting is being televised and recorded. If anyone in the audience is recording or videotaping, they need to acknowledge such at this time - Michael Rausch Bourne Enterprise

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

Meeting Called to Order

Chm. Meier called the meeting to order at 6:30 pm.

1) Public Comment

None requested.

2) Wastewater Advisory Committee Report

Wes Ewell updated the Board of Selectmen and the public on the Waste Water Advisory EDA Grant - expect to get in by the end of the week.

Weston and Sampson continuing to work on the design, the project is still on schedule. Long rang regional plan: Buzzards Bay Coalition has selected an engineering firm to do the needs analysis.

3) Ryan Correia - update on Hotel plans at former Byron Property

Peter Meier read the letter from Ryan Correia.

Dear Selectmen,

I'm writing this letter to inform you that we are moving forward diligently with our project located at 25 Perry Ave. We are planning on submitting plans for design review and planning in September for phase one.

Our intentions are to proceed with phase 1 based on the allocation for sewer we were allocated but also to pre-plan the entire project as a whole. We feel this is best for the future of the project as well as for the Town. It is imperative that the entire project be developed so that it becomes the catalyst for the future and sustainability that the Town expects and needs.

We look forward to working with your board and town officials to see the development through.

Thank you,

Ryan Correia

Stephen Mealy said he will reach out to Ryan Correia, and suggested Peter Meier and whoever else has questions forward the questions to him and he will forward them to Mr. Correia.

4) Establish Annual Sewer Rates and Overage Rates

Tom Guerino went over the Sewer Enterprise Fund Analysis. Mr. Guerino recommend the Board adopt a rate of \$752 for the current FY to be billed at the end of this month then again in February pursuant to the schedule that was established by a prior Board that has worked very well.

Sewer Enterprise Fund Analysis

Expense	Actual									
	2008	2009	2010	2011	2012	2013	2014	2015	2016	Estimated 2017
Salaries	\$131,241	\$136,493	\$147,927	\$132,749	\$163,922	\$156,255	\$163,438	\$170,160	\$177,302	\$184,187
Purchase of Services	\$23,628	\$31,865	\$24,271	\$30,587	\$28,212	\$30,137	\$26,513	\$22,503	\$28,025	\$66,850
Supplies	\$6,775	\$9,508	\$7,943	\$7,725	\$30,820	\$10,713	\$14,132	\$11,508	\$13,207	\$13,835
Other Charges & Exps	\$918	\$0	\$130	\$175		\$100	\$130	\$100	\$130	\$375
Capital Outlay	\$7,819	\$16,697	\$0	\$8,295		\$12,184	\$37,270	\$18,536	\$38,429	\$65,000
Capital Outlay reduction			\$0							
Transfer to General Fund										
Debt Service	\$48,154	\$35,545	\$42,475	\$54,338	\$62,911	\$62,670	\$52,788	\$14,508	\$3,070	\$18,570
Reserve Fund	\$0	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
Total Expenses	\$229,773	\$243,853	\$270,801	\$277,640	\$326,722	\$382,249	\$392,603	\$425,945	\$576,268	\$1,050,101
Indirect Expenses	\$156,650	\$168,281	\$142,677	\$128,718	\$130,742	\$121,876	\$122,527	\$126,029	\$131,883	\$126,705
Total Expenses	\$386,423	\$412,134	\$413,478	\$406,358	\$457,464	\$504,125	\$515,130	\$551,974	\$708,151	\$1,176,806
WWPAT Transfer	\$9,650	\$9,713	\$9,930	\$2,277	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Settlement Receipts	\$57,274	\$50,399	\$44,834	\$43,423	\$38,585	\$43,378	\$37,744	\$32,286	\$0	\$0
Settlement Payouts	\$4,853	\$12,357	\$4,546		\$2,765	\$0	\$0	\$0	\$0	\$0
Retained Earnings					\$100,000	\$50,000	\$150,000	\$100,000	\$50,000	\$75,000
Miscellaneous Dept Revenue & Interest	\$15,817	\$11,281	\$13,913	\$12,398	\$40,354	\$28,731	\$39,711	\$38,504	\$2,260	\$20,000
GF Reserve Fund Transfer										
Sewer User Fees	\$985,895	\$785,418	\$785,366	\$868,281	\$862,113	\$865,280	\$890,384	\$856,657	\$1,011,454	\$125,000
Est. Overage fees										\$125,000

Sewer estimated revenues are a combination of Interest Income, Miscellaneous receipts for hook-ups, filling fees, demand fees, etc., and the major portion of the sewer revenue come from Sewer Overages and Sewer User Annual Fees. Estimates for FY2017 are \$20,000.00 from Miscellaneous revenues, Retained Earnings \$75,000.00, Sewer Overage Fees \$125,000.00 and \$830,101.00 for an Annual User Fee. The Annual Par Unit Sewer Charge increases this year by \$3.00 per user to \$752.00.

Voted Stephen Mealy moved and seconded by Michael Blanton the Sewer User Fees be set at \$752.00 for Fiscal-Year 2017. A semi-annual billing be made from July 1, 2016 - December 31, 2016 at \$376.00 per unit. Second billing from January 1, 2017 - June 30, 2017 at \$376.00 per unit. Vote 5-0.

Tom Guerino said for public knowledge we have had a rate of 1 cent per gallon as an overage fee for use over 45,000 gallons per year for several years. It is anticipated it should remain at this level for the next year.

Voted Stephen Mealy moved and seconded by George Slade the Water Overages Fees be set at a fee of 1 cent for every gallon of water used in excess of 45,000 gallons. Rates effective for the calendar year 2016 based on the documentation and information provided. Vote 5-0.

5) Future agenda items

Peter Meier said he will make sure the request from Mary Jane Mastrangelo will be on the next agenda.

Mr. Pickard questioned the time frame for the Police building if approved is it in sync with December 2017 plan for the Wastewater Treatment Facility.

Charlie Noyes said the committee has determined to go forward and present the project to appropriate channels. Look towards the fall Town Meeting for the Article as well as the December Election to seek the funding. If the two projects break ground together we can do the site work together. If one goes before the other we both know where the requirements are on the property and where the buildings are laid out.

Michael Blanton said he would like to revisit the other large area scaled developments being proposed on Main Street and reach out to some of those developers and get an update as where they are in their projects.

Tom Guerino suggested in the October meeting have them, the developers come in and at the September meeting work on the reserved capacity bylaws.

6) Reserve Capacity minimum standards policy - (Mr. Mealy, Mr. Blanton)

Stephen Mealy said he brought this up at a Cape Cod Water Protection Collaborative meeting and they gave him two suggestions, one was an agency that is run by the state; I have contacted them but they haven't contacted me back. I will follow up with them. The second is an individual lawyer who deals with wastewater handling; he hasn't contacted me either.

Michael Blanton said he reached out to folks from the Cape Cod Commission to see what they would recommend; they are working on getting me a list of names that they would recommend we contact.

7) Next meeting date (9/27/16)

The next meeting is going to be on September 27, 2016.

Voted Stephen Mealy moved and seconded by Michael Blanton to adjourn at 6:58 P.M.
Vote 5-0.

Respectfully submitted – Carole Ellis, secretary.