

BOARD OF SEWER COMMISSIONERS

7 MILLBURY STREET

AUBURN, MASSACHUSETTS 01501

MEETING MINUTES

January 23, 2020

The Auburn Board of Sewer Commissioners held a regularly scheduled meeting on Thursday, January 23, 2020 in the Conference Room at 7 Millbury Street, Auburn, Massachusetts 01501.

ITEM ONE-CALL TO ORDER

Mr. Healey called the meeting to order at 4:42 p.m.

Those in attendance were:

Board Members:

Mr. Thomas J. Healey, Chairperson

Mr. Mark E. LaPlante, Secretary

Department Staff:

Mr. Jeffrey C. Mitchell, Superintendent

Mrs. JoAnne Donahue, Principal Clerk

Guests:

Mr. William Coyle, D.P.W. Director/Town Engineer

Ms. Joanna Paquin, Civil Engineer

ITEM TWO –APPROVAL OF MINUTES

A. The Board reviewed the minutes of the December 12, 2019 regular meeting. Mr. LaPlante motioned to approve the minutes of the December 12, 2019 regular meeting, as amended. Mr. Healey seconded and it was so voted.

ITEM THREE– NEW BUSINESS

A. Drainlayer License Applications: No new applications received since the last meeting.

C. Fiscal Year 2019 Sewer Use Abatement Applications: The Board reviewed the abatements that were filed since the last meeting for the Fiscal Year 2019 Sewer Use bills. Mr. LaPlante motioned to approve the 1st and 2nd Installment Abatements for fiscal year 2019 in the amount of \$132.14 each. Mr. Healey seconded and it was so voted.

ITEM FOUR – I & I SEWER REHABILITATION

A. Ms. Paquin informed the Board that the bid documents for the flow metering were submitted to the Central Register, and will also be posted on CommBuys, as well as on the Town website and published in the newspaper, with the bids due on February 13th.

ITEM FIVE - U.B.W.P.A.D./UPPER BLACKSTONE CLEAN WATER

A. Mr. Mitchell gave the Board copies of the minutes from the December 4th, December 18th, and January 8th meetings, as well as a copy of the monthly Flows & Temperatures report dated 1/7/2020 and 1/22/2020, and Effluent Summary Report for December, 2019. Mr. Mitchell also provided copies of the Fiscal Year 2021 Budget Summary and a copy of the Summary of Allocation Options for FY2021 dated 1/22/2020. The Board briefly discussed allocation options, as well as the increase in the Town's flow and assessment.

ITEM SIX - APPROVAL OF BILLS

A. There were no bill schedules to approve.

ITEM SEVEN - NEW SEWER CONNECTIONS

A. The Board reviewed the updated sewer connection list as of January 23, 2020.

ITEM EIGHT – SEWER DIVISION/D.P.W. WORK LOG

A. Mr. Mitchell gave the Board copies of the monthly Equipment & Labor Work Log that tracks the work being done by the Sewer Division for the D.P.W./Highway Division and the work being done by the D.P.W./Highway Division for the Sewer Division for their review. The Board briefly discussed the work being done in the sewer easements by the Highway Division.

ITEM NINE - BUDGET REVIEW

A. Mr. Mitchell gave the Board copies of the updated monthly budget report through January 2, 2020, which he prepared for their review. There was a brief discussion about some of the line items/account balances on the report.

ITEM TEN – CAPITAL PLANNING

A. Update on Current Projects:

Pinrock Road Bypass project – Mr. Mitchell stated there was nothing new to report. Mr. Coyle asked who the point of contact at Upper Blackstone would be in regard to the easement takings. Mr. Mitchell advised that Ray Willis from Onsite Engineering would actually be the contact person for the easements. Mr. Coyle said they would check to see if the easement taking letters had been mailed yet.

Jerome Avenue Sewer Station – Mr. Mitchell stated that they were still waiting for Weston & Sampson to complete the final work at the station in connection with the control panel.

Bancroft Street Bridge Sewer Line Replacement - Mr. Mitchell stated that they were waiting to hear from Ray Willis from Onsite Engineering in regard to the construction estimates in order that a

warrant item can be prepared for the Annual Town Meeting. Mr. LaPlante questioned whether they should camera the existing pipe to check the integrity of the pipe. Mr. Coyle stated they should wait to see what the construction cost will be and see if Mass DOT has any close up photos of the pipe to see the condition of it.

ITEM ELEVEN – OLD BUSINESS

A. Nothing to report under this item.

ITEM TWELVE – DATE OF NEXT MEETING

A. The next regular meeting was tentatively scheduled for Thursday, February 27, 2020 at 4:30 p.m.

ITEM THIRTEEN – ADJOURNMENT

A. The meeting was adjourned at 5:33 p.m.

DOCUMENTS:

The following documents were part of the Board of Sewer Commissioner’s Meeting on January 23, 2020, and are maintained in the Sewer Division office:

- Agenda
- Minutes of the December 12, 2019 Regular Meeting
- FY2019 Sewer Use Abatement applications received through January 23, 2020
- Upper Blackstone December 4 and December 18, 2019 and January 8, 2020 Meeting Minutes
- Upper Blackstone Flows and Temperatures Chart dated 1/7/2020 and 1/22/2020
- Upper Blackstone Effluent Summary Report for December, 2019
- Upper Blackstone Fiscal Year 2021 Budget Summary from Board Meeting 1/22/2020
- Upper Blackstone Summary of Allocation Options for FY2020 dated 1/22/2020
- Updated Sewer Connection List as of January 23, 2020
- Monthly Departmental Budget Report as of January 2, 2020
- January 2020 Enterprise vs. DPW Equipment & Labor Work Log
- FY2020 Yearly Tally of Enterprise vs. DPW Equipment & Labor Work Log