

BOARD OF SEWER COMMISSIONERS

5 MILLBURY STREET

AUBURN, MASSACHUSETTS 01501

MEETING MINUTES

June 11, 2020

The Auburn Board of Sewer Commissioners held a regularly scheduled meeting on Thursday, June 11, 2020 remotely via <https://global.gotomeeting.com>

ITEM ONE-CALL TO ORDER

Mr. Healey called the meeting to order at 4:33 p.m.

Those in attendance remotely were:

Board Members:

Mr. Thomas J. Healey, Chairperson
Mr. Wayne Belec, Vice Chairperson
Mr. Mark E. LaPlante, Secretary

Department Staff:

Ms. Joanna Paquin, Sewer Superintendent
Mr. William Coyle, D.P.W. Director/Town Engineer
Mrs. JoAnne Donahue, Principal Clerk

ITEM TWO –APPROVAL OF MINUTES

A. The Board reviewed the minutes of the March 12, 2020 regular meeting. Mr. Belec motioned to approve the minutes of the March 12, 2020 regular meeting. Mr. LaPlante seconded, Mr. Healey voted in favor and it was so voted.

ITEM THREE– NEW BUSINESS

A. Drainlayer License Applications: The Board reviewed the drainlayer license application and supporting documents received from Wescott Custom Homes of Uxbridge, MA. Mr. Belec motioned to recommend issuance of a drainlayer license by the Board of Selectmen to Wescott Custom Homes of Uxbridge, MA. Mr. LaPlante seconded, Mr. Healey voted in favor and it was so voted.

B. Fiscal Year 2019 Sewer Use Abatement Applications: The Board reviewed the abatement applications that were filed since the last meeting for the Fiscal Year 2019 Sewer Use bills. After a brief discussion, Mr. LaPlante motioned to approve the first and second installments of Sewer Use Abatement Applications in the amount of \$79.26 for each installment. Mr. Belec seconded, Mr. Healey voted in favor

and it was so voted. The Board agreed that due to the current situation with Covid-19, Ms. Paquin will sign the original abatement forms that will be sent to the Accountant's office and Tax Collector's office.

ITEM FOUR – I & I SEWER REHABILITATION

A. Ms. Paquin informed the Board that the flow monitoring had started at the end of March and was scheduled to be completed by the middle of June. The data will be forwarded to Environmental Partners to process, and the Town will subsequently follow the recommendations of the Department of Environmental Protection. Mr. Healey questioned whether any unexpected issues had been identified that needed to be addressed. Mr. Coyle advised the Board that, during the flow monitoring, it was discovered that one of the manholes did not have an invert. Ms. Paquin further explained that the contractor reported an area that had a blockage, and while investigating the blockage the sewer employees determined that it was caused by there being no invert in the manhole. She stated that at the time the issue was discovered, there was a contractor working for the Town doing epoxy lining. The Town added the installation of the invert to their agreement, and the issue was resolved at that time. Mr. Healey questioned what the next milestone dates would be for the I&I. Ms. Paquin stated that currently they will be processing the next Task Order for Environmental Partners to prepare the report with the results of the flow monitoring.

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

A. Mr. Coyle stated that the only thing to report was that the Upper Blackstone was hiring a new auditor and that he was part of the selection committee. The Board also briefly discussed COVID-19 procedures, work schedules and PPE for the Upper Blackstone, as well as for the Sewer Division employees, including the office staff.

ITEM SIX - REVIEW OF BILL SCHEDULES

A. The Board reviewed the Sewer Division Bill Schedules that had been processed since the last meeting.

ITEM SEVEN - NEW SEWER CONNECTIONS

A. The Board reviewed the updated sewer connection list as of June 11, 2020.

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

A. Mr. Coyle informed the Board that since the last meeting one of their employees, Scott Schold, had resigned, but that there was a hiring freeze in place so they would not be able to replace him yet.

Mr. Coyle stated that they did not have an updated work log because due to the time of year, the Highway Division will be working strictly on Highway projects and the Sewer Division will be working strictly on Sewer projects.

ITEM NINE - BUDGET REVIEW

A. The Board reviewed copies of the updated monthly budget report through June 4, 2020 which was prepared for their review. They also reviewed the monthly CIP/Article budget report as of June 4, 2020. 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 – Ms. Paquin stated that the Upper Blackstone had approved the sewer facilities agreement and that the attorney for the Upper Blackstone was preparing the easement documents to be sent out with the acquisition letters by June 15th. Mr. Healey questioned where the easement properties were located. After checking her documents, Ms. Paquin stated that they were located in Worcester. Mr. Coyle mentioned that by the time they finalize the easement process and the project goes out to bid it will be at least July or August, with construction possibly beginning by the fall. He said they will probably want to avoid working in Route 20 during the winter months.

Bancroft Street Bridge Sewer Line Replacement – Ms. Paquin stated that they had received 70% plans, and had also received the draft of the MASS DOT permit which they were hopeful would be submitted shortly. Mr. Coyle stated that the permit may have to be sent to the Boston office due to the need for traffic management, and that it may take a while to process.

Ms. Paquin mentioned that there had been an issue with a blockage in the sewer main near the Oxford line at J. Anthony’s and that they found that the line was full of grease. J. Anthony’s had the grease trap in front of the building cleaned out, and the owner will be having the walls of the grease trap scraped out the following week. Going forward, the property owner will be sending copies of the pump slips to the Town of Auburn as well as the Town of Oxford. Mr. Coyle also mentioned that he also wants to make sure that the “T” inside the grease trap is still intact and extends down within a foot of the bottom of the grease trap. Mr. Belec mentioned that they should also check to make sure that the grease trap is properly sized.

ITEM ELEVEN – OLD BUSINESS

A. Blaker Street 40B Development Project: Ms. Paquin informed the Board that they had received additional proposals for the sewer system capacity evaluation from Onsite Engineering and Weston & Sampson. She stated that Onsite Engineering had submitted the lowest proposal and that Eastland Partners had subsequently submitted a check for the evaluation.

B. I&I Fees: Ms. Paquin informed the Board that with everything that has been going on with Covid-19 and the various work schedules in the municipalities, she hasn’t had a chance to reach out to the surrounding towns in regard to what they are charging for I&I fees and what their requirements are. Ms. Paquin stated that she will try to have something ready for the next meeting.

ITEM TWELVE – DATE OF NEXT MEETING

A. The next regular meeting was tentatively scheduled for Thursday, July 16, 2020 at 4:30 p.m.

ITEM THIRTEEN – ADJOURNMENT

A. The meeting was adjourned at 5:54 p.m.

DOCUMENTS:

The following documents were part of the Board of Sewer Commissioner's Meeting on June 11, 2020, and are maintained in the Sewer Division office:

- Agenda
- Minutes of the March 12, 2020 Regular Meeting
- FY2019 Sewer Use Abatement applications received through June 11, 2020
- Copies of Bill Schedules dated April 7, April 22, May 6, May 13, May 27 and June 8, 2020
- Updated Sewer Connection List as of June 11, 2020
- Monthly Departmental Budget Report as of June 4, 2020
- Monthly CIP/Article Budget Report as of June 4, 2020