

Department of Public Works  
Advisory Board/Public Works Board Meeting  
June 5, 2007

*Approved*

The meeting was held in Room 216 at the town hall on Tuesday June 5, 2007 at 7:30 AM. This was a joint meeting of the DPW Advisory Board and the Public Works Board. Present were Advisory Board Members Eric Sonnett, Dan McIntyre and Jim Pyne, Public Works Board Members Dan McIntyre, Jim Pyne and Kevin Kohrt, DPW Director J.T. Gaucher, DPW Administrative Manager Bruce Prentiss, Water/Sewer Manager Eric Carty, Highway Manager Mike Mansir, Facilities Director Brian Main and Town Accountant Heidi Kriger. Consultant Mark Abrahams, and from Earth Tech, Rosemary Blacquier, Dick Jubinville and Bob Bell. Also present were town residents Mary Pratt, Ken Weismantel, Tom Nealon and Nancy Peters.

ADVISORY BOARD

Mr. Pyne made a motion to rescind the motion passed on May 9, 2007 relating to the approval of meeting minutes of April 25, 2007 and to expunge this motion from the minutes. The motion was seconded by Mr. McIntyre and the motion was voted by unanimous vote.

Mr. McIntyre made a motion to approve the minutes of the April 24, 2007 meeting. The motion was seconded by Mr. Pyne and the vote to approve the motion was unanimous.

Mr. Pyne made a motion to approve the minutes of the May 9, 2007 meeting. The motion was seconded by Mr. McIntyre and the vote to approve was unanimous.

Mr. Sonnett made a motion to have Mr. McIntyre serve as Chair of the Advisory Board until such time as the Advisory Board is dissolved by the Board of Selectmen. The motion was seconded by Mr. Pyne and the vote to approve the motion was unanimous.

This concludes the work of the DPW Advisory Board.

#### PUBLIC WORKS BOARD ORGANIZATION

Mr. Pyne made a motion to nominate Mr. McIntyre as the Chair of the Public Works Board. The motion was seconded by Mr. Kohrt and the vote to approve the motion was unanimous.

#### PROCEDURAL PROCESS

Mr. Gaucher briefly reviewed the current process for weekly payment requests with the board. Mr. Gaucher or Mr. Prentiss will continue to sign the weekly payment requests.

#### DPW PROJECT UPDATE

Mr. Gaucher reviewed and briefly explained the following public works projects:

Storm Water Management Program

Pavement Management Program

Catch basin, Culvert and roadway repairs

Development of the new well (H-2) on the Fruit Street property

Water Main Improvements on Spring Street and West Main Street

Water and Sewer rate study

Infiltration & Inflow study

During the discussion of the Storm Water Management it was decided that the Public Works Board should work to develop a town by-law that would be acceptable to the residents and could be approved by town meeting. This will be discussed in more detail when a draft by-law is ready for review.

During the discussion of the development of well H-2 Mr. Gaucher advised the board that R.E. Chapman was the low bidder for drilling the well. Their bid is being reviewed by the state SRF program and if everything is in order, the contract will be able to be awarded in the near future. Mr. Bell from Earth Tech said that construction of the water main and pump building will be going out to bid within a few weeks so that that contract will be able to start at the conclusion of the drilling process.

During the discussion of the West Main Street/Spring Street water main improvements Mr. Gaucher advised the board that due to the deadline for town meeting articles for the special town meeting, he included an article for additional funding for paving of Spring Street. The board advised Mr. Gaucher that they would not support that town meeting article and advised him to withdraw it.

The paving of West Main Street under the water main contract included trench paving only. Mr. Gaucher said that the condition of the section of roadway had deteriorated considerably during construction, and that it seemed to be the best time to improve the pavement condition at the intersection of West Main & Wood Streets, so that work was added to the scope of the project. Funding for the intersection work and curb to curb paving will come from a combination of Chapter 90, DPW Budget and internal transfers of funds between budget accounts.

During the discussion of the waste water treatment plant Mr. Gaucher advised the board that a group of town residents has filed an appeal of the Conservation Commission approval. He also said that the DEP is still reviewing the Water Quality Permit documents. Ms Blacquier of Earth Tech said that the appeal of the Con Com approval and the Water Quality Permit documents are being reviewed in conjunction with each other by DEP, and she felt the town would be hearing something from DEP regarding these items within the next few weeks.

Mr. McIntyre, speaking for the majority of the board, advised Mr. Kohrt that the board will be dealing with many issues involving the development of the new well and construction of the waste water treatment plant on the Fruit Street property. He advised Mr. Kohrt that the board felt that due to the fact that Mr. Kohrt has signed a petition(s) and written a letter(s) regarding the development of the Fruit Street property that he should contact the state Ethics Commission and request a determination regarding his participation in matters before the board that involve the Fruit Street property.

## WATER RATES

Mr. Abrahams reviewed a handout, attached to the file copy of these minutes, projecting anticipated revenues and costs over the next 5 years. His study indicated that if a 5% increase was placed on block 2 and block 3 of the rate structure for each of the next 5 years it would produce the required revenue to cover projected expenses. However, the 5% increase will not provide for any increase in retained earnings in the water enterprise fund.

Mr. Pyne made a motion to increase the water rates for block 2 and block 3 of the rate structure by 5.5% to become effective July 1, 2007. The motion was seconded by Mr. Kohrt and the motion was voted by unanimous vote.

It should be noted that it was the opinion of the board that future rate adjustment notices should be sent to the water/sewer users in January if rate adjustments are to become effective July 1.

## SEWER RATES

Mr. Abrahams reviewed a handout, attached to the file copy of these minutes, projecting anticipated revenues and costs over the next 5 years. His study indicated that for FY-08 a 27% increase would be required and in FY-09 a 3.3% increase would be required to provide enough revenue to cover anticipated expenses. These percentages, as with the

water rates, would not provide for any increase in the retained earnings of the sewer enterprise fund.

Mr. Pyne made a motion to increase the sewer rate for block 1 and block 2 of the rate structure by 30% to become effective July 1, 2007. The motion was seconded by Mr. McIntyre and was voted by unanimous vote.

Mr. Carty will work with the town treasurer to get the notice of rate increase to the water/sewer users as soon as possible.

#### TOWN MEETING ARTICLES

Mr. Gaucher advised the board that there are several town meeting articles for the special town meeting in addition to the one previously mentioned. He said article 1 is for the town to accept Sylvan Way as an accepted street, article 9 is for a transfer from the Cemetery Perpetual Care account to Highway Road Maintenance to cover needed road repairs and hydro-seeding at Mt. Auburn Cemetery, article 11 is for the town to rescind the sewer easement on Claflin Avenue and revert ownership to the owner, and article 13 is for a transfer from the Cemetery Perpetual Care account to Highway expenses to cover the cost of maintaining the cemeteries.

Mr. Pyne made a motion that the Public Works Board supports the articles for the special town meeting as mentioned above. The motion was seconded by Mr. Kohrt and was voted by unanimous vote.

#### O'BRIEN TEMPORARY EASEMENT ON SOUTH STREET

Mr. Gaucher advised the board that during the South Street road improvement project several temporary easements were required. Each of the properties affected were given the option of being paid for the easement or donating it to the town. The majority donated the easement, but Mr. O'Brien opted to be paid. Accordingly he was paid approximately \$5,800 based on a valuation that was done as part of the project. Mr. O'Brien however had his own valuation done and has sued the town for \$250,000 for the temporary easement. Mr. Gaucher said that a set of steps was constructed on Mr. O'Brien's property at an expense of \$30,000 and other minor improvements were made to the property as part of the project. He said the case was to be heard in court this week, but it has been rescheduled for August.

#### DIRECTOR'S UPDATE

Mr. Gaucher advised the board that a representative from Lonza Hopkinton Inc located at 97 South Street has contacted him regarding their desire to expand their operation and requesting an additional 20,000 gallon per day flow of process water into the sewer system. Mr. Gaucher said he explained the sewer capacity issue and told them the proposed schedule for construction of the waste water treatment plant, and explained that until the plant is online we can not accept the additional flow.

## COMMENTS

Ms Peters commented that after a past Advisory Board meeting she was at a local coffee shop and overheard members of the Advisory Board talking about matters that she felt could have resulted in a violation of the open meeting law. She requested that the members of the Public Works Board take special care to make sure this does not happen in the future.

## NEXT MEETING

The next meeting was scheduled for Tuesday June 19, 2007 at 7:30 AM at the town hall.

This meeting was adjourned at 10:45 AM.

Respectfully submitted,

Bruce Prentiss, DPW Administrative Manager