

February 21, 2019
Conference Room B
Town Hall

Present:

DPW Board Members Tom Nephew, Paul Brinkman, George Clark; DPW Director Ken Kalinowski

2/21/2019 - Minutes

1. Call To Order

1.a. Call Meeting To Order At 6:30p.m.

Chairman Tom Nephew called the meeting to order at 6:33 p.m. and announced that it was being recorded but not live broadcast.

2. Acceptance Of Minutes

2.a. January 10, 2019

Paul Brinkman made a motion to accept the minutes as amended. George Clark seconded the motion. The motion passed unanimously.

2.b. January 24, 2019

Paul Brinkman made a motion to accept the minutes as written. George Clark seconded the motion. The motion passed unanimously.

3. Abatements

3.a. 40 Haskell - Follow Up

Ken reminded the Board that this was a follow up for a request in which the Board had requested more information to ensure that the promised corrective actions were, in fact, implemented. Alicia had prepared draft relief calculations based on the Board's prior practices. Paul Brinkman made a motion to abate the account of 40 Haskell Street, account #798, in the amount of \$554.18 in water, and \$231.84 for sewer. George Clark seconded the motion. The motion passed unanimously.

3.b. 23 Shawnee Road - Admin.

Ken informed the Board that this was an account that had been billed and abated for an extra \$500 permit fee, and that the billing software had erroneously placed a 2nd sewer maintenance fee of \$6.85 on the latest invoice. Paul Brinkman made a motion to abate the account of 23 Shawnee Road, account #4663, in the amount of \$6.85 for sewer. George Clark seconded the motion. The motion passed unanimously.

4. Water & Sewer

4.a. Groton IMA (Update)

Paul Brinkman is working on a draft and hopes to have a draft for the Board at the next meeting. Paul indicated that he would try to distribute the document via email. Ken informed the Board that he had discussed with Joe Jordan the possibility of pro-rating the cost of the Vac truck for use on the plant and shared collection system components.

4.b. Quarterly Billing

Ken noted that the 1st round of quarterly billing were sent last week. Feedback from the staff indicated

that the change seemed to be well received. Ken also told the Board that these bills contained stormwater billing, and the public reception was mixed with a lot of questions.

4.c. Misc. Water/Sewer Updates

Ken told the Board that that both water and sewer projects are moving forward with no significant issues. He also noted that both sewer vacancies were going to be advertised shortly.

5. DPW

5.a. Transfer Station - Annual Sticker Renewals

Ken pointed out the "new" renewal forms in the packets. There is a strong emphasis on recycling and services that we offer, and that we are targeting a 10% increase in subscribership. Paul made mention of including the flyer in a 'welcome packet'. Ken mentioned that he and Paul Pillsbury were interviewed for a local Facebook page about the services, benefits and operations of the facility. The Board commented about the new flyer which was prepared by Brynn Montesanti who works for the Planning Board and Board of Health.

5.b. Hwy. Supt. Recruitment - Update

Ken told the Board that the applicant response had been limited, but there appears to be some internal interest. The candidate had some concerns with the administrative aspects, but Ken felt that these could be worked out. George passed along some concerns about the road conditions on a recent storm, and Ken informed the Board that we handled the entire storm with a 3-man call-in staff.

5.c. FY20 Budget - Update

Ken informed the Board that he had met with the Finance Committee about the General Fund budgets, and that the towns FY20 budget outlook was still in flux. There were talks of level funding, and possible reductions, but no talk (yet) of layoffs. Paul made note that it was counterintuitive that housing was up and there were new streets, but our highway budget was not growing commensurately.

6. Review, Approve And Sign Any Documents Requiring Board Signatures

6.a. January 2019 Commitments

The January water and sewer commitments were signed by the Board.

6.b. As Requested

None

7. Commissioners Comments

Reedy Meadows. George Clark asked about what was going in with this development, especially in the Groton section. Ken explained the general situation and noted the issues with the drainage system that were exacerbated with the contractor not being able to install final pavement last fall. It was also noted that the developer still needed to finalize the project punch list prior to the roadways being accepted as public ways. It was obvious that there were distinctly different problems facing Pepperell and Groton, but both towns would need to be satisfied before acceptance of the streets.

8. Next Meeting Date/Dates

Next Meeting Dates:

The next proposed meeting date is:

- March 21, 2019

8.a. March 7, 2019

8.b. March 21, 2019

Is the next proposed meeting date.

9. Any Other Matters That May Arise Which The Chair Could Not Reasonably Anticipate.

None.

10. Adjournment

Paul Brinkman made a motion to that the meeting be adjourned. George Clark seconded the motion. The motion passed unanimously.

The meeting adjourned at 7:18 p.m.