

## Board of Public Works 03/17/22 – Minutes Conference Room A

DPW Board Members: Chair – Tom Nephew, Vice Chair - Pat Harrington, Joe Mercado  
DPW Business Manager – Paul Brinkman

1. Call To Order At 5:30 P.M.  
Chairman Tom Nephew called the meeting to order at 5:41 p.m., and announced that it was being recorded and broadcast. The video recording can be seen at:  
<https://pepperell.vod.castus.tv/vod/?video=626741fb-4728-4686-8159-c836e202c1db>
2. Public Comment – None at this time.
3. Water / Sewer
  - 3.a. Minimum Sewer Use Billing Corrections - Paul Brinkman prepared a PowerPoint presentation and discusses rate structure, rate theory calculations, and what has changed. Enterprise fund rates need to be structured to cover fixed budget costs. Water rates, regardless of usage, have a fixed fee with tiered rates that increase with usage. Sewer rates are similar, however, there is a minimum charge with usage.  
  
We have received a number of calls with feedback from the public impacted by the billing system, including those present tonight wishing to express dissatisfaction:  
  
Dave Delorey (Francestown, NH) is a member of Board of Directors for a non-profit corporation located within 41 Lomar Park expressing concern with the current billing system.  
  
Tom Nephew explains that pricing is reviewed annually at a duly posted public BPW meeting which will be announced allowing for public attendance. No action can be taken on the pricing structure until the public has had a chance to provide comments at the public meeting, usually scheduled in May or June.  
  
Hugh Smith Tones, 64 Mill St. also expresses concerns with the current billing system as it impacts his five-unit apartment building.  
Tom Nephew reiterates these concerns should be considered at an upcoming pricing meeting noting that some valid points have been expressed to be considered at the pricing meeting. Additionally, Tom points out that although the error in the billing system was discovered and corrected, the BPW has not retroactively required customers to honor legitimate charges that should have been billed under the current pricing structure.
  - 3.b. Abatement - 4 Foster St., 8 Foster St., & 68 Groton St. (Pepperell Housing Authority)  
Discussion tabled to the next meeting
  - 3.c. Utility Installer's License – K S Carroll Excavating  
*Pat Harrington made a motion to grant the water and sewer installer's license to KS Carroll Excavating. Joe Mercado seconded the motion. **The motion passes unanimously.***
  - 3.d. Stormwater - Stormwater Billing Methodology (Update)  
Paul Brinkman indicated that he and Ken Kalinowski will provide details for both tiered and ERU structures for the billing rate discussion at an upcoming meeting.

4. DPW
  - 4.a. FY23 Budgets (Update)  
FinCom meeting was last week, contingency line item was received positively.
  - 4.b. Annual DPW Town Report  
Paul provided the DPW Town Report to the board members, no action necessary.
5. Personnel
  - 5.a. Chief Operator  
Paul Brinkman is currently serving as chief operator and actively recruiting. The licensing testing requirement is difficult to pass and may take time to fill the vacancy.
  - 5.b. Water/Wastewater Attendant  
Vacancy to be posted soon.
6. Review, Approve And Sign Any Documents Requiring Board Signatures
  - 6.a. February Commitments  
*February commitments were signed by the Board.*
7. Acceptance Of Meeting Minutes
  - 7.a. February 17, 2022 (Regular) – Members would like to see a little more discussion included in the meeting minutes  
*Pat Harrington moves to accept the minutes of the February 17, 2022 meeting as written. Joe Mercado seconded the motion. **The motion passes unanimously.***
8. Commissioners Comments  
None
9. Next Meeting Dates
  - 9.a. April 21, 2022
10. Any Other Matters That May Arise Which The Chair Could Not Reasonably Anticipate
11. Adjournment - *Pat Harrington moves to adjourn the meeting. Joe Mercado seconded the motion. **The motion passes unanimously.***

The meeting was adjourned at 6:38 p.m.

Respectfully submitted,  
Donna Lane-McPartlan  
DPW Program Administrator, Highway Division