



PSC MEETING MINUTES OF JUNE 12, 2023

In Attendance: John Struzziery
 Brian Kiely
 Cathy Joaquim
 Mike McDonough

Commissioners: Rick Mattila
 Peter Pyclik
 B. Scott Taylor

Meeting called to order @ 4:00 p.m. by Rick Mattila.

PSC Minutes of March 8, 2023

Scott Taylor made the motion to accept the minutes as submitted. Peter Pyclik seconded the motion. The vote was unanimous.

Rick asked if there was any follow up on the items mentioned in the March 8, 2023 minutes. John let the Commission know that Senator Warren's office had reached out with some questions regarding the Regionalization Project that was submitted for Congressionally Directed Funding. The Town has not heard back since the information was provided to her office. John will keep the Commission updated with any further communication.

FY23 YTD Budget Review

The Commission reviewed the FY23 budget-to-date. The residents' third quarter billing is not due to the Town until the end of June 2023. The amount due will meet the revenue budget projections for FY23.

Scott Taylor had a question as to the actuals for interest revenue. There was an error in the amount listed. Cathy will revise and provide an updated spreadsheet at the next Commission Meeting.

FY24 Rates

There was discussion about the rate increases. The FY23 rate increase was 7.5%. FY24's rate increase will be 4% (from \$17.39/CCF to \$18.09/CCF) but the base/account fee rate will also be increased for FY24 as well (from \$15/month to \$20/month).

Scott Taylor made the motion to approve a user rate of \$18.09 per 100 cubic feet as referenced on page 6 of the June 12, 2023 Sewer Commission Meeting Packet. Peter Pyclik seconded the motion. The vote was unanimous. The FY24 Sewer Rate will be \$18.09 per 100 cubic feet.

Peter Pyclik made the motion to approve a base/account fee rate of \$20 per month as referenced on page 6 of the June 12, 2023 Sewer Commission Meeting Packet. Scott Taylor seconded the motion. The vote was unanimous. The FY24 Sewer Base/Account Fee will be \$20 per month.

Projects Update

The Pump Station 9 and Outfall Projects are scheduled to start this year. The bidding for both is expected at the end of 2023. Actual construction for both projects is expected to commence in 2024.

The HVAC Project is winding down. Notice of Substantial Completion of this project was submitted on June 9, 2023.

The Influent Project is ongoing. The project was awarded to Barletta Construction in December 2022. Construction started in April 2023.

Rick asked about the Sewer Department's offices. John let the Commission know that construction at the plant is estimated to last for the next two years so the offices cannot be moved back into the plant until at least that time. The location of the office staff will be assessed when the construction at the plant has been completed.

Property Transfer Inspection Update

We are applying for an Asset Management Grant through the DEP for the sewer lateral inspections. This will be a pilot program. The submittal to the DEP is due on August 11, 2023.

The grant is for \$150,000 but we would like to maximize the grant to \$250,000. 60% is grant money, 20% in-kind services, and 20% Town cash match. The cost of the program would be \$150,000 grant money, \$50,000 in-kind services, and \$50,000 Town cash match.

There will be a draft SRF IUP (Intended Use Plan) in November 2023. The final IUP will be in February 2024 when we will know if our project is eligible. Brian spoke with the State about our project and they said that our project seemed eligible.

We have drafted a pilot program which would cover all eligible properties, not just real estate transfers as the Property Transfer Inspection Policy did. We would get the sewer line CC TV'd and see if there are any defects. We would send out a mailing to all properties with no tie cards and see if they would like to opt in to the program. The Property Transfer Inspection Policy was a requirement to inspect the sewer lines before the sale of the property. This pilot program would cover any residence without a tie card, not just the ones for sale. As part of this program, we would like to provide some assistance to the homeowners who have to fix sewer lines as the repairs would also benefit the Town.

Peter and Rick asked if there would be consequences for the property owners who do not opt in to the program. Peter said that we should provide a detailed explanation to residents so they would understand the benefits to themselves and the Town for these inspections and repairs. Rick asked that we delay the implementation of this project for one year in lieu of finding a way to pay for the repairs. John agreed as the DEP grant wouldn't be issued until next year. Brian said they expect the Notice to Proceed to be November 2024. Scott and Rick agreed that we should delay any decisions until September 2024. The Commission will meet several times before then to monitor the progress. Rick asked that this item be an agenda item on every upcoming Sewer Commission Meeting.

Scott moved to postpone implementation of the Property Transfer Inspection Policy until September 1, 2024. Peter seconded the motion. The motion was approved unanimously.

New Business

Brian Kiely let the Commission know that he was leaving his position as Assistant Director to work at a private engineering firm. His last day will be June 15, 2023. The Commission members thanked

him for his work during these past 4 years with the Town. Everyone wished him well in his future endeavors.

Peter moved to adjourn the meeting. Scott seconded the motion. The vote was unanimous. The meeting adjourned at 5:01 p.m.