

**GROVELAND WATER & SEWER BOARD
MEETING MINUTES
January 08, 2024**

A Regular Meeting of the Groveland Water & Sewer Board was held on Monday, January 08, 2024 at 5:00 p.m. The meeting was held in the Main Meeting Room at the Groveland Town Hall, 183 Main Street, Groveland.

Board Members Present

Bill Dunn, Chairperson
Sarah Sheehan-McGrath
Terry Grim

Staff Members Present

Colin Stokes, W/S Superintendent
Danielle Albright, W/S Office Manager

OPENING

Commissioner Dunn made a motion to open the meeting at 5:01 p.m. Seconded by Commissioner Grim. All in favor.

CUSTOMER COMMENTS

None

BUSINESS ITEMS

1. Budget Review

Superintendent Stokes presented the proposed Water & Sewer Department FY2025 Budgets for the commissioner's review. The preliminary budgets were submitted at the standard 2% increase, with the exception of crew salaries, which was submitted at 3% as a placeholder while contract negotiations ensue. Crew overtime was increased to a slightly higher rate to account for an aging system and the additional unexpected maintenance it requires. Commissioner Grim requested five years historical overtime data for the crew, which will be available at the next meeting. Emergency Funds were also increased slightly in anticipation of additional maintenance due to the age of the system. The Haverhill wastewater lines were increased at a higher rate to compensate for what was underbudgeted in FY24. There was a brief discussion regarding future projects which will create additional water/sewer service for the Town and additional revenue to the department. Once the budget is set, the Board will need to discuss rates and the implementation of a Capital Fee. The Water & Sewer Department will sit before the budget committee in March.

2. SRF Application Update

Superintendent Stokes presented an update on the State Revolving Fund application which was submitted by Environmental Partners. The application has been accepted and made it into the first draft which will go to public hearing at the end of January. The application was accepted at \$15,000,000 (fifteen million). Commissioner Grim asked who the local Congressman would be if the Board members wanted to reach out to for additional support. Superintendent Stokes said he will forward the application information to each of the Board members if they wanted to send something to Congressman Seth Moulton or Senator Bruce Tarr.

3. Environmental Partners Construction Schedule

Superintendent Stokes presented the construction timeline for a new Wastewater Treatment Building from Ryan Allgrove with Environmental Partners. Based on the extensive timeline, approximately four years to complete, it's Ryan's recommendation that the Board move forward with a request to fund the pilot study, which is the first step in the process, at the upcoming Town Meeting. The Board requested a dollar value for the pilot study to be presented at the next meeting before they make the decision to submit a warrant article for funding. Commissioner Dunn requested for the department to make a plan to get the information regarding the Treatment Facility and changing DEP mandates out to the residents. Each Board member agrees transparency is important as this project develops.

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4. Future Projects Priority

Superintendent Stokes presented a list of projects which should take priority after the Capital Fee is implemented. Those priorities include infrastructure located at 1. Main Street and Broad Street which has experienced three recent breaks; 2. Wood Street (which qualified as one of the SRF projects); 3. Balch Ave; and 4. King Street. Commissioner Dunn asked if these projects can be completed "in house" which Superintendent Stokes believes is possible if it's financially necessary but if the price is comparable, he'd prefer to put projects out to bid. The Commissioner requested Superintendent Stokes do some cost research engineering schematics prepared for the Main Street and Broad project

ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING

None

OLD OR UNFINISHED BUSINESS

1. Salem Street Valve

Monday, December 11, 2023, a portion of Salem Street was temporarily shut down to install additional valves. Water service was shut off to the affected areas for a period of time. All residents and businesses were given advance notice of this occurrence. Service was restored after a few hours without incident. This work will allow the crew to isolate future shutoffs, especially in anticipation of water/sewer infrastructure to be installed by Bill Daley's apartment complex project on Sewell Street.

2. Paving at King & Yale

Commissioner Dunn requested an update on the pavement on Yale/King Streets. Superintendent Stokes assured the Board that there have been no complaints and things continue to look good as things have settled. The other side of King Street, where there is settling, was only temporarily patched until after the houses on King have been tied-in to the main when it will be repaved.

3. 55 King Street

The owner is developing plans to put the sewer in the road, the way it's typically required, but he'll do it at a much shallower depth than what is currently in place (6.5 feet deep as opposed to 12). This compromise will allow for future tie-ins without the additional cost to the owner. There is also a resident who is interested in extending sewer 3-4 houses down Rollins to get to her home. She is going to discuss with her neighbors about cost sharing but seems to be willing to moving forward regardless of their interest.

4. Brad Ligols – Hydrants

Commissioner Dunn asked if this issue had been resolved. Superintendent Stokes gave a brief summary of the issue and assured the Board it was resolved to the benefit of the Town.

APPROVAL OF MINUTES

Ms. Albright presented the minutes from the November 20, 2023 Water & Sewer Board meeting. **Commissioner Sheehan-McGrath made a motion to approve the minutes from the November 20, 2023, meeting as submitted. Commissioner Grim seconded. No further discussion. All were in favor.**

NEXT MEETING

Monday, February 12, 2024 at 5:00 p.m. in the Main Meeting Room at Groveland Town Hall, 183 Main Street, Groveland.

CLOSING

Commissioner Sheehan-McGrath made a motion to close the meeting at 5:39 p.m. Seconded by Commissioner Grim. No further discussion. All were in favor.

Respectfully submitted,

Danielle Albright
Water & Sewer Office Manager