

**GROVELAND WATER & SEWER BOARD**  
**MEETING MINUTES**  
**May 13<sup>th</sup>, 2025**

A Regular Meeting of the Groveland Water & Sewer Board was held on Tuesday, May 13<sup>th</sup>, 2025 at 5:00 p.m. The meeting was held at The Town Hall, 183 Main Street, Groveland.

**Board Members Present**

Sarah Sheehan-McGrath, Chairperson  
Terry Grim

**Staff Members Present**

Colin Stokes, W/S Superintendent  
Kimberly Bourque, W/S Office Manager

**OPENING**

**Commissioner Grim made a motion to open the meeting at 5:02 p.m. Seconded by Chairperson Sheehan-McGrath. All in favor.**

**APPROVAL OF MINUTES**

Ms. Bourque presented the minutes from the April 18<sup>th</sup>, 2025, Water & Sewer Board meeting. **Chairperson Sheehan-McGrath made a motion to approve the minutes from April 18<sup>th</sup>, 2025, as submitted. Commissioner Grim seconded. No further discussion. All in favor.**

Ms. Bourque presented the minutes from the March 18<sup>th</sup>, 2025, Water & Sewer Board meeting. **Chairperson Sheehan-McGrath made a motion to approve the minutes from March 18<sup>th</sup>, 2025, as submitted. Commissioner Grim seconded. No further discussion. Commissioner Grim abstains.**

**BOARD RESTRUCTURING**

The board restructuring will be re-visited when the third member of the board is elected or appointed.

**UPCOMING RATE HEARING DISCUSSION**

Superintendent Stokes states that there will be a ***rate hearing*** coming up on **Monday June 2<sup>nd</sup>, 2025 at the Fire Station, 181 Main Street, at 5:00 P.M.** He states that this will be a regular monthly board meeting, the rate hearing within the meeting, and a Q & A open forum for residents that would like to come and ask questions. Stokes explains that he has done some preliminary rate work and the department needs to generate \$260,000.00 to pay for the interest and premiums on the borrowing for the design portion of the treatment facility. He explains that the amount needed translates to about a \$16.00 increase on the minimum, tier two would go up approximately \$1.47 per 100 cu. ft., and tier three would go up approximately \$2.75 per 100 cu. ft. Stokes states that it is an equal increase per tier, which traditionally has worked for us. He explains that as part of this initial engineering and design phase of the project, there will be an *actual* rate study done to spell everything out for us for the entire project. Superintendent Stokes states that he would be hesitant to get away from what has been working for us, right now, until we have the professional rate people come in and tell us how to go forward. Commissioner Grim asks when this will be happening and Stokes explains it can happen as soon as July 1<sup>st</sup>, 2025, when we can start spending that money. Stokes states that this rate increase happening now will cover us for this coming fiscal year (FY26) and the rate study will tell us what money we will need to generate to cover the rest of the project going forward.

Commissioner Grim states that, he has brought this up before, but instead of raising the lowest rate as much, maybe raising it a little bit and, in conjunction with that, lowering the minimum usage amount. Superintendent Stokes explains that when the rate study is done, this is all that these people do, and we can bring up that idea to them at that time. Grim explains that some people do not use that much water and lowering the minimum usage amount would push some others up into the next tier, raising additional revenue. Superintendent Stokes explains that 57% of our volume that we sell only generates 48% of our revenue. Commissioner Grim states that this makes sense and that their role is to serve the water needs of Groveland. By not charging as much, you are serving a bigger population, but agrees with Stokes that we should leave the rates to the professionals. Stokes explains that he does not want to be the one to slash the tiers, with the possibility of not generating enough money to pay the bills.

Superintendent Stokes explains now that we have confirmed the rate hearing date, it will go in the newspaper, the website, the white board in the office, and the bulletin board at town hall. He states that he is also having yard signs made to go out at the street at a few different locations in town. Commissioner Grim agrees to put a sign in his yard, if Stokes chooses to do so.

### **DIGITAL SIGN BOARD DISCUSSION**

Superintendent Stokes states that he took it upon himself to look into getting a digital board outside the Water and Sewer Department, as he believes it would be a good thing to have and utilize. He explains he had no idea what the cost would be, so he contacted the company that the Town Hall got their sign from and met with the vendor, who got pricing from a couple local companies. Stokes states the cost would be about \$50,000.00 for the sign, which is clearly steep, but now we know. Commissioner Grim states that maybe we can arrange to have some of our information and messages cycled in on the sign at Town Hall more frequently.

### **SIGN DEPARTMENTAL PAPERWORK**

None.

### **EXISTING PROJECT**

Superintendent Stokes states that there is a lot of paving going on in town. Commissioner Grim inquires about the sewer extension on King Street. Stokes explains that the project has started, they came for about a week, left when all the School Street paving detours were happening, and the work will continue for about another week or so. The sewer will go up to Outlook Drive and stop there, which brings in about four additional customers. Stokes explains that it will probably only be the one paying for it, initially, and the other three houses will have the option of tying in at any point. Once the project is wrapped up, it will be temporarily paved, the contractor will come back in a year, cut it out, and then the final paving will be done.

Superintendent Stokes states that the department is still working on collecting the lead service line information from residents. He states that we are approximately a little more than a third of the way through the list of outstanding properties. Stokes explains that we have another one and a half to two years to complete this and that we are in a pretty good spot. We have been to about three to four hundred houses since November, phone calls are being made daily, and we are putting the QR code on all mailers. Chairperson Sheehan-McGrath inquires about any push back and Stokes explains that we have only had a couple of unkind residents and we have yet to find any lead service lines. Commissioner Grim inquires about having a resident that will not cooperate. Stokes explains that eventually we will be able to shut them off until they allow us access, as it is a Federal Mandate. Commissioner Grim states that a simple picture is acceptable, so if residents do not want us in their house, they are more than welcome to take a picture and send it into the office.

Superintendent Stokes states that we are waiting for the funding for July 1<sup>st</sup>, 2025 to come so we can start with the design and engineering for the treatment plant.

### **OLD OR UNFINISHED BUSINESS**

Superintendent Stokes agrees to submit the board members' stipends with the next payroll.

Chairperson Sheehan-McGrath states that she feels as though Town Meeting went well and she is hoping that the people felt informed. Stokes states that no one objected to our warrant articles.

### **ITEMS NOT REASONABLY ANTICIPATED AT THE TIME OF POSTING**

A resident explains that on April 19<sup>th</sup>, 2025 there was a big clean up down on the Merrimack River Trail. She stated that there was over two hundred pounds of metal, seventeen bags of trash, and a container of sharps collected. The resident did notice vandalism on the well head, presented pictures, and stated that it would be appreciated if someone can remove it. Superintendent Stokes states that they will take care of it and paint over it. The board thanks the resident for taking the time to do the cleanup and bringing the matter of the vandalism to them.

### **NEXT MEETING**

Monday June 2<sup>nd</sup>, 2025, at 5:00 p.m., *The Groveland Fire Station, 181 Main Street, Groveland.*

### **CLOSING**

**Commissioner Grim made a motion to close the meeting at 5:24 p.m. Seconded by Chairperson Sheehan-McGrath. No further discussion. All were in favor.**

Respectfully submitted,

Kimberly Bourque  
Water & Sewer Office Manager