

**Minutes
Of
The Foxboro Water and Sewer Commissioners
September 23, 2013**

Members in Attendance: Chairman M. Stanton, Vice Chairman R. Pacella, Clerk B. Garber, DPW Director R. Hill, Town Engineer R. Swanson, BOS G. Coppolla, Planning Board G. Greene, Finance Director R. Scollins

The meeting was called to order at 7:00 p.m. by Chairman Stanton.

In regards to the proposed DPW building, Mr. Hill stated that the bids have been sent out and they have received a good response already. They were to be opened on October 3rd, but now that Town Meeting has been changed to November 4th, he would like to extend the deadline to October 17th.

A motion to extend the bid date of the DPW modular office building to October 17, 2013 was approved 3-0.

A Site Plan Approval application has been submitted to the Planning Board and will be heard on October 24th.

Mr. Scollins reviewed the costs of the DPW building.

Mr. Swanson has been working on the Sewer District Map and reviewed his marked up copy with the Board. He wanted to know if lots that border existing sewer should be included. The Board does not want those included as they don't want homeowners to think they'll be forced to connect if they are on the map.

Rules and Regulations for the district are needed. Mr. Hill would like them to be IMA based. Mansfield has a policy on their website he would like to base the regulations on.

Mr. Hill spoke to Mansfield and received permission from Lee Azinheira to add the Morse Street parcel and the Housing Authority parcel on Market Street to the Sewer District Map.

The Public Hearing for the rate changes will be held next week. A rate study for the past ten years is needed. Rate increases are not based on the Consumer Price Index as this is an infrastructure based operation.

Mr. Hill is working on long range Capital Improvement Plan with estimated cost factors for materials and labor. He will also factor in asset management and depreciation. State regulations are also requiring an Asset Management System, it will take a few years to compile this.

Mr. Scollins reviewed his recommendations for the rate increase. The Board increased rates last spring by 6% for both water and sewer, these increases took place on July 1st. Earlier this year, Mr. Scollins had recommended at least 4% for sewer and 9% for water but that was with the ad

revenue included. He feels that water needs another 4% at this time. Mr. Stanton does not want any ad revenue included in the calculations.

Mr. Hill feels that they could sell 12,000 gallons of capacity quickly once it is available.

The Board discussed recommendations for the rate increase. The ad states up to 8% for each. Mr. Pacella wants to be sure that the no IMA scenario is included in their considerations. This scenario will result in an \$18 million upgrade to the treatment plant to be paid for by the existing customers with no sales of capacity.

Mr. Hill will be meeting with the Advisory Committee for the Town Meeting Warrant Articles this week.

The minutes of August 15, 2013 were approved 2-0-1 with Mr. Stanton abstaining.

The minutes of September 3, 2013 and September 9, 2013 were approved 3-0.

The pumps are scheduled to be installed at Oak Street tomorrow.

A motion to approve payment to Mirick O'Connell in the amount of \$574.75 for work on procurement of the modular building was approved 3-0.

The meeting was adjourned at 8:40 p.m.

Respectfully Submitted,

Diana Gray

These minutes of September 23, 2013 were approved on October 7, 2013.


Robert Garber, Clerk

ALLOCATION of DPW ADMINISTRATION BUILDING COST

	<u>Highway/T&P</u>	<u>Water</u>	<u>Sewer</u>	<u>TOTAL</u>
FY '14 DPW Administrative Salaries	230,320	349,208	68,241	647,769
% of Total DPW Salaries	35.56%	53.91%	10.53%	100.00%
Shared Cost of DPW Admin Offices based on % of Total DPW Salaries	213,335	323,456	63,209	600,000
1st Year (FY '14) Shared Cost of DPW Admin Offices - from Retained Earnings		536,791	63,209	600,000
Five Year Credit on Water Enterprise Overhead Allocation				
FY 2015	64,000.00			
FY 2016	53,000.00			
FY 2017	43,000.00			
FY 2018	32,000.00			
FY 2019	21,335.00			
Total Five Year Credit on Water Allocation	213,335.00			