

## Town of Hingham



# Hingham Sewer Commission Meeting Minutes

May 3, 2016

### **Call to order:**

The meeting was called to order at 7:10pm in the East Hearing Room, Hingham Town Hall.

### **Commissioners:**

Robert Higgins, Chairman; and Kirk Shilts

### **Department Personnel & Staff:**

Randy Sylvester, DPW Superintendent; Stephen Dempsey, Sewer Supervisor; and Liz Welch, DPW Office Administrator; and Steve Petersen, Weston & Sampson.

### **Agenda:**

The agenda for the meeting was established as amended.

### **Opening Remarks:**

Mr. Higgins welcomed new Commissioner Kirk Shilts. He was sworn in with the Town Clerk today.

Mr. Higgins reported that Commissioner Ken Johnson has moved out of Hingham and submitted his letter of recognition to the Town Clerk and Board of Selectmen on April 29, 2016. Mr. Higgins thanked Mr. Johnson for his service and wished him the best of luck in his future endeavors.

Dr. Shilts asked about the protocol on nominating a Chairman each year. Mr. Higgins stated that a new Chairman is usually voted in every July, which is the beginning of the fiscal year.

Mr. Higgins said the Commission needs to think about which Commissioner would be the next MWRA Representative and able to attend their meetings. This will be discussed at the next meeting.

### **Approval of Minutes:**

The Commission reviewed the draft minutes of the April 5, 2016 meeting.

Dr. Shilts suggested only list members of the commission, officials and staff. Others should be listed under the agenda item that corresponds to their presentation.

**Dr. Shilts made a Motion to approve the minutes for the April 5, 2016 meeting as amended; the Motion was seconded by Mr. Higgins and passed by unanimous vote.**

### **Scheduling:**

The next meeting of the Commission will be Tuesday, June 7, 2016 at 7:00pm.

Mr. Higgins suggested meeting every other month opposite the Board of Health meetings; unless something comes up to necessitate meeting.

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### **Consultant Engineering Update:**

Mr. Pedersen stated he added appendices of important sewer-related documents to the recently promulgated Sewer Rules and Regulations and had them printed and bound for the Commissioners and the office.

Mr. Pedersen passed out a 5/13/16 memo which summarizes potential vulnerabilities to the Hingham sewer system based on the town's Climate Change Vulnerability, Risk and Adaption study. The memo explains present action steps and future recommendations by years 2030 and 2070. Of note, the recommendations include specific work at both West Corner and Mill Street Stations.

Mr. Pedersen said the Bradley Woods pump station report was submitted after some back and forth with a developer and the Town. He said the information is now complete. There was an evaluation of the Bradley Woods pump station to see if the pumps can handle increased flows from a proposed large residential development located in the shipyard area. The evaluation was paid for by the developer. The Planning and Zoning Boards are overseeing this 40B development project including sewer infrastructure concerns.

Mr. Higgins reiterated that the Consolidation Agreement states that the DPW handles the day-to-day operations of the Sewer Department.

Mr. Pedersen said he is currently finalizing a list of pump station maintenance and capital issues and will have the reports ready shortly.

### **2016 Sewer Use Charge Assessment:**

Ms. Welch reported that the final FY2016 sewer bills have been processed and are being mailed on Friday, May 6, 2016. The total Sewer Use Charge for the May 2016 bill is \$1,256,096.00. The penalty and interest from the December 2015 bill still due is \$7,727.98 resulting in a total Sewer Use Charge Assessment of \$1,263,823.98. These current amounts will be reported to the Town Accountant.

### **Sewer Rules and Regulations Update:**

The updated Hingham Sewer Rules and Regulations were adopted on April 5, 2016. A legal advertisement was placed in the Hingham Journal for 3-consecutive weeks and the regulations became effective on April 29, 2016. They were also filed with the Town Clerk on the same day. The complete Sewer Policy and Procedures are available to the public on the Sewer Department's website.

### **Supervisor's Report:**

Mr. Dempsey reported that the FY2016 Infiltration & Inflow (I & I) program has been completed. The final numbers should be ready by the next meeting. Mr. Sylvester explained that camera inspections of mains and laterals were performed based on our engineers' evaluation and recommendations. Repairs were then made. This is the final year of the 3-year I & I program. Mr. Dempsey explained that camera inspections are typically performed in the spring when the water table is high. Repairs are usually done the following year and works off a list. It also depends on available MWRA funding since the work is funded by the MWRA grant program. Mr. Dempsey said repairs are prioritized to the town's road construction list, then problem areas, and finally the flow study areas.

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The I & I repair expensing process involves getting the scope of work from our engineer, and if approved by the MWRA it goes into an account that the Town Treasurer manages. MWRA grant amounts are based on flow. It's a set amount that can be carried over. Grant money can only be used on I & I efforts and the MWRA has to approve the repair work.

Mr. Sylvester explained that the Sewer Department also has a five year capital program. It is based on timeliness and infrastructure needs. One project on this list is upgrading the Bayberry pump station.

Mr. Sylvester reported that the Hull Intermunicipal Agreement (IMA) costs are higher than normal this year as well as our legal costs.

The meeting adjourned at 7:48 pm.

Respectfully submitted,

Liz Welch

Liz Welch,  
DPW Office Administrator