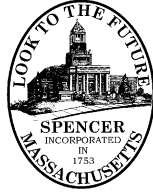


TOWN OF SPENCER, MASSACHUSETTS

OFFICE OF THE SEWER COMMISSION

FRANCIS X. WHITE, CHAIRMAN
LAWRENCE H. DUFAULT, CLERK
FRANCIS X. WHITE II, MEMBER

JAMES T. LAPLANTE, JR., SUPERINTENDENT



3 OLD MEADOW ROAD
SPENCER, MA 01562
TEL. 508-885-7541
TTY 508-885-7525
PLANT 508-885-7542

Minutes of Meeting held January 25, 2024

Meeting of the Board of Sewer Commissioners held at the Water Department, also, broadcast live from the Spencer Water Department, 3 Old Meadow Rd, Spencer, MA. (Documents are on file at the Utilities and Facilities Office)

Members present: Francis "Frank" White
Francis X. White, Jr
Dail-in: Lawrence "Larry" Dufault

Sewer staff present: James Laplante, Jr. Supt.

Meeting was called to order at 1:00pm.

Budget & Capital Items:

- **Sewer Rate Review:** Project revenue 1.8 for FY2025. Tighe & Bond suggested 30% across the board to satisfy debt and give some monies for capital improvements or infrastructure projects. The rate study talked about doing a 25% increase for FY2025 and a 30% increase for FY2026. Rate increase based on conservative assumptions that are subject to change and should be revisited before setting future rates. Total project cost 43.5 million cost shown to reflect 6.6 million in principal forgiveness in ARPA contributions and disadvantaged community debt forgiveness. SRF loan payment starts on July 1, 2024. Sewer Commissioners would like to establish a new tier. Maybe do 0-1000 15%, 1001-3000 22%, 3001-5000 25%, 5001-8000 28% and 8000-beyond 30%, need to run numbers before decision on percentage. Will have a proposed sewer rate for handouts at the rate hearing on February 8, 2024.
- **Review FY2025 Draft budget:** Budget to include another Assistant Chief Operator. Francis Jr. made a motion to advertise for another Assistant Chief Operator (step 6), second by Larry, all in favor, Frank with a roll call vote: Larry-yes, Francis Jr-yes, Frank-yes.
- **Grant:** Apply for executive office, economic development, rural and small-town grant \$500,000 with a \$50,000 match maximum. Already discussed but nothing signed. Waiting for new contracts to come back from Town of Administrator. Chairman will sign the small-town grant.
- **Software review:** SRF requires an asset management plan set in place before the end of the upgrade so this can be paid for by the SRF. AllMax Software quote is \$17850.00. Aquatic Informatics quote is \$13,090.00. Francis Jr made a motion to go with Aquatic Informatic for software, second by Frank, all in favor, Larry with a roll call vote: Larry-yes, Francis Jr-yes, Frank-yes.

- Capital Articles: The retained earnings of 1.7 taken out \$65,000 to pay the OPM service. Also, put \$100,000 into collection system account so we have \$50,000 to match the one stop grant, Congressional Grant of \$950,000.00 grant is on hold. Submitted an article to create a Sewer Bank Account that would be funded solely by sewer connection fees and to be used only on Collections System Repairs. Francis Jr made a Motion to accept the Sewer Dept. Capital articles FY25 as written, second by Frank, all favor, Larry with a roll call vote: Larry-yes, Francis Jr-yes, Frank-yes.

Public Meeting adjourned at 1:59pm motion by Larry, second by Frank, all in Favor, Francis Jr.

The Board voted and approved minutes on 2/22/2024

Respectfully Submitted,
Debra Graves