

Town of Tisbury  
Sewer Advisory Board  
Open Meeting Minutes  
Wednesday, November 8, 2017

**Meeting Convened:** 4:00 PM

**Sewer Advisory Board Present:** Jeff Kristal, Josh Goldstein, Jeff Pratt, Dan Seidman, John Best

**Audience Recognized:** Paul Ernst(WW), James Stinemire (WW), Michael Alberice(WW), Bob Rafferty(EP), Jon Snyder(TREAS), Ray Tattersall (DPW), Marie Maciel(DPW), Jay Grande (ADMIN)

**Approval of Minutes:** Motion to approve October 11,2017 minutes - Kristal . . . 2<sup>nd</sup> by Josh & Pratt . . . Passed unanimously.

**Billing Update:** (Marie Maciel)

**Quarterly Fee Amount:** (set minimum \$ amount for after 30 days)

Discussion: Jon – T of T uses \$5.00 minimum as base for penalties

Motion by Kristal: If >\$5.00 then \$45.00 fee 2<sup>nd</sup> by Pratt . . .

Passed Unanimously.

**>45 Days Demand Letter:** (when / how to send)

Discussion: Harris (billing company) needs a penalty letter template with parameters/fees/schedules for 30 & 45 days

Kristal: letter with 30 day mark then 45 day bill – gives them 15 days to pay

Josh: dependent on “Island Mail” accrue interest? Waive fees?

Paul: collected \$23K in fees

Jon: T of T rarely waive any fees (late/non-payment)

Pratt: (to Bob) Template Letter or “Demand” on Bill – what are others doing?

Put “Demand” on 2<sup>nd</sup> notice

Motion to accept by Kristal . . . 2<sup>nd</sup> by Josh . . . Passed Unanimously

**14% “Annual Interest Fee”:** (wording on bill – incorrect)

Discussion: Jon – as is now, not compounded daily.

Dan – what is the range? 14-16%

Paul – h2o uses 14% rate –

Motion to accept letter update(compounded daily) with current 14% rate . . . 2<sup>nd</sup> by Dan . . . Passed Unanimously

**Charges when going on Tax Bill?:** (who assesses fee Treasurer or WW?)

Discussion: Jon – WW bills put on tax bills are removed from WW receivables

Kristal & Josh – how does WW get back . . . Suzanne gives back?

Ray: Spoke with Suzanne - \$ on tax bill lumped back after being paid.

**68 Lagoon Pond Road:** Possibility of Sewer Connection

Discussion: Josh – Prime Marina purchased will probably want restaurant like other properties.

Kristal – Application submission? Dan – No. Kristal – let move till next month since no application. Dan – Need timeline to contact them, etc. Kristal – put on agenda by Melinda. Pratt

– on last month’s agenda. Dan – Ray should write letter to submit application w/ specifics & attend next meeting. Jay – Prime Marina in Phase 1, just wondering if this was an option for them. Pratt – alternative would be Title 5 but sewer is preferable/ piecemeal hookups – so users are paying for the system.. Kristal – Urgency – need a warrant article so it makes it to next TM.

Josh – We have allocated & unused funds. Kristal – Spoke w/Jon about these funds and how to

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get back - discuss next month. Ray to send letter for Prime Marina specifics & invite to next meeting.

NOTE: Update reveals that this property is not Prime Marina and has no official request to be added to the WW collection system at this time. We do, however, anticipate a request in the future from Prime Marina for additional flow.

**New Abatement Meters – Online Timeline:**

Discussion: James – Delivery 11/14/17 then 4 hour training on 11/14/17 for WW. Ray - more to it than training. Paul – all 10 have to go at the same time. Ray – all meters purchased need to be online to activate system. Install by a certified plumber – many are already shut for season (outside) & need water to flow through to activate meter. Josh – maybe it's a Spring 2018 thing. Kristal – if we put off till spring do we still use last year's model & save \$\$\$. Marie – 4<sup>th</sup> month free trial may expire. Paul – should be able to push off trial. Kristal – do we have 10 people that want them? Josh – I got 3, 2 are shut off . . . thought we were swapping out old ones anyway.

**DPW Authorization to give abatements/BOS input:**

Discussion: Pratt – thought it was the Board's idea. Ray – thought it was a done deal but keeps coming back. Jon – BOS did not discuss at last night's meeting – taken off agenda. Ray – Melinda was not there. Kristal – remind them when Melinda returns to put back on their agenda. John – What's the reason? Ray – Time especially with all the late fees, etc. Kristal – Manager should have the authority. John – Paul not in a management position. Ray – Paul is but I'm doing the abatement approvals then Paul and I discuss it. John – When we will we be able to deal with Paul. Kristal – Next on agenda. Ray – that's another whole issue for John & I to discuss. Kristal – This needs to be straightened out before 12/1. John – On 11/14 we should be moving on Paul's position so this coincides. Kristal – Board is giving Ray this authority for now. Ray – Paul works for WW but is part of DPW for now.

**Separate WW from DPW:**

Discussion: Jon – does this need to go before the Governance Committee. Kristal: No, put on as a discussion we will have to wait another 2 years for decision. There's no reliability that it will be on next meeting. Put on for discussion. Dan – Why? top 5 reasons. Ray - If you are putting Paul in that position why do I need to . . . they need a full time secretary – not a part timer. Kristal – I agree. Using Marie for billing, a town tax paid employee to do Enterprise fund work. Ray – They do pay her though. Paul – It goes the other way too. Ray – We support each other. They do work for us and we'll go do work for them right now. Dan – So an Enterprise Fund like a profit center that runs on its own? Ray – Yes, it's supposed to. Kristal – It's on the users not the taxpayers. Josh – Main reason is that Ray has enough to do and other things to worry about & WW should not be one of them. Pratt: Funds raised for the Enterprise Fund – who is managing that fund right now, DPW? Ray – Yes. Kristal – But it has its own separate budget. Pratt: Its own budget that goes back into the WW budget to help offset the cost of running the WW. Ray – So you know, I do oversee WW budget and make some decisions for them but do not get paid by them at all. Everything I'm getting paid is through the DPW budget. Pratt – Paul, what would you like to see happen? Paul: I would like to be separated. Pratt: Why? Paul: Electric Bill example . . . separate meter. goes back a way for accounting, or financial /operational transparency. Pratt: Infrastructure in place to be able to run? Kristal – No they do not, there are some server issues. There is some coordination for the IT Dept. to do. Pratt – What do Ray & the guys think? Ray/Mike/James: All in favor of separation. Pratt – Bob, what is your history with DPW run WW? Bob: Depends on the town philosophy - most small towns are

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separate but often combine water & sewer departments. Pratt – What do Edgartown & OB do? Jay – They run a separate Highway & WW. I just think it's an advantage for Ray not to have this thing to consume his time. Combined concept is great but you lose transparency – rob Peter to pay Paul. Pratt – are we going to start a chain of needs in which we are going to hire duplicate services? End up adding employees for people already doing it? Kristal – Why do you care because you are not on the system. Taxpayers are not paying for additional services. We need to free Marie & Ray up. Pratt – Because I'm on the committee to make this a profitable but workable enterprise. Dan – Right now, combined. What I would like to see is a detailed diagram – how it works, allocations, etc. Jay – Paul is manager but not at a grade that allows him to be signatory. Pratt: Additional personnel benefit packet, retirement – where does that responsibility lie? Jon – We do access a direct cost to the Enterprise Fund. Ray – Splitting does not change the amount of people you need. The only difference is that I will not be involved. You got to find someone to do billing other than Marie nothing will change the way you operate. Dan – What about equipment? Ray – They have their own equipment, trucks, etc. may be the rare case where they need to use the loader. They just need to give us a heads up. Dan – And there's nothing of WW that you ever use? Ray – Sometimes but we're already looking into other things. They have a small generator - we're looking into our own. They are minor things. Pratt – Infrastructure & space? Ray – Still share bathrooms, etc. James – We have desks, etc. Ray – Leave secretary's desk where it is. Pratt – Is this something that has to be approved on the town floor? Jay – Depends on how you separate it – there is some level of notification to the union for collective bargaining. Ultimately the BOS are the ultimate Sewer Commission so they have to approve it as the employer. Pratt – This fuzzy line has been the holdup to get you to the MMP for the step? Paul – Yes & No. Jay – Not really but it would create a sense of urgency. Pratt – does the Town need to approve the separation of the departments. Kristal –According to Jay, no. Dave – How would the billing thing work? Marie – need to find soon to coordinate with abatement meter install. Kristal–Billing? How many hours/days a week? Is it part –time? Marie – No, they would be doing bills, letters, budgeting, warrants, revenue, etc. David – Price we charge would have to go up? Kristal – No, Marie is actually paid by WW when billing. Ray – And there's a 3 day a week person getting paid for revenue, warrants, etc. David – So through her what she gets paid plus the 3 day person does that make an equivalent of a new person? Pratt - 20 hours eligible for benefits. Love to see it laid out in bullet format so we don't get questions we don't have answers to. Ray – Paul & I have to have the budget in by December 1<sup>st</sup> so we can work that in. Kristal – If they are going to do budget for your next meeting, price out what it would be for a full time Secretary. Someone who's focused on that one position could be able to collect more by focusing on accounts. Marie – have begun paying quicker but there's still a lot of money out there.

**Agenda items for next meeting:** “Working Session” on State Road proposed Sewer District?  
Deadline for Warrant Articles – December 1, 2017.

Discussion: Ray - There are extra funds available - \$70K. It just hasn't been borrowed yet. Jay – You should go through List of Warrant Articles that are related to the Sewer. Pratt: would like to write the warrant articles – should reflect knowledge/input from BOH. Josh – Are there any other mystery sewer account out there? Dan – Why Center Street has a dry line. Kristal – BOH may answer if their zoning around the lagoon is working? Dan – Nitrogen reduction? Kristal – I don't know who's gonna write it up? Dan – Just call it the B2 District – can't we do it after the fact? Josh: fund BOH sewer zoning – nitrogen reduction – sewer the B2 District – cost? Dan - Planning Board: where is growth? sewer district – Tashmoo to Harbor – Larger discussion: write a generic article as a HOLDER. Jay – Need a list of Warrant articles – against the EP Timeline: TM Milestones placeholder with \$\$ amounts.

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Kristal - True \$\$ amounts are just for the annual meeting. Dan - hookup & betterment fees – all set? Kristal – All set. Pratt – need a general article placeholder for next town meeting with \$\$ amounts. Jay - so aim high (can always reduce but not increase) – include general description of Kristal - B2 – zone of contribution: Harbor & Tashmoo (nitrogen reduction) – should these be separate. John – Part that goes to Tashmoo & part that goes to Ocean have to decide who it's for. It gets sticky.

Kristal - Need to prioritize & define B2 District what gets hooked up first. Money Article also needed. Implementation Article can wait.

Pratt & Melinda: Working Session with the above “placeholders” for TM 12/1/17  
Special Warrant Article for 68 Lagoon Pond

Invite 68 Lagoon Pond to meeting (12/20) to go over their needs.

NOTE: the previous two points re: 68 Lagoon Pond will not be necessary.

**New Business:** Ray – IFP & IHT 2019 - 80 unit affordable housing potential – can it happen/can they put up a WICK system? 13K gallons daily flow . . . Kristal – why would we put them on our system. Create own system? David – Who's property? Ray – IFP's. David – Make them buy a SBR for us. Ray - Do they pay for infrastructure? Kristal – Yes!

**Motion was made to adjourn the meeting at 5:10 pm. Next meeting November 29, 2017**

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This document is the official Minutes of the Open Meeting of the Town of Tisbury Sewer Advisory Board held on November 8, 2017. These minutes were presented and duly voted and approved by the Advisory Board at the Open Meeting held on

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Chairperson

Date