

AUG 17 2017

Minutes: June 13, 2017 MEETING DPW Building, 520 Chase Rd.

Attendees: Carl Luck, Chair, John Reynolds, Vice-Chair, Joe Anderson, Clerk, Joan P. Proctor, Treasurer, Barbara Lefebvre, Business Manager

Guest – Dave Rodgers, Greg Roy, Ducharme & Dillis, Dan & Jean Proctor

Called to order at 6:31pm.

APPOINTMENTS

6:30pm - Dan Proctor, 380 Electric Ave. Car Wash Proposal – Greg Roy from Ducharme and Dillis presented plans for a carwash to the Sewer Commission. They proceeded to discuss the plans, water usage and how it will connect to the sewer. They are still waiting on Leominster regarding their application. The Commission had questions on the process and some technical details which were then addressed. There was also a question on whether there had been a peer review. Greg R. will be giving a revised set of plans to Jeff Walsh with Graves Engineering and will ask him to review for the Commission. The Commission discussed with Dan the combination of lots and the easement for the pump station. The Privilege Fee was discussed. Dan stated that it was too high and would put an end to the project. The Sewer Commission discussed Jack's email of 6/13/17. The Commission will ask Counsel for input on reducing the fee as a consideration. Dave Rodgers(Highland St) came forward and shared his concern about the high cost, how it was calculated and how this will be handled going forward. Timing of the construction was reviewed and Greg R. will send the Sewer Commission a revised set of plans.

CURRENT BUSINESS

Election of Officers - The Commission discussed getting clarification on the charter before electing officers. Joan P. presented an organizational flowchart to the Commission. This was not on tonight's agenda and will be discussed by the Commission at a future meeting. Commission discussed having a workshop to discuss roles and responsibilities within and of the Sewer Commission itself. Once this is understood the relationship with DPW will be addressed. The Commission will have the workshop on 6/20. There was discussion on first meeting as a team before possibly inviting the Town Manager, a Selectmen and Rob Bowen to a future meeting. They then discussed a time limit for having the delayed elections.

Motion: Joan P.**Second: Troy D.****To delay election of officers for 2 months until the Sewer Commission can discuss, at various levels, roles and responsibility.****Discussion: None****Vote: Unanimous**

Operations & System Management – I/I reduction updates- The Commission discussed a 6/13th email from Jack Rodriquez detailing the leaks that were found. **Dish Installation and Mass Ave repaving** – It was noted that both projects are ongoing and going well. **Pump Station – reports** – The Commission discussed the usefulness of these reports. It was suggested that a brief analysis would be more helpful and this was discussed by the Commission. They went on to discuss what data should be available in the reports. This will be discussed further with Small Water System Services(SWSS). The Sewer Commission will also send in list of issues to add to SWSS contract discussion. **Fitchburg meter relocation** – The Commission talked about initiating this project.

Motion: Joe A.**Second: John R.****To have Jack Rodriquez go out for quotes for the Fitchburg meter relocation****Discussion: None****Vote: Unanimous**

System Maintenance Planning – The Commission discussed the need for a system maintenance documentation policy. It was decided that this will be tabled until after the discussion of roles and responsibilities. **I/I reduction** - The Sewer Commission talked about getting a commitment for what's needed and the need for a plan. It was noted that much of this may be resolved in the discussion of roles and responsibilities.

FY 18 Sewer Commission Goals - This will be deferred until roles and responsibilities are in place.**Grease Trap Compliance issues-** The Commission discussed the Annual Permit letters and invoices that were sent out on 5/31 and when certified letters would be sent. **1st Tuesday Report** – The

Commission discussed listing names of non-compliant restaurants on the agenda and that this might be an open meeting law issue. The Commission discussed that the report and non-compliance letters should be automatic and there should be no discussion. The Commission also talked about having 1st Tuesday

Report on Google Drive. They went on to discuss at what point non-compliant restaurants should be listed on the agenda to be discussed. Counsel will be consulted on having the restaurant name on the agenda if they are to be discussed. During this conversation, a concern was brought up about monthly reports putting undue responsibility on restaurants and are not required by other towns. This will be put on a future agenda to discuss further. **Billing Outsource Investigation Plan** – This will be deferred until roles and responsibilities are established.

Irrigation Meter Policy/Upgrade – John R. was given name of sale rep. and would like him to discuss with the Sewer Department. This was discussed along with whether a representative from the Commission should be present or just a report requested. John R. will talk with Jack Rodriquez about this meeting.

Business Manager Report: Privilege Fee Assessment– The privilege fee letter has been sent to 15 Oak Ave. The Commission discussed whether an address is sufficient or if a name should be listed on the agenda as well. **Invoices** – There are no invoices. **Vacancy** - Melanie Rich sent an email 5/31 that she will be unable to continue. The previous minutes person, Emily Lehto, will be available for summer hours. Per the Town Manager, the position will be posted in the Ledger for 10 days. **Minutes** – The following minutes were presented for approval: 12/13/16, 1/10/17, 1/31/17, 2/14/17, 4/4/17, 4/11/17, 4/25/17 and 5/30/17. It was commented that modifications to the minutes should be tracked and that the minutes should be more concise. This was discussed by the Commission. Minutes from 12/13/16 and 5/30/17 will be deferred until all members have had a chance to review them.

Motion: John Reynolds

To approve minutes of 1/10/2017

Discussion: None

Second: Joe A.

Vote: Unanimous

Motion: John Reynolds

To approve minutes of 1/31/2017

Discussion: None

Second: Joe A.

Vote: Unanimous

Motion: John Reynolds

To approve minutes of 2/14/2017

Discussion: None

Second: Joe A.

Vote: Unanimous

Motion: John Reynolds

To approve minutes of 4/4/2017

Discussion: None

Second: Joe A.

Vote: Unanimous

Motion: John Reynolds

To approve minutes of 4/11/2017

Discussion: None

Second: Joe A.

Vote: Unanimous

Motion: John Reynolds

To approve minutes of 4/25/2017

Discussion: None

Second: Joe A.

Vote: Unanimous

Upcoming Sewer Commission Activities - June 27, 2017 Regular meeting, Town Hall; July 11, 2017 Regular meeting, DPW

Motion to adjourn: Joe A.

To adjourn at 8:45pm

Discussion: None

Second: John R.

Vote: Unanimous

Respectfully Submitted,


Emily Lehto