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LUNENBURG TOWN
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Minutes of 10/31/17 Sewer Commission meeting –Town Hall—17 Main Street

Attendees: Vice-Chair, Carl Luck, Clerk, Joan Pease, Members, Troy Daniels, John Reynolds

Absent: Joe Anderson, Barb Lefebvre

Called to order at : 6:30pm

Announcements - none

Public Comment - none

CURRENT BUSINESS

Carl asked to move Passios forward on the agenda since John Londa was present regarding the Passios kitchen request. Troy requested that if anyone had any comments, they could be raised later in the meeting.

Passios kitchen rental request - John Londa (director of facilities for school department & manager for the Passios building).

Two town residents have approached them about using the kitchen at Passios for commercial use and he needs to determine any costs involved. The kitchen has 2 grease traps –a 40 lb. trap for the dishwasher and 14 lb. trap for pot sink—that were cleaned 6/22/12 when the kitchen was closed. There is one vendor who wants to use the kitchen 3 – 15 hours/ week to bake 1-3 cakes/week-- using the range, small oven, pizza oven, pot sinks, storage and counter space, but will not use the dishwasher. They will have some oils used that will go down the sink while cleaning pots & pans. The second vendor will use just the range and pot sink, although he is not sure of exact nature of use but thought it involved making jam. The dishwasher & grease trap will not be used but the pot sink trap would be cleaned once a year, scheduling the first one in December 2018. If needed, it would be cleaned more often. Carl asked what the 2nd business is and would they use kitchen same time? John L. said he is still waiting for info from 2nd applicant, but that the vendors will use the kitchen at different times. John R. inquired about the grease trap regulations and Carl replied that the regulations require inspections weekly, with cleaning monthly. Discussion followed about the 25% rule, and waivers for minimal use of grease traps. John L. has data on grease trap inspections done in the past at Passios and that currently the school does 3 cleanings/year at a cost of \$ 125 each. Troy said that the Commission wants to be pro-business but the concern is to make sure grease does not get into sewer system. Carl asked if the dishwasher could be disabled and if regular inspections could be done to get an idea of use to build history. Troy clarified that inspections can be done by the business and report findings to Barb via email, phone, or fax it. Joan read in Appendix under grease trap regulations, section K that a business could ask for a waiver if use was going to be minimal as long as they have the monthly inspection data. John L. said he can do the inspections and would use the same company for cleaning that the schools use. Joan said that the Permit to Discharge Fee is \$150 annually, so each vendor could pay \$ 75. Troy inquired if the Passios would be exempt of fees and Carl replied that usually the town is exempt but this would be a commercial usage in a town building. Joan reiterated that it is very important that vendors need to be punctual with reports on inspections & cleaning or fee goes up to \$350/year plus fees. Carl questioned why the lessors are not getting the permits and paying the fees as is common with other leased food establishments in Town. John L. stated that his next step is to go back to the applicants to clarify things to make sure it is the applicants—not the town—that is carrying the burden of cost.

DPW/Systems update- Weston & Sampson-Task 1 RFP review – Carl reported that Task 1 is underway but we were still waiting for the scope of services bid package from Weston & Sampson for the repair work. Carl will ask Barb or Jack to follow up. John R. wanted to know what they were waiting for and Carl clarified that they are waiting for the bid package so it can be sent out for sealed bids. Joan found an email from Jack Rodriquez that he had met with the town manager to prioritize tasks and goals in regard to the bid package and he would be meeting Weston and Sampson on Nov. 2nd at 7:30am to discuss task 1 goals. Troy also found an email from Patrick Cotton, W & S, that he will be seeking Sewer Commission approval regarding a response to the Task 2 Proposal from Weston and Sampson. Joan suggested that this be added to the agenda. **SWSS update** – Joan received an email on preventive maintenance, but did not see information on the spare parts. Joan had previously asked Barb if she had any response, and she did not. Barb sent the request to them but had no reply.

Motion: Joan P.

Second: Troy D.

That the Sewer Commission have Barb follow to get an update from SWSS on the spare parts up within a week.

Discussion: Carl wanted to clarify that it is ok for Commission to ask Barb to get information unless it becomes a lot of work. Also, the protocol is still to have 1 contact, which is Jack but it is ok to have Barb ask for follow up information.

Vote: Unanimous

I/I Reduction Planning – Weston & Sampson-Task 2 scope of services review -- Carl asked Jack for follow up information and had expressed concern why the whole line would need to be redone, in addition to fixing the 2 identified spots. Also he

inquired about the bigger problem of the 1,440 gallons per day that is unidentified because it is on the home owner's side. W&S report had no new information on the repair and is silent on the unknown leak. Carl is concerned about the cost to I/I reduction ratio for Task 2 and is waiting for technical information so the Commission can make a decision on next step on the unknown leakage. Joan clarified that W&S is waiting from Commission approval in order to start Task 2 and put together a scope of services for Task 2 repairs. Troy and Joan thought it would be helpful for Carl to put together a list of technical information needed prior to next meeting so it can be discussed as an agenda item. **380 Electric Ave. Car Wash – update/request for compensation** – Carl reported that the info package was sent to counsel but Joan said Barb had not heard back. Troy wanted to clarify whether the board of selectmen were being asked in the motion to pay. To clarify, Joan read the motion from the 10/10/17 meeting that had been voted on. Carl added, for the record, that the vote was 3-2 in favor. **Billing Outsourcing updates** – There have been 2 meetings on investigating billing outsourcing. First meeting was with April, Lunenburg Water District administrator, regarding their billing company, Northern Data. Carl thanked Fran and the Water District for their time and help. Second meeting was with a representative from Northern Data, and attended by Carl, Barb, Troy and Steve from IT. Northern Data has responded with 4 questions about collections. Barb had suggested the next step is to meet with the town manager. Troy thought it was good that Northern Data can bill and collect payments electronically. **Grease Trap Regulation Compliance – Crossroads** – They are in compliance but issue is they have a substantial overdue fee. Counsel has been asked for guidance about whether the Commission should pull the permit or attach a lien. Counsel replied that either or both could be done. Commission discussed the options.

Motion: Troy D.

Second: John R.

To have Barb notify Crossroads of a hearing before the Sewer Commission regarding non-compliance fees and alternative actions that we may or may not take at that meeting. Barb will send a copy of the draft letter to each Commissioner.

Discussion: None

Vote: Unanimous

Commission will let Barb know they would like to schedule the hearing Dec. 5th, with the letter going out 2 weeks before.

Commitment to Assessors of Privilege Fees FY18- 51 Joslin St, 357 Electric Ave – previously voted on and Barb just needed the signatures to forward to the Assessor's office. **November 21 Economic Development workshop** – Carl will attend and will ask Joe if he can. Troy thought it had been cancelled for the 21st, so Carl will check on that. **Highfield Village status** – They have the Sewer Commission inputs, except for some of Troy's. They had questions that Barb is working on with Fitchburg related to purchasing capacity. **Minutes** – Will be deferred to next meeting. **Invoices** – KP law \$ 306 for 1.8 hrs. for Highfield, Fitchburg monthly billing – \$ 12,843. Rescheduled **11/28 meeting** as it is the same night as Town Meeting. Reschedule meeting to December 5.

Members Agenda Inputs for Future Meetings – Discuss communications between Commissioners & contractors/DPW; Update from SWSS on replacement/spare parts; 380 Electric Ave. --Update from counsel; Update from DPW/Jack and/or Weston & Sampson on Task 1 from their Nov 2nd meeting; Task 2 – Carl will email a list of information to the Commissioners that he needs so it can be discussed at the next meeting and further steps to take with Weston & Sampson; Discuss the draft letter and what we will be doing at the 12/5/17 meeting with Crossroads and discuss options. Minutes for 10/10; Troy would like to have policy discussions once a month or at a workshop. Topics would be economic development, privilege fees, working with land use department, what items Barb can do. No public comment.

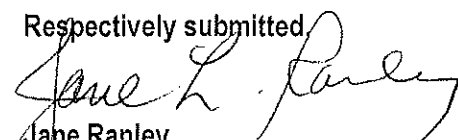
Motion to Adjourn: John R.

Second: Troy D.

Adjourned at 7:59pm

Next meetings- Nov. 14 at 6:30pm –DPW; 12/5, DPW; 11/21 – Economic Development workshop; 11/28 Town Meeting

Respectively submitted


Jane Ranley
Sewer Commission Board Clerk