

Minutes of 2/13/18 Sewer Commission meeting –DPW Conference Room –520 Chase Road

Attendees: Chair, Joe Anderson, Vice-Chair, Carl Luck, John Reynolds, Business Manager, Barb Lefebvre, Minutes Clerk, Jane Ranley

Absent: Joan Pease, Clerk, Troy Daniels, Member

Guests: Bob Proctor, Ken Reed (Upland Ave. property owner), Audra & Graham Sprague (Tilton Ave.)

Joe opened the meeting at 6:32pm. Roll call – Joe, John, Carl

APPOINTMENTS

Bob Proctor, Upland Ave Extension – Bob showing a plan, explained that the E1 will stay on the side of the road and go across Electric Ave to tie in. Jack Rodriquez has looked at the plan and signed the application. It will serve just 1 house. Carl brought up a question about a covenant for potential future sewer users. Barb read from the regulations regarding options for future hook-ups.

Motion: John R.

To accept the plan for 77 Upland Ave. for a private sewer extension, per plan of Nov. 29, 2017.

Second: Carl L.

Vote: Unanimous

ANNOUNCEMENTS - none

PUBLIC COMMENT - none

CURRENT BUSINESS

Tilton Ave update – Carl went through the CWMP- Phase 1 Tier 1 & 2 analysis shows Tilton Ave. as a needs area. Phase 3 also identified Tilton as a needs area, but in Phase 4 there was a recommendation to drop Tilton Ave. The sewer commission had a workshop and an outcome was that "it may be possible to remove this area from the map and keep the capacity in reserve" because of gravel and ability to support septic. The area was removed because of a prior survey (no documentation found) and Lunenburg had a capacity issue at that time. After reviewing data for the area, Carl recommended putting the area back into the needs area. With the okay of the Sewer Commission chairman, Carl sent his analysis to Kevin Olson and Matt Corbin at Wright Pierce. They said they could do another analysis for \$5,000 to \$7,000 but it was not necessary. John supports presenting it to the town and asked about dimensions of the lot.

Motion: Carl L.

Second: John R.

To Submit a Warrant Article to add area on Tilton Ave. back into Sewer Service Area.

Vote: Unanimous The commission advised the Spragues that a private extension is straight forward, but if they go the betterment route, the Commission would need to do a survey of the residents and put in a warrant article for the Town Meeting in May. Audra asked for the survey to be done, since only 2 people on the street have fairly new septic systems and the rest go back to 1960's. Barb will put together a letter and send to the Commission for review. Commission discussed figures for the letter and the process of getting a warrant in place.

FY19 BUDGET – Barb reported that the preliminary figures were given to Heather. Carl would like the budget to break even and be able to put something away into capital reserve. John pointed out that Fitchburg and Leominster costs are going up and asked about the process if they needed to raise rates. Commission discussed how to offset increases in Fitchburg & Leominster rates and options for the issues with the irrigation meters, including implementing a \$ 50/year meter fee offset meter reading costs and other administrative costs unique to irrigation meter users (~80 out of ~800 customers) which was discussed and agreed. The Sewer Commission made further adjustments to line items to balance the budget which included the Capital Reserve transfer of \$22,000. The Commission agreed to further discuss irrigation meters fees and problems at a future meeting.

Motion: Carl L.

Second: John R.

To approve the break-even budget including a capital fund amount of \$ 22,000 to be set aside.

Vote: Unanimous

Fitchburg rate meeting – Carl will be going to tomorrow's meeting. **FY18 Spending** – Barb referred to a spreadsheet of current balances.

Discussion followed on working on the irrigation meter issue with money available for FY18 and also the Small Water (SWSS) list of spare parts. Barb received more information from John (SWSS) that she will send out. Carl suggested looking at buying compatible parts, so they don't have to have a lot of parts for different pumps. Joe suggested having SWSS come to next meeting to discuss the parts list. Barb will have SWSS and confirmed that they have the irrigation rep come to the March 13th meeting. **DPW Systems update** – Small Water, Task 1 – Carl has a list of questions and Barb has forwarded them to Jack. **Flow to Billing usage- (the I/I)** – Carl suggesting they need to talk to Flow Assessment. Barb will invite Flow Assessment to the March 13th meeting. **Communications workshop** – The Commission discussed setting up the special meeting with all commissioners, Barb, Jack, Heather. Heather had requested that counsel be invited. The Sewer Commission discussed whether counsel would need to be there and decided against it, also considering that it would be billable time. Joe would like to have the meeting focus on work, not rehash old issues, coming up with a process and moving forward. Joe prefers that this meeting be referred to as a "process plan" workshop. Thursday, March 20th was suggested and Barb will send the invitation out to check everyone's availability. **Billing Outsourcing status** – The Sewer Commission is waiting for day and time from Northern Data for a conference call including the Accountant and Collector. Barb feels that Billing will still involve the same amount of time-- verifying readings, new connections, and change of ownership. The new process only saves time with data entry but will take more coordination with the Collector and monitoring 2 utility billing systems. The Sewer Commission will still pursue looking at the cost and time. **FY17 Annual report** – Barb asked if everyone had reviewed it and that she will be sending it in to Elaine Peterson (BOS) for the February 15th deadline.

Grease Trap Regulation Compliance – Whalom Kitchen- Barb met with counsel and was told that the Sewer Commission should not forgive the non-compliance fee assessed to the previous owner but can pursue it through the property owner, LTN Realty Trust. Per the Sewer Use Regulations, the property owner and business owner are equally responsible. The annual permit is still valid, but they need to reapply for July 1st. It was determined that the Commission would send LTN a letter that fees are still outstanding and they are still responsible for the \$1400.

Motion: Carl L.

Second: John R.

To notify the owner that they are now responsible for the fine they levied on the Ugly Omelet.

Vote: Unanimous

1st Tuesday reports – Barb has 2 non-compliant accounts and will begin the process.

Minutes - Barb read an email from Joan received today regarding edits and opinions in the minutes and approving the minutes as originally submitted. Commission discussed and agreed to not have opinions in the minutes. Carl stated that "opinions" that are stated in the meeting are OK to have in the minutes. Minutes of 1/30/18 will be moved to the next meeting so all can read them.

Motion: John R.

Second: Joe A.

To accept minutes of 12/5/17 as edited.

Vote: Unanimous

Motion: John R.

Second: Carl L.

To accept minutes 10/3/17 as edited.

Motion: John R.

Vote: Unanimous

Second: Carl L.

To accept minutes of 8/15/17 as edited.

Vote: Unanimous

Invoices – Barb had 3 Fitchburg Water/Sewer invoices, 1 for KP Law for Highfield Village, and a Leominster Water/Sewer invoice. **Business**

Manager Report – Highfield issue went to KP law and there has been no update yet, **380 Electric Ave** – Barb reported that Dan had come in with concerns and she worked with counsel who revised the Restitution Agreement. Carl's edit was also approved by counsel, so it can be sent to Dan and we will request that he come to the 2/27 meeting for all parties to sign. **Q3 bills** will be out by end of the week. **Open Meeting law training workshop** on 4/24. **Members Agenda Inputs for Future Meetings-** Joe said that anyone can suggest items, but he may need to remove something from the agenda if other items are more pressing. Carl suggested adding a discussion for I/I. Joe will talk to Jack.

Public Comment – Joe thanked Carl for all his work on the Tilton Ave. request and that it is good to show that Sewer Commission can help people. Carl said that balancing the budget with rate increases from Fitchburg & Leominster and without rate increases to users is good accomplishment. Joe and Carl will talk about the presentation of the budget to FinCom.

Motion: John R.

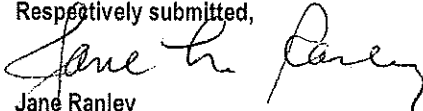
Second: Carl L.

To Adjourn: 8:59pm

Vote: Unanimous

Next Commission activities- 2/27/18-meeting- Town Hall, 3/8 – FinCom Budget Presentation -Town Hall, 3/12 - Caucus at Turkey Hill School, 3/13-meeting-DPW

Respectively submitted,


Jane Ranley
Sewer Commission Board Clerk

RECEIVED & FILED

APR 11 2018

LUNENBURG TOWN
CLERK OFFICE

On file: Joan Pease email of 2/13/18

Review Document with attachments prepared by Carl Luck:

Tilton Ave: Follow-up on Resident Request for Tilton Ave to be added to Sewer Service Area