

Minutes of 2/27/18 Sewer Commission meeting –DPW Conference Room –520 Chase Road

Attendees: Chair, Joe Anderson, Vice-Chair, Carl Luck, Clerk, Joan Pease, Member, Troy Daniels; Business Manager, Barb Lefebvre, DPW Director, Jack Rodriquez, Selectman Liaison, Bob Ebersole

Absent: John Reynolds

Guests: Dan & Jean Proctor; John Mohammed, Al Packard, and Albe Packard (SWSS)

Joe opened the meeting at 6:30pm

APPOINTMENTS:

6:30pm Dan and Jean Proctor, 380 Electric Ave Restitution Agreement – Dan asked to clarify that this is the final agreement for what happened 17 years ago for which he was not compensated and any issues going forward will be dealt with separately and that he would receive a check for the restitution amount. The Restitution Agreement was signed by the Proctors and the 4 Commissioners present.

6:45pm Small Water Systems Services (SWSS) Quarterly update – Al Packard reported that everything is operational and maintenance is being done on schedule, including some repairs. Commission reviewed the parts lists for the pumps provided by SWSS. Al said that they have 14 Flygt pumps in use and the manufacturer has a 6 month lead time. Commission discussed the various pumps in use, their age and the options for backup if a pump goes down. Jack asked the Commission to decide how much they can budget for the parts and he can meet with SWSS to put together a prioritized list for Commission to decide which parts to purchase.

ANNOUNCEMENTS - Q3 bills were sent out on the 16th. Town Caucus is on March 12th at Turkey Hill Elementary School.

PUBLIC COMMENT – Troy said that he is running for re-election as Sewer Commissioner. Bob Ebersole, passed out copies of the complaint of a violation of the Open Meeting Law for the Business Manager distributing information containing member's opinions and for not filing minutes timely after a meeting. There was no discussion.

CURRENT BUSINESS

DPW Systems update – I/I Discussion- Task 1 – Jack spoke to Weston & Sampson and they are ready to move it into the procurement pipeline. Commission discussed the list of questions that Carl put together regarding Task 1 and how to move forward.

Motion: Joan P.

Second: Troy D.

To accept the Task 1 report as written and begin work on that.

Discussion: Carl brought up concerns about problems in the RFQ.

Vote: Joan, Troy & Joe- aye, Carl- nay

FY 18 Spending – Commission discussed priorities for using the balance of the F18 budgeted money, taking into account the purchase of spare parts recommended by SWSS, I/I work and routine maintenance costs for the pump stations. Jack will contact Weston & Sampson to get their opinion on what the next step would be on I/I after Task 1 is completed.

Motion: Joan P.

Second: Troy D.

To use \$35,034 for the SWSS parts and move the \$10,000 out of I/I, leaving \$12,000, to get the Emergency Fund up to \$19,000.

Vote: Joe, Joan & Troy- Aye, Carl – Nay

Maintenance Plan discussion—Commission discussed what would be required in a maintenance plan, in addition to the current SWSS contracted maintenance, such as a jetting schedule, and other system maintenance that could be added to the schedule. Jack will have a discussion with SWSS. **Pump station analysis**—Commission discussed doing a study on the life expectancy of the pump stations in their capital plan in order to plan for the future. **Tilton Ave extension discussion** –Commission discussed the **letter survey** to be sent out to the Tilton Ave. residents concerning a sewer extension. Residents will need to respond by March 13th. All agreed to the edits and Barb will send out the letters. If 2/3 or more Tilton Ave. residents are interested, **engineering** will be needed in order to present the extension at Town Meeting. **FY19 BUDGET discussion**- Barb got a revised debt schedule from the Town Accountant, Karen Brochu. The Commission discussed the insurance costs and looking at how the amounts are determined. Barb will be going over the final FY19 budget figures with Karen. Presentation to FinCom on 3/8 will be done by Joe and Carl. **Fitchburg – CSS 4d Project Costs –John Fitch Highway** - John and Carl will be going on 3/7 to the cost review meeting. **Annual Town Meeting warrant articles – FY19 Budget, Stabilization Funds, OPEB, Tilton Ave.** Barb sent out the first draft and will be meeting with Karen Brochu. **Town Caucus – March 12 at 7pm-** Troy is up for re-election.

Communication Process Plan workshop- 2 options – There would be either a workshop on March 27th at the town hall in place of the regular meeting or to meet at 5:30 to 7 on March 20th and 27th. Barb will check with Jack, Heather Lemieux and Bob Ebersole for their availability to attend.

Minutes- Joan brought up concerns about the number of edits being made to the minutes that the Minutes Clerk has prepared and she also thinks that emotional descriptive words should not be in the minutes. Troy agreed with Joan's comments. He was taken back by the number of edits and that changes in words results in having to review the minutes or meeting tape causing delays in accepting the minutes.

Motion: Joan P.

Second: Troy D.

To accept the minutes for 1/30/18 as originally submitted by the Minutes Clerk.

Discussion: Carl said that he thinks that Jane takes good minutes but wants them to be accurate and also that there is too much

detail. Commission reviewed Carl's edits to the 1/30/18 minutes and agreed on a final copy. Joan withdrew her motion and made a new motion.

Revised Motion: Joan P.

Second: Troy D.

To accept the minutes for 1/30/18 as amended.

Voted: Unanimous

Commission reviewed the minutes and edits from the 2/13/18 meeting. After some discussion, they decided to table the minutes until the next meeting in order to clarify a statement under the Tilton Ave update. Barb asked if the minutes could be put at the beginning of the agenda for future meetings and all agreed.

Invoices/Action File Issues—Fitchburg invoice was reviewed and approved.

Q3 Commitment – Q3 bills went out and the total commitment is \$174,704.83. The Commission signed the Commitment and Warrant.

Business Manager Report: Grease Trap Non-compliance accounts- Barb does not have an update on Whalom Kitchen but hopes to have one for the next meeting. **Highfield Village** – Barb reported they are revising the draft agreement and should have something for the next meeting.

Members Agenda Inputs for Future Meetings-none

Public Comment - none

Motion: Joan P.

Second: Troy D.

To Adjourn: 8:55 pm.

Vote: Unanimous

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

Respectively submitted,

RECEIVED & FILED

APR 11 2018

**LUNENBURG TOWN
CLERK OFFICE**

Jane Ranley

Sewer Commission Board Clerk