

Minutes of 5/29/18 - Sewer Commission meeting – Town Hall, 17 Main Street

Attendees: Chair, Joe Anderson, Vice-Chair, Carl Luck, Clerk, Joan Pease, Members: John Reynolds and Ryan Stober, Business Manager, Barb Lefebvre, DPW Director, Jack Rodriquez, Minutes Clerk, Jane Ranley
Guests: Adam Costa, (Town Counsel), Scott Fitzgerald, (Stiles Co), Tom Garrity (Ti Sales), Dan Proctor
Carl L. opened meeting at 6:00pm.

ANNOUNCEMENTS – Town Election Results - Carl welcomed newly elected member, Ryan Stober, to the Sewer Commission.

APPOINTMENTS

Adam Costa, MTC – Open Meeting Law 5/11/18 complaint and proposed response –Adam reported that an Open Meeting Law (OML) complaint was received 5/11/18 from Bob Ebersole in regards to certain actions on 5/8/18. Adam reviewed the protocol for addressing the OML complaint. After reviewing emails and interviewing parties involved, he had prepared a draft response which he handed out for commissioners to read for input. Joan asked to add that an email was sent to her 5/4/18 by Carl regarding the DEP report that expressed opinions and Adam responded that he can make reference to that email. Carl referred to a paragraph that appeared to say that he intended to use Barb as a conduit, which was not his intention and Adam will make an adjustment to the paragraph. Joan mentioned that the Commission had agreed to all attend the OML training, but some have not done so yet. Adam was concerned that there have been 3 OML violations in last couple months and he suggested working on having a communications policy in place. He offered to give an OML training during a future Sewer Commission meeting. The Commission discussed the draft of the response to the complaint and all agreed to add that Adam give OML training to the group.

Motion: John R.

Second: Ryan S.

To approve the draft response letter as written.

Vote: Aye-- John, Ryan, Carl Abstain—Joan

Carl gave a statement regarding personal attacks in the OML complaints, but he would like to put that behind him and be able to get back to doing the business of the Commission.

Scott Fitzgerald, Stiles Co -discussion of Irrigation Meter new technologies- Badger meters- Carl introduced Scott and stated that Commission is looking into new alternatives for the irrigation meters. Scott handed out a packet of meter information and displayed samples of meters his company sells. He explained that the newest technology is ultrasonic, warranted for 20 years and the transmitter can do transfers to the cloud which eliminates the handheld readers and laptop expenditures. The transmitters report data over a 24-hour period. Users would be able to get data on their usage, as well as alerts for large usage episodes. Scott explained the pricing for both cellular and mobile drive-by packages. He also gave several options for purchasing and selling meters.
(Joe arrived and assumed chairing the meeting.)

Tom Garrity, Ti Sales – discussion of Irrigation Meter new technologies, Neptune meters – Tom handed out literature and gave a presentation on the Neptune R900 migratable system. He noted that the company is in Sudbury and can do next day delivery for meters and parts. The Lunenburg Water district currently uses Neptune meters. Tom explained the details and warranties of the meters. He would recommend the Pro-coder register since it can be differentiated from the water department meter. Irrigation meters in use now would not need to be replaced or it would be possible to retrofit the bodies to a new register head. The System is designed for drivers to go out to read meters and readings can be loaded into Munis. The Commission discussed the price quote provided by Tom.

PUBLIC COMMENT - Barb and Joe thanked Troy Daniels for his service to the Commission.

ELECTION of OFFICERS

Motion: John R.

Second: Carl L.

To nominate Joe A. as Chair.

Vote: Unanimous

Motion: John R.

Second: Ryan S.

To nominate Joan P. as Vice-Chair

Motion: Joe A.

Second: Carl L.

To nominate Carl L. as Vice-Chair

Discussion: Joan said that it would be helpful if positions are rotated. Joe would like Carl to remain as Vice-Chair to support him in chairing meetings. **Vote: 3 votes for Carl L., 2 votes for Joan P.**

Motion: Joan P.

Second: Joe A.

To nominate John R. as Clerk

Vote: Unanimous

Dan Proctor, 380-400 Electric Ave lot subdivision- Dan was required to combine the lots in order to tie the new car wash into the sewer. He would now like to create 3 lots but without an easement, he would need to add manholes. Instead he would like to get an easement for the sewer line to service the office building, which he will be moving. The Commission discussed the sewer easement bylaw. Carl suggests that the Commission do some research and talk to town counsel. Dan will put together a couple options and come back again.

CURRENT BUSINESS

DPW Systems update – Inflow/Infiltration (I/I) work Spring 2018 – Jack noted that he'd solicited 3 bids for the I/I remediation work and received the low bid of \$13,700 from 2 companies – Inland Water Supply and Water Main Cleaning Inc. He would like to award the work but with the caveat of whether to repair during low water or high-water table. He will speak to the consultant about this. Carl had a question about whether the documentation will be videos or photos. Commission discussed the scope of work and agreed that they will need clarification on the inspections.

Motion: Joan P.

To approve the \$13,700 for the scope of work.

Second: Ryan S.

Vote: Unanimous

Joan also asked about SWSS March report that showed a issue regarding West St. Barb will contact SWSS to see if it was resolved.

SWSS parts list - SWSS in the process of getting parts, which have a long lead time. **SWSS April report** – no questions from the Commission. **Year-end spending**- Barb reported they have encumbered the money for Task 1 and have \$12,000 for other work. Jack would like to address the manhole on John Street and Barb would like to have jetting down. Jack asked Barb to add jetting to the calendar. Carl asked for identification of manholes on Mass Ave.that had grates and frames replaced. Jack will ask Weston & Sampson to do that. **DEP - response discussion – prioritization of projects, proposed policy change for large projects**- Commission discussed prioritizing the tasks which needs to be done by end of June. Jack said that the list is in correct order of prioritization. Carl questioned, based on 2011 report, 80% of the I/I was addressed, why is there still so much I/I to address. Commission discussed the I/I work done and the reports received. Carl suggests having an independent source look at the data and reports to identify if 80% of the I/I had been addressed. Commission discussed adding a quality review to the task list.

Motion: Joan P.

Second: John R.

To insert in the present list, task 2A- to evaluate the effectiveness of I/I remediation work already done in areas 3 & 6, as amended by Joe.

Vote: Unanimous

Barb will email Pat (Weston/Sampson) information so he will have answers to bring to the 6/12/18 meeting. Commission will work on a schedule and costs at the 6/12 meeting. **Communications plan workshop discussion – schedule, attendees** – will be on 6/26/18 @ 6:30. Heather (Town Manager) will attend and Adam will be asked to do an OML training.– **Annual Grease Trap Regulation Compliance permit compliance list review** –Commission reviewed the list of those who were not compliant during the year. Barb will send out the renewal letters this week. **Whalom Kitchen non-compliance appeal status** – Barb talked to Counsel and he still feels that it falls back to the owner, but understands it is a sub-let situation. He also advised that the permit should be pulled if not resolved by July 1st.

Minutes of 5/8/18 –

Motion: Joan P.

Second: Ryan S.

To accept the minutes of 5/8/18

Vote: Unanimous

Q4-FY18 Commitment for Sewer Billing \$207,182.23 – Commission signed. **Business Manager Report- Invoices** – none. Barb reported that the Sewer Service Map is being updated from Town meeting to reflect adding Tilton Ave. Carl asked about getting a quote from Munis now rather than waiting until August. Barb will check to see if someone on the Commission would be able to obtain the Munis quote. **Members Agenda Inputs for Future Meetings** – DEP, Irrigation Meters Selection, Meter Policy, Grease Law notification policy

Public Comment - none

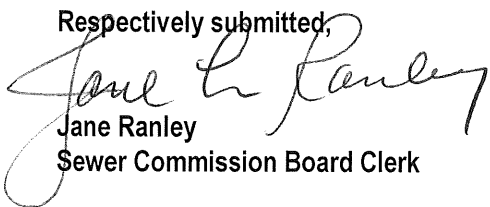
Motion: John R.

Second: Ryan S.

To Adjourn: 9:35 pm.

Vote: Unanimous

Respectively submitted,



Jane Ranley
Sewer Commission Board Clerk

Handouts:

Response to the OML complaint prepared by Adam Costa
Weston Sampson draft of DEP response
Stiles Co. – Irrigation meter information
Ti Sales – Irrigation meter information