

Minutes of 10/9/18 Sewer Commission meeting –DPW Conference Room –520 Chase Road

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

Guests: Scott Medeiros and Ken Carlson (Woodard & Curran), Justin Gould (Stantec), Ian Mead (Tighe & Bond), Adam Burney (Land Use Director)

Carl L. opened the meeting at 6:32p.m.

APPOINTMENTS –

Evaluation of past Inflow/Infiltration (I/I) work discussions: Carl asked each company to give a short introduction.

Scott Medeiros and Ken Carlson, Woodard & Curran- Scott said that Woodard & Curran operate water and waste water systems across country and have offices locally. Ken has 40 years' experience in I/I. **Justin Gould, Stantec** gave out brochures and said Stantec is a worldwide company, with resources in New England for wastewater/storm water, in addition to other areas. Regarding I/I, they have been working with some of the oldest sewer systems. **Ian Mead, Tighe & Bond** - focuses in the Northeast, primarily with water resources and dams. One third of their business is with water and they work with small condo associations up to large cities. (Joe A. arrived) Carl handed out the most recent I/I Engineering Data Review & Evaluation Request for Bid and said that this meeting would be a discussion. He explained that the Commission wanted to have a third-party review of past I/I work done. Lunenburg has focused past work on a section of town that had contributed 80% of the I/I. Carl detailed the work that had been done and data that was available. He added that they are concerned that half of the water going out of town is unidentified. The Commission discussed concerns about data, possible issues with the meters, and answered questions related to water/sewer volumes and billing. The company representatives agreed that the numbers are within acceptable limits and suggested that the Commission might need to look at adjusting the rates, if the cost of finding the cause is too high. Carl went over past work done, data and studies that are available for review. Ryan asked what else could be done and Scott suggested that homeowners could have laterals inspected when they sell a house. Justin suggested making sure that the data and methodology is accurate. Commissioners brought up concerns about costs of work, increases to rate payers, the Dana Street pump station and houses with clay pipes. The group discussed the draw down tests done by Weston Sampson, flow assessments and water department data. Carl asked the company reps to come up with a scope of work or a proposal for how to proceed. Discussion followed on the importance of diversity in selecting a vendor. The Commission thanked the representatives for coming.

PUBLIC COMMENT – Joan asked about holding the November 13th Commission meeting with the Special Town Meeting scheduled for that same night. Commission will discuss this later in the meeting.

CURRENT BUSINESS

E-permitting system policy- Adam Burney presented information on the new e-permit system that the town has implemented for applying and collecting permit fees online. The fees can be collected digitally or in person and annual renewals would be sent by email each year. A 5% technology fee would be added to all permits to offset costs. Adam is requesting that the 5% fee be added by the Sewer Commission to their permits. Joan asked where the fee revenues would go and Barb said into the general fund. Commissioners discussed if the new system would benefit sewer users and be less work for Barb. Adam explained how the system could save some time with the annual permit process. The Commission further discussed concerns about the fees added on top of the permit costs and that the system would not save a lot of time or work.

Motion: John R.

Second: Joan P.

That the Sewer Commission does not participate in the new electronic permitting system.

Vote: Unanimous

Policy Discussions for Public Hearings scheduled for 10/30 and 11/27 – Commission confirmed the hearing schedule for October 30 at 6:30pm. **Policies—Irrigation Meters, Sub-Meters, Grease Trap Rules & Regulations, Connection Charge Policy, Sewer Use Regulations Waiver clause, Permit fee policy** – Commission reviewed all edits and discussed the Sewer Use Regulations Waiver and its impact on future Commissions. Joan made a motion to include the waiver but it was not seconded. Barb asked if the Commission would mind referring to the new policy as Single Meter policy and not 'sub-meters' or 'manual meters' and the Commission decided to refer to it as written by Town Counsel as Single Meter policy. The Commissioners will present the changes at the hearing.

MMA January 18-19, 2019 approval – The Commission discussed the budgeting for the MMA conference and requested that Carl ask the Conservation Commission if they can cover the cost this year.

Motion: Ryan S.

Second: Carl L.

To approve one nights lodging and \$ 180 registration fee for Carl to attend.

Vote: Aye-- Ryan S., Joe A., John R. and Carl L. Oppose-- Joan P.

Billing Outsourcing update – Barb reported Munis replied that there will be no charge if the required format is used. The cost from NDS upfront is \$2,989 and \$489 per year ongoing for maintenance. The only downside is that Munis needs the meter IDs, so Barb will have to swap out approximately 900 meter ID's in Munis in the next bill run. January will be the first attempt at importing the meter

readings, but will save Barb approximately 2 days of entering readings eventually..

Motion: Carl L.

Go forward with the NDS proposal for the billing extract file.

Carl added that the next step will be to look at outsourcing the mailing of the bills.

Second: Joe A.

Vote: Unanimous

Open Meeting Law complaint of 3/13 resolution – Attorney General office said that there was no open Meeting Law violation.

Minutes of 9/11/18 –

Motion: Joan P.

To accept the minutes of 9/11/18 as amended.

Second: John R.

Vote: Unanimous

Minutes of 9/18/18

Motion: Carl L.

To accept the minutes of 9/18/18.

Second: Ryan S.

Vote: Aye-Joe A., Carl L. and Ryan S. Abstain- Joan P. and John R.

Minutes of 9/25/18

Motion: Carl L.

To accept the minutes of 9/25/18.

Second: Ryan S.

Vote: Unanimous

Member Agenda Inputs for Future Meetings: Public Hearing on 10/30. Barb added there was another engineering firm interested in the I/I Data review recommended by Small Water (Onsite Engineering) but they were unable to attend the meeting. The Commission suggested that Barb could send a copy of meeting recording to them.

Public Comment – Barb advised that she'll be working on billing in the next couple weeks. John may not be able to attend all meetings for the next couple months and noted that in his opinion public comment should not be for personal comments. Joe thanked Carl for setting up the meeting with the 3 engineering firms.

Joe read the Executive Session reason aloud.

Executive Session MGL Chapter 30A, Section 21A(3); to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the Sewer Commission and the chair so declares. (Allocation Agreement with Robert A. Leverone Lunenburg Nominee Trust (LNT))

Discussion: Carl asked if it was necessary to go into executive session to discuss this or if it was just to review the document sent out. Barb had asked counsel if it merited executive session and he said it did since there was still a potential for future litigation.

Motion: Joan P.

Second: John R.

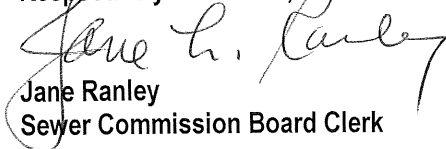
To enter into Executive Session and not return to the regular meeting upon conclusion

Vote: Carl L.- Aye, Ryan S.- Aye, Joe A.- Aye, John R.- Aye, Joan P.- Aye

Open meeting adjourned at 8:52pm.

*****Executive Session minutes are Separate*****

Respectively submitted,


Jane Ranley
Sewer Commission Board Clerk