

Minutes of 11/27/18 Sewer Commission meeting – Town Hall, 17 Main Street

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

Absent: Carl Luck

Joe opened meeting at 6:30pm

PUBLIC HEARING – POLICY UPDATES

Irrigation Meter Policy – new process/requirements for meter installation, proposed \$50 annual fee- -- Joe read a power point presentation explaining the public hearing process and use of Irrigation Meters. He continued with the proposed changes to the Irrigation Meter Policy, effective 2/1/19, which includes the addition of a \$50 annual fee. This fee will be deducted on the 1st quarterly sewer usage invoice of the new fiscal year. The Irrigation meter reading will be deducted from the water reading and a credit will be given in the July and October billing. He added that the Commission will be selecting a new irrigation meter and users will need to comply by June 2020. Also a licensed plumber must pull a plumbing permit for any installations.

Public Comment -Dave Passios, 56 Whiting Street, had questions about when the policy and fee go into effect. Joe replied it would be February 1, 2019. Dave is concerned since the Commission has not selected a new meter, there is no way for homeowners to comply and he has been holding off on installing a new meter. He also questioned how the \$50 fee was determined. Barb replied that the fee does not cover all expenses relating to irrigation meters but helps to defray the costs. Commission clarified that they are looking at options using new meter technology.

Single meter policy – new policy on restriction of sub-meters – Joe read the updated Single Use Meter policy, that states effective 2/1/19, sewer accounts will only be in the official property owner's name and the Commission will no longer read submeters.

Public Comment -Karen Carnavale, Whalom Village – asked if the \$50 will be charged for the now single meter that we will be reading and Commission clarified that the \$50 fee is only for Irrigation Meters.

Connection Charge Policy with new Inflow/Infiltration (I/I) requirements – Ryan read the addition of the 'I/I Removal and/or Capacity Fee' language to the Connection Charge Policy for new connections to the sewer that have flows exceeding 15,000 gals/day. The Capacity fee will be used towards reduction of I/I studies and remediation.

Grease Trap Rules & Regulations- various clarifications including fee calculations and timing of assessments, responsibilities of owners/operators and reasons for non-renewal – Joan read the changes to the Grease Trap Regulations. The permit effective date was changed from July 1st to August 1st, with fees based on food establishment's compliance in the previous year. No renewal application will be accepted or processed for a property with outstanding, unpaid fees or penalties and the two-week requirement for assessing non-compliance fees was removed.

The public hearing for Policy Updates was closed.

CURRENT BUSINESS

The Commission needed to vote on **Policy Updates** to formally accept the changes.

Irrigation Meter Policy – Change to Sewer Use Regs Article VII-3D(2), Appendix K

Motion: Ryan S.

Second: Joan P.

Discussion: John said he supports the \$50 fee but he cannot vote to approve the new policy without knowing which meter will be chosen. Barb noted that the changes are general without specifying the new meter. Commission discussed the selection of the new meter in regards to the policy changes.

To approve the Irrigation Meter Policy changes.

Vote: Joe and John- opposed, Joan and Ryan – aye

The Irrigation policy change was tabled.

Single Meter Policy- Addition Sewer Use Regs Article VII-3(B)

Motion: John R.

Second: Ryan S.

To accept the Single Meter Policy as written.

Vote: Unanimous

Connection Charge Policy – Change to Sewer Use Regs Article VII-4, Appendix G

Motion: Joan P.

Second: John R.

To change the Connection Charge Policy.

Vote: Unanimous

Grease Trap Rules & Regulations- Changes to Appendix C

Motion: Joan P.

Second: Ryan S.

To approve the Grease Trap Regulation changes.

Vote: Unanimous

ANNOUNCEMENTS - Barb-Q2 bills were sent out and can be paid online. If anyone hadn't received their bill, they can call either the

Sewer office or the Collector's office.

PUBLIC COMMENT - Dave Passios thanked the Commission for postponing the approval of the Irrigation Meter Policy changes. He requested that the Commission please make sure the new meter will be good for the long term, including WIFI ability and suggested having the water department read the meters.

Special Town Meeting 11/13/18—Article 5 for transfer to the Stabilization Fund was approved.

Inflow/Infiltration on Elizabeth St – remediation discussion – Barb reported that Weston & Sampson recommended cameraing the line to pinpoint the source of the I/I. Commission would need to approve the work in order to proceed and discussed who would absorb the costs. Joe asked Barb to get a price quote and consult town counsel regarding the options of recouping costs from the guilty party.

OML Complaint of 5/11/18 –Attorney General response was received confirming that an OML violation had occurred. Joe read a comment from Carl Luck, highlighting that the Attorney General agreed with Town Counsel and that the Commission was commended for taking action to rectify the violation.

Commission signed the **Q1 FY19 Commitment for Sewer Billing for \$219,704.52.**

Minutes – 11/6/18

Motion: John R.

Second: Ryan S.

To accept the minutes of 11/6/18.

Vote: Joe A, John R. and Ryan- aye. Joan P.- abstain

Business Manager report – 1st Tuesday report –Barb reported all are compliant. Commission reviewed the **Fitchburg Monthly bill and Leominster Quarterly Invoices**. The **Transfer Delinquencies** are not done yet because they are waiting for rates to be approved. **FY19 Recap** – Barb will be doing up a letter for Karen. **Member Agenda Inputs for Future Meetings** – selecting new Irrigation Meter,

Public Comment - Barb had sent out the sewer connection process for the MRPC guidebook to the Planning Board.

Motion: Joan P.

Second: John R.

To Adjourn: 7:18 pm.

Vote: Unanimous

Respectively submitted,


Jane Ranley
Sewer Commission Board Clerk