

Minutes of 3/26/19 Sewer Commission meeting – Town Hall, 2nd floor Meeting Room, 17 Main St.

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

Joe opened the meeting at 6:32pm.

ANNOUNCEMENTS – Joe announced that there will not be an executive session at the end of the meeting.

APPOINTMENTS -

Dan Proctor – 380-390 Electric Ave.- Dan addressed the Commission regarding the formula for calculating the usage and the connection/privilege fees for his new garage as a 2-bay service station. He disagrees since it will be used only by his mechanic to work on their vehicles and small engines of rental equipment. Barb received input on the Title V determination from Jim Gareffi, regional Board of Health agent. He'd suggested that the garage can be considered a warehouse, since it will not have a public waiting room. Carl inquired about the office building and Dan replied it will be office upstairs and retail downstairs. Carl replied that it would cost less to classify it as retail and Dan agreed. Barb added that reclassifying the garage as a warehouse would reduce the connection fee to \$3770.90 and eliminate the privilege fee.

Motion: Joan P.

Second: John R.

To change the 380-390 Electric Ave. from a 2-bay service station to a warehouse.

Vote: Unanimous

Dan's second request is to release 400 Electric Ave., which he will be selling, from the privilege fee on 380-390 Electric Ave. Barb reported that Town Counsel said it can be done and the Commission would need to sign off on it. Barb read Counsel's input. Dan replied that he would need to confirm with the buyer's attorney first and get back to Barb, who would then run it by Town Counsel. Barb added that the original assessment has been paid and 400 Electric Ave. shows nothing owed. The Commission will vote on the release at the 4/9 meeting.

PUBLIC COMMENT- Dave Rogers, 82 Highland Street – was asking about sewer commission changes to the charter update. Carl replied that the Commission's concern is with 2 sections and they've agreed to not recommend further changes. The Commission discussed the wording of "full jurisdiction over town facilities" and they have asked for Town Counsel's input on whether the sewer is considered a town facility. Dave added that he is concerned about elected officials being responsible to the Town Manager and will be moving a few articles at town meeting regarding this issue.

CURRENT BUSINESS -

Irrigation Meter Changeover discussion- Carl reported that he communicated with Mark Bursch, Water Commission, to set up a meeting. Carl and Joan plan to attend the 3/27 Water Commission meeting to discuss their potential assistance with Irrigation Meter readings. The Commission further discussed the start-up costs and how the fees will be collected. **Maintenance plan-** Barb reported that Wright Pierce has received the contract that counsel provided and their CFO is reviewing. It is not yet ready for discussion and will be on the next agenda. **Grease Trap/Interceptor inspections discussion** – Commission discussed sending out a letter to remind users of regulations and explaining that inspections will be done. Barb will draft a letter and send before the next meeting. The Commission will need to discuss a plan for doing the audit of the food establishments.

Solar Credit program discussion- Commission discussed the solar credit program proposed by Nexamp. John Londa had provided information on the current solar credit program and how it was divided between town facilities, not including sewer. Carl added that Nexamp is getting setup to do solar that the town and residents can take advantage of for a 15% discount on electricity and wants the Commission to be added to the waiting list. Nexamp has asked for the most current electric bills in order to provide a proposal to the Commission. Barb will provide these to them.

400 Electric Ave approval status- Barb reported that Leominster had approved the plan and asked the Commission to review and confirm the connection costs, so the owner can proceed.

Motion: Joan P.

Second: John R.

To approve the potential connection costs of \$30,802.10 for 400 Electric Ave.

Vote: Unanimous

Business Manager Report – Northern Data -Barb had begun work on this changeover but found out that the Water District's ID's previously provided are not what NDS has on the approved import file to Munis. Water District will provide a new list and she'll work with that to update Munis and get set up for a test run. I/I 3rd party RFP went out and the replies are due by 4/11. **The O&M Pump Station RFP** was sent to Heather and will be posted on the Central Register on 4/3, with the pre-bid conference on 4/17, and bids are due back by 5/1. The Commission signed a Fitchburg Invoice for \$12,209.79. Barb received a call from Ken Matson about sewerage a new home on **Prospect Street** that is not currently in the Sewer Service Area. Heather had advised that he could do a citizen's petition to get on the Town Meeting warrant which he has done. Barb will ask him to come to the 4/9 meeting for discussion. Carl asked if Barb got a response from Town Counsel about the **Town Charter** issue. Barb replied that he did not have a clear response yet but she will send it out when she receives it. Carl asked about the SWSS report on the **West Street pump failure** on 2/28. They reported that the pumps were clogged with rags that needed to be cleaned out and pumps were started again. The Commission discussed whether a new pump was installed. Barb said that SWSS did replace a pump and new pumps have been ordered. Commission discussed whether or not the **statement** added to the Board of Selectmen agenda, stating that they may discuss items not on the agenda should be added to their agenda and Commission agreed to get input from Town Counsel. Carl added that they are still waiting for information on which manholes were replaced and Joe asked John to talk to Jack (DPW) about the manhole list and his day-to-day operations.

Member Agenda Inputs for Future Meetings – for 4/9 - DPW tasks definition and expectations, Prospect St. expansion, Water Commission meeting update, Town Counsel input on Charter, Maintenance Plan contract with Wright-Pierce, O&M Pump Station and I/I 3rd Party RFP's updates, and 400 Electric document approval; **For future meetings-** Discuss audit plan for grease trap inspections, SWSS to come in after the Wright Pierce Maintenance Plan kickoff.

Public Comment – John noted that he was glad that the Commission was able to reduce fees for Dan Proctor, based on the additional information received.

Motion: Ryan S.

To adjourn: 7:45pm

Jane L. Ranley
Respectfully submitted,

Jane L. Ranley
Minutes Clerk

Second: John R.

Vote: Unanimous