

Minutes of 4/9/19 Sewer Commission meeting –DPW Conference Room –520 Chase Road

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

Absent: Ryan Stober, Joe Anderson

Carl opened the meeting at 6:33 pm.

ANNOUNCEMENTS – Joe and Ryan were unable to attend.

APPOINTMENTS -

Dan Proctor, 380-390-400 Electric Ave. – Dan did not attend meeting. Barb had informed him that the Commission would be signing the amendment to the assessment previously sent to him which removed 400 Electric Ave. and correcting the parcel ID on the privilege fee assessed to 380-390 Electric Ave.. Commission discussed verifying the Title V classification with Jim Gareffi of the Board of Health. Barb added that the permit to connect and connection fees are all set.

Motion: Joan P.

Second: John R.

To approve the amended order of assessment for 380-390 Electric Ave., taking 400 Electric Avenue off of the assessment.

Vote: Unanimous

The Commission signed the amended order of assessment.

Wright Pierce – Matt Corbin, Kevin Olson – Maintenance Plan – Barb communicated with Matt and he responded that the contract needed to be signed and their next step would be the kick-off meeting to include Jack (DPW) and SWSS. Commission discussed possible dates for the kick-off meeting and will coordinate a date with Wright Pierce, SWSS and Jack. One Commissioner stated that they would like it to be scheduled when they return from a trip so there would more likely be a quorum. Commission reviewed the Scope of Services for the Maintenance Plan. The Commission reviewed and signed the contract approved by both Town Counsel and Wright Pierce.

PUBLIC COMMENT- none

CURRENT BUSINESS -

Town Charter discussion – Commission discussed Town Counsel's opinion on the wording in paragraph 4-2(i) of the Charter as to whether the sewer is considered a town facility and discussed the usage of the phrase "full jurisdiction of the town manager". Commission did not reach agreement on proposed changes and will continue discussion regarding the charter wording.

Proposed Agenda Statement – Barb talked to Town Counsel and he said that the clause did not conflict with Open Meeting Law. He wouldn't necessarily recommend it, but it does no harm.

Motion: John R.

Second: Carl L.

To add the new wording to the Sewer Commission agenda.

Vote: John-yes, Carl-yes, Joan abstain.

Motion did not pass.

Irrigation Meter discussion with Water District – Joan and Carl attended the Water Commission meeting and a motion was passed to charge the Sewer Commission \$ 500/year for the first 2 years and \$ 750/year thereafter, for Irrigation meter readings. Carl added that not everyone will be on the new system right away, but they should be after 2 years. The Water District didn't think there will be any up-front costs but if there are, the Sewer Commission would pay them. The Commission discussed the next steps for implementing the process and Barb will put together a list of topics for discussion. The discussion of the process and policy will be added to the agenda for the first meeting in May. **DPW tasks discussion-** Commission reviewed and discussed Carl's draft task list for the Town Manager's responsibilities. Commission discussed the review of weekly pump station logs from SWSS, information regarding meetings and discussed support to residents, business, contractors and business manager. Commission also discussed maintenance plan activities and budget issues including invoice review/approvals and line item transfers. Commission discussed and agreed to have Barb provide quarterly budget status reports, reflecting account line item amounts. Commission discussed having DPW manager or Town Manager and a representative of the pump station contractor attend a number of Sewer Commission meetings per

year. Commission discussed the Commission's role in goal setting and review of the business manager. They also discussed communications. Carl will edit the draft, noting updates from the discussion and Commission will continue discussing the list at the 5/14 meeting. John met with Jack (DPW) concerning the manhole report and Jack reported that they had completed the Mass Ave. manholes, marked as 1 & 2 priority. John has sorted the list of manholes by priority and will meet with Jack to confirm the manholes completed. **Solar Credit program – proposal** – The Commission discussed the proposal from Eric Misbach (Nexamp) for the solar credit program for the pump stations. Eric had offered to come to the next meeting to answer questions, but Commission felt that it was not necessary. The Commission agreed to sign up for the program but wanted John Londa to review the contract first.

Motion: Joan P.

Second: John R.

To accept the contract, pending review by John Londa and/or Town Counsel. Vote: Unanimous

Grease Trap Program update- Correspondence – Barb has completed the letters to be sent to the Grease Trap customers.

Minutes-3/12 and Minutes- 3/26 will be held to next meeting due to the late hour.

Business Manager Report – Prospect St. extension request has been withdrawn. **The O&M RFP pre-proposal conference** will be on 4/17 at 1pm. Barb reported that **Peter Dulchinos, the Receiver for the Meadowwoods Trailer Park** had passed away. Barb noted that the Selectmen's office requested any slides for **Town Meeting presentation** be submitted by 4/18. The Commission agreed to keep the presentation simple. Barb is away from 4/18 – 4/26. **Asian Imperial** is adding a prep area with a 2-basin sink and will submit a schematic of the plumbing once complete. **Executive session** – Barb does not have a document yet from Mead Talerman but opposing counsel has received the most recent update.

Member Agenda Inputs for Future Meetings – Irrigation policy & process, DPW task list

Public Comment-none

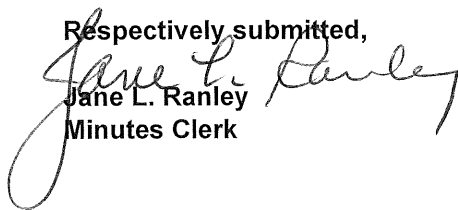
Motion: Joan P.

Second: John R.

To adjourn at 8:54pm

Vote: Unanimous

Respectively submitted,


Jane L. Ranley
Minutes Clerk

Handouts:

Wright Pierce Scope of Services

Counsel's April 9, 2019 input regarding the Charter verbiage

Counsel input on the adding the BOS statement to the Agenda

Carl's draft of DPW task list

Nexamp Community Solar Summary for Pump Stations and Contract