

**Minutes of 6/11/19 Sewer Commission meeting –DPW Conference Room –520 Chase Road**

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

Absent: Joe Anderson

John opened the meeting at 6:30 pm.

**ANNOUNCEMENTS & PUBLIC COMMENT**- none

**CURRENT BUSINESS** -

**I/I 3<sup>rd</sup> Party RFP Bid Review and Vote-** Barb received a reply from Heather (Town Manager) that since this was not a normal bid, there is nothing prohibiting the town from negotiating the price and scope. The Commission agreed that the price was higher than expected and discussed having Woodward and Curran(W&C) revise the bid at a more cost-effective price. Commission agreed to recontact Woodward & Curran, explaining that the bid was more money than expected and ask if they have a suggestion for obtaining what they want for a slightly lower cost. Barb reported that the balance for I/I in FY20 is \$10,000. The Commission agreed that this would be the first step to find where or what the problem is and that the solution could be expensive but the work could be done over the next several years.

**O&M Contract RFP Bid Review and Vote—** Barb received the clarifications from Small Water (SWSS) for their bid. Commission questioned and discussed SWSS's calculations for reading the irrigation meters. Barb will ask SWSS to clarify and give a price per meter per quarter.

**Irrigation Meter Program Changes-Policy and Implementation** – Barb reported that the Water Dept may be able to supply the parts. The Commission discussed that the Users would contact Neptune with questions. Joan suggested getting a sample meter for demo purposes if possible and the Commission agreed. The Commission discussed a date for implementing the new policy, having Barb mail the new policy flyer with the August bills and sending out a special mailing to the 60 irrigation meter users. Commission agreed that the effective date will be August 1<sup>st</sup> and the \$50 Irrigation meter fee would be deducted from the 2<sup>nd</sup> quarter. Also, new users will need to have a signed off plumbing permit in order to participate in irrigation meter credit program.

**Motion: Carl L.**

**Second: Joan P.**

**To approve the Irrigation Policy as modified.**

**Vote: Unanimous**

**Leominster Pump Station** – Barb reported that she received a Sanitary Sewer Overflow (SSO) notification that the Leominster Road station overflowed about 100 gallons on 5/28 due to lost power to HMI and a bad connection to high level float. Small Water notified Jack (DPW) and also the DEP as required. The Commission discussed the corrective and planned actions in the SWSS report. The Commission agreed to ask SWSS how to prevent this problem in the future and to ask Wright Pierce to include in the Maintenance Plan methods to prevent this problem.

**Grease Trap/Interceptor program – FOG Spring Audit** – Commission discussed the FOG Audit inspection checklist. Barb added that Adam (Town Counsel) said it is ok for Commissioners to do the audit as long as the Commission votes on those doing the audit. The Commission agreed to do the audits after the annual renewal letters go out. After discussion, the Commission agreed to audit the 5 or 6 food service establishments with external traps first and then evaluate the process.

**Motion: Joan P.**

**Second: Carl L.**

**To have Ryan, John and Carl be the inspectors for the 6 establishments with interceptors that are not required to send in logs.**

**Vote: Unanimous**

Barb will send out a letter in July. Barb notified **Kabobelicious** via email that their permit was withdrawn, and cc'd the Board of Health, but has not had a response. **1<sup>st</sup> Tuesday reports** are all in as of today. Commissioners signed the **Q4 FY 19 Commitment of \$218,077.18**. Barb also noted that the Commitment amount includes final reading bills that have been sent out. There have been a lot of home sales lately and these billings require a good deal of her time.

**Minutes for 4/30/19 –**

Motion: Carl L.

Second: Ryan S.

To approve minutes of 4/30/19 as modified.

Vote: Ryan, Carl & John – aye, Joan -abstain

Minutes for 5/28/19 -

Motion: Joan P.

Second: Ryan S.

To approve the minutes of 5/28/19

Vote: Ryan, Joan, Carl – aye, John-abstain

**Business Manager Report** – Barb reported that she received a call from Roger Brooks (Leominster Wastewater) that Leominster is looking at changing the billing method to Lunenburg to being based on the flow meters. She advised that Jack will be talking to Roger and the Mayor to discuss. Barb added that the **May pump station report** is on the Google Drive. **YTD FY19 Budget**- The Commission reviewed Barb's FY19 budget update. She was working with Jack and SWSS regarding an invoice and noted that the spare pumps have been received. The Commission agreed to have Barb talk to Karen (Accounting) about the I/I contract and encumber the \$40,000 quoted by Woodward & Curran that we have available in FY19 currently. The cost after discussion with W&C may be less than that. **Solar credit program**- Barb checked with Nexamp and Heather. Both programs start January through March and Nexamp said there is no rush and that they have plenty of room to accommodate the schools and Sewer. Barb reiterated that per Town Counsel, the Commission cannot sign up on their own.

**Highfield agreement status**- Barb reported that the agreement was not ready yet. Brian (Mead, Taleran & Costa) needs to talk to their counsel. **Invoices**- none. Barb added that **Lunenburg Schools** will be doing grease trap cleaning the week of July 8<sup>th</sup>. Joan, Joe and John need to complete conflict of interest training. Carl asked if Barb received the Excel sheets for the pump stations. Barb replied she contacted SWSS and they are still working on them.

**Member Agenda Inputs for Future Meetings** – Jack's feedback on Leominster, Woodward & Curran update, legal update on Elizabeth Street, spare parts discussion with SWSS(July?)

**Public Comment – Paula Bertram – 312 West Townsend Rd** – Paula said Lanni's Farm met with the Planning Board and is interested in pursuing a sewer extension to the farm. She supports helping farms in town but extensions need to be done carefully since it is catalyst for development. She is okay with business growth but concerned with the potential residential growth and its impact on the schools and infrastructure. She encouraged thoughtful review of the town's economic growth plan and suggested a meeting of Sewer Commission and Planning Board to discuss future expansion in town.

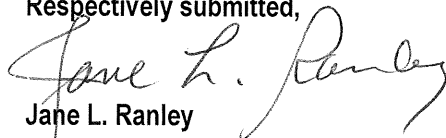
Motion: Joan P.

Second: Carl L.

To adjourn: 8:09pm.

Vote: Unanimous

Respectively submitted,

  
Jane L. Ranley  
Minutes Clerk

**Handouts:**

SWSS bid clarifications

YTD FY19 Budget Update