

Minutes of 03/09/21 Sewer Commission meeting– via Zoom (Video Conference)

Attendees: Chair- Dave MacDonald, Clerk- Brett Ramsden, Members: Mike Deveikis and Carl Luck, DPW Director- Rob Oliva, Business Manager- Barb Lefebvre, Minutes Clerk- Jane Ranley

Absent: Vice-Chair -John Reynolds

Dave opened the meeting at 5:05 pm and did a roll call of attendees.

ANNOUNCEMENTS – Dave noted that meetings may go live in 4-6 weeks and suggested keeping the meeting time at 5 pm on Tuesdays or another day if it works better for everyone. He also announced that the Town Caucus will be held 3/15 at 7pm, at the Middle/High School auditorium. There are 2 openings for the Sewer Commission this year – 1 for a 1-year term and 1 for a 3-year term.

PUBLIC COMMENT- none

CURRENT BUSINESS -

FY22 Budget – Retained Earnings projection- Dave thanked Barb and Rob for all their work on the FY22 Budget. Barb noted that she sent out the projected Retained Earnings report for the Betterment Income vs Debt Service. Barb screen-shared the Retained Earnings report, which included a projected Retained Earnings graph. Carl asked to clarify the figures, in light of taking \$300K out in 2022. The Commission discussed the Retained Earnings projection. Barb estimated that Retained Earnings would be around \$1.4million after this transfer, but they still do not know how FY21 will end—it is all estimated at this point. The Commission agreed that it is important to have a clear picture of the financials. Barb will update the spreadsheet with the known transfers and send out an updated Retained Earnings projection, along with the planned FinCom presentation. The Commission discussed Barb's summary of the FY22 Enterprise Fund Budget. Rob added that the presentation to FinCom provides more detail for the category 'Other Department Expenses'. Dave suggested adding the maintenance plan to the presentation. He added that we are increasing money for the Leominster usage, but may not use all of it. Dave summarized the presentation to the FinCom. Carl noted that we have line items for the day to day but the proposed capital costs are not earmarked yet. Dave said he still wants to sit down with Leominster to discuss I&I. The FinCom presentation will be 7:30pm on 3/11 on Zoom.

Town Meeting draft articles- Barb noted that the 3 articles need to be approved and are the standard budget articles with transfers to the Capital Reserve and OPEB. She clarified that the actual numbers will be part of the motion made at the Town Meeting. Barb screen-shared the list of articles.

Motion: Mike D.

Second: Brett R.

To accept the 3 Draft Town Meeting Articles for the Sewer.

Roll Call Vote: Mike-aye, Carl-aye, Brett-aye and Dave-aye.

Fitchburg Sewer Use Ordinance- Barb reported that John dropped off a folder with his work on the ordinance update. Dave and Brett will finish working on it after the Budget presentation is completed.

Minutes of 2/23 meeting-

Motion: Brett R.

Second: Carl L.

To accept the minutes of the 2/23/21 meeting.

Discussion: Carl asked why the handout was noted as a recording rather than a hardcopy. After discussion, he said he accepted the wording.

Roll Call Vote: Mike-aye, Carl-aye, Brett-aye and Dave-aye.

Carl Luck's resignation letter dated 2/23/21, effective 4/30/21 – Dave thanked Carl for his many years of work and hopes that he enjoys his retirement. He also hopes people come out to attend the Town Caucus. Carl encouraged someone on sewer to run for the open position.

Business Manager Report – 88 Mass Ave meeting- Barb reported there will be a hearing on 3/10 at 7pm for a Marijuana establishment at that location. Barb has updated the **Website** with current news, updated applications,

2021 drain layers list, irrigation policy and procedures. **Invoices-** Leominster Usage-\$94,562.70 (based on flow metering for 9/26-12/25) and Mead, Talerman - \$ 214.57. **Grease Trap logs due 3/2-** 1 report missing. **Maintenance Plan-** Barb and Rob will meet with Carl the following week after the budget presentation. Carl asked if the billing meter import was being used yet and Barb replied yes, but they are still working out a lot of kinks. The Water Department meter numbers were changing, which caused her a lot of manual work for the last billing. Also regarding meter readings, Barb added that the Water department was working with Neptune to give them the program to do the readings on the same day.

Member Agenda Inputs for Future Meetings or counsel hours – Carl asked to put Elizabeth Street back on the agenda, which is a known Inflow problem from a residence, potentially costing \$3-5K per year. Rob noted a letter went out to the property owner and can follow up. He also talked to Patrick Cotton at Weston Sampson. Carl added the Commission needs to decide what action they will take. Carl asked about a line that was jetted and found issues which was mentioned at Jack Rodriquez's last meeting. Barb replied that they are waiting for the weather to improve so they can have camera and jetting companies come out to the Mass. Ave. site. Dave asked Carl to bring up any items that haven't been addressed. Carl asked about the pump station algorithm, that he would like to get the numbers from the last billing to see results from the last analysis. Barb noted the counsel hours will be on the 23rd.

Public Comment – Brett said he would like to learn more from Carl before he leaves, and he thanked him for his many years on the board. Dave noted that today marks 1 year from the start of Covid 19 crisis. He said it was a tough, nerve wracking year with lots of changes. He is very proud of all the Commissioners, DPW staff, Barb and Jane. He cannot wait until they can meet in person.

UPCOMING SCHEDULED SEWER COMMISSION ACTIVITIES:

March 11, 2021 @ 7:30pm – FY22 Draft Budget Presentation to FinCom

March 15, 2021 @ 7:00pm – Town Caucus Middle High School Auditorium

March 30, 2021 @ 5pm – Regular Meeting, Remote Participation

April 13, 2021 @ 5pm – Regular Meeting, Remote Participation

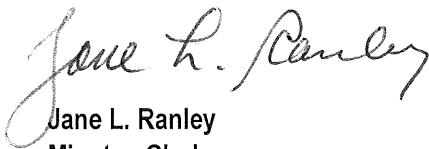
Motion: Carl L.

To adjourn at 6:01pm.

Second: Brett R.

Roll Call Vote: Mike-aye, Carl-aye, Brett-aye and Dave-aye.

Respectively submitted,



Jane L. Ranley
Minutes Clerk

Handouts:

FY22 Budget summary and Retained Earnings projection

Carl Luck's resignation letter of 2/23/21