

**Minutes of 3/8/16 Sewer Commission meeting - DPW conference room 520 Chase Rd.** Attendees: Chair, Carl Luck, Members-Mike Nault, Sue Bunish, John Reynolds, Business Manager, Barb Lefebvre. Mike Lovewell, Guest

Carl opened the meeting at 7:00pm. Mike announced that Mike Lovewell had joined the meeting to observe. Mike N is hoping that Mike might be interested in joining the Commission. All present welcomed Mike L.

### **CURRENT BUSINESS**

#### **Incorporation of Regulation Approval Process into Bylaw**

The Commission wants to get a change process into the bylaws. The objective is to get this on the warrant for the next Town Meeting scheduled for May 7th. The proposed sewer bylaw article was reviewed and discussed. The new bylaw states that proposed changes will be presented at a formal hearing that will be scheduled for two televised meetings. The meeting will be advertised at least 14 days in advance. Once the hearing is closed, the final changes will be drafted and voted on. The approved changes will be posted on the Sewer Commission's website.

**Motion: John R.**

**Second: Sue B.**

**To approve the sewer bylaw article as presented on 3/8/2016  
unanimous**

**Vote was**

#### **Grease Trap/Interceptor Program status**

The workshop from March 7<sup>th</sup> was discussed. There will be one more workshop scheduled for March 15<sup>th</sup>. The Commission reviewed the revised regulations. The changes were discussed, pertaining to the due date for annual permit fees, the fee structure, documentation, posting of CMR 248 requirements, timing for report submittal, water temperatures, how and when measurements are taken, and that restaurants with external units will not be required to submit monthly reports. The new fees for establishments with an external grease interceptor should cover the Commission's expense of doing inspections 6 times a year. The hearing to present the changes for both the grease trap/Interceptor Program and the sewer bylaw article is to be scheduled for the televised meetings on March 29<sup>th</sup> and April 26<sup>th</sup>. Letters will be sent to the restaurants to let them know about the hearing. The hearing will be posted in the Ledger next week and will note both the grease trap regulation and bylaw change discussion.

#### **Compliance status/fee assessment**

Donnelly's and Crossroads were both sent letters notifying them of non-compliance. Donnelly's has not paid their annual fee and is missing one log. Letter of 3/4 was not sent certified. If they don't respond, Barb will send the notice out certified. Crossroads contacted the Commission and it was explained that their tanks needed to be cleaned and inspected. The owner will inform them when their tanks are scheduled to be cleaned. There was also a discussion of weekly logs that had been submitted. There were no issues with Bootlegger's.

#### **Administration of Grease Trap Program/SCADA**

Small Water System Services (SWSS) should be sending a quote for the Grease Trap Program by the next meeting. The Commission would also like them to justify the SCADA System and show how it saves the Town money.

#### **Pump Stations - O & M Request for Proposal status/schedule, Weekly reports**

Mike N did not have a chance to review the paperwork Barb had sent him for the O & M contract for the Pump Stations. He stated that he will contact Dave MacDonald who had worked with him on the previous bid on the O & M contract. The timing was discussed. Mike said it should be completed by April 15<sup>th</sup>. There were no comments on the weekly reports.

#### **Town Meeting Warrant Articles - Budget articles, Bylaw-Regulation changes, CWMP**

The Commission discussed the warrant articles for the next town meeting. They include the bylaw change, the stabilization fund transfer, the budget transfer to operate the Sewer Enterprise Fund for FY17 and the CWMP update. The Sewer Commission will be asking the town to accept revisions to amend the CWMP.

#### **Wright Pierce project updates- CWMP**

There was a conference call with Wright Pierce to discuss the CWMP and issues associated with it. The potential rerouting from Fitchburg Sewer to Leominster Sewer was discussed by the Commission. It would cost \$2 million and discussion followed as to how this would be funded.

#### **Manhole Inspections**

Wright Pierce is set to commence inspections on March 21<sup>st</sup>. Barb noted that we were able to get the missing manholes for Meadowwoods into GIS thanks to Weston & Sampson & Cartographics quick assistance.

#### **Budget Presentation to Finance Committee**

Carl reviewed the proposed FinCom presentation for 3/17. He showed the graph of the Enterprise Fund which shows retained earnings, debt services, income from betterments and the challenge of expense over income for a limited period. He will send a copy for the Commission Members to review once it is finalized.

#### **Sewer Commission Projects:**

**Website** – No update. On **Rural Development**, Sue B had attended a Board of Health meeting. There has been one applicant so far for the Septic Repair Loan program. Sue noted that the Ledger may be calling Barb for more information regarding costs to connect to sewer. **SCADA** – Woodard and Curran has been sent the manual. There are now three companies: Small Water System Services, Wright Pierce and Woodard and Curran. The members present did not think an additional vendor's quote would be necessary.

**Minutes** - The minutes from the February 23<sup>rd</sup> regular meeting and the February 29<sup>th</sup> workshop were presented and approved by the Commission. Emily had started work on prior minutes and Barb had sent minutes of 11/29/11 to the

Commission today for review. They will be on the 3/29 agenda for approval to give the Commissioners more time to review.

**Invoices** – Five invoices were presented for approval. Small Water's new invoice was reduced from \$2500 to \$1400, but Carl wants the backup and is not sure that amount is correct. Barb will contact SWSS. The other 4 invoices were approved for payment.

**Business Manager report: Twin City Betterment Issue** - Twin City has sold the parcel of land that had the church's betterment attached to it. Barb is working with the Collector's office to make sure they pay the betterment, even though, as a church, they don't get a tax bill. **Hollis Hills** - The court has upheld the prior ruling. There may be an executive session on this subject at a future date.

The next meeting will be on March 29, 2016. It will be televised and will include the first Public Hearing on the Bylaw change and Grease Trap/Interceptor Program changes. Before that, the Town Caucus will be held on March 14<sup>th</sup> at the Turkey Hill Middle School. The Commission has 4 openings for the spring election.

**Motion: Sue B**  
**To adjourn at 9:15pm**

**Second: Mike N.**  
**Vote Unanimous**

Respectively Submitted,



Emily Lehto, Minutes Assistant