

Minutes of 7/12/2016 meeting – DPW Conference Room, 520 Chase Rd

Attendees: Chair - Carl Luck, Members – John Reynolds and Joe Anderson, Business Manager - Barb Lefebvre

Called to order 7:02pm

#### Announcements

New Commissioner, Joseph Anderson, was welcomed. Sue Bunish has given her resignation effective July 9, 2016. The interest of another party in a Sewer Commission vacancy was discussed.

#### Appointments

**Jamie Rheault (W&B) for Unutil** – Jaimie R. could not attend and will be moved to the July 26<sup>th</sup> agenda. There was a brief discussion on some concerns.

#### Current Business

**Pump Stations – Contract for FY17 Operations & Maintenance award** – Small Water System Services has not yet sent a contract with requested clarifications. Jack Rodriquez will visit with them on July 13<sup>th</sup> to discuss. The Commission discussed reasonable expectations for Small Water. **Weekly reports** - The most recent were reviewed during the meeting. There was discussion on a separate report for alarm call outs.

**Grease Trap Program - Small Water Systems Proposal** – A quote based on a Time and Materials Contract from Small Water has not yet been received. Jack R. will be visiting with them on July 13<sup>th</sup> to discuss. **Small Water Systems Interceptor**

**Inspections** – The Commission discussed issues with the June 30<sup>th</sup> invoice and the inspections completed on June 24<sup>th</sup>. Policy regarding approval was discussed. Concerns about this specific contract were also raised. The Commission will speak with Jack R. about concerns. **Annual Permits** – There was discussion on the three that are still missing. Status Sheets were given out to the Commission. They went on to discuss repercussions for non-compliance and to research policy.

**Motion: Joe A.**

**Second: John R.**

To send a letter to Conrad's, Donnelly's and Kabobelious, by the end of business day 7/13, for the fee of \$50 non-compliance assessed which they will have until 7/25 to get permit fee and non-compliance fee with other annual permit requirements, or the \$25 per day fee will be assessed effective 7/1 and the Board of Health will be notified.

**Vote: Unanimous**

**A&D Crossroads non-compliance** – A plan has not yet been received. The Commission discussed their non-compliance situation. Barb L. will send a certified letter to the owner (cc: Wind River) with the current amount due in fees that is still accumulating while awaiting plan from registered engineer.

**Flow Meters – Flow Assessment FY17 Contract** – The Commission reviewed the flow meters and the contract with Flow Assessment.

**Motion: John R.**

**Second: Joe A.**

To accept the Flow Assessment service proposal with revised date of June 30, 2016

**Vote: Unanimous**

**Graham St. Meter issue** – There was discussion on finding the source of sand build-up. Funding sources for the project were discussed. The Commission will ask Jack R. to make a proposal of what can be done.

**Engineering project updates –Manhole inspections report** – Jack R. will come up with a prioritized subset for the first year projects. **SRF Project costs finalization** – The Commission discussed the betterment assessment being done by Weston and Sampson. An updated spreadsheet of project costs from Wright Pierce was reviewed and discussed by the Commission. Future decisions the Commission will need to make were discussed.

**Encumbrances** – Encumbrances going into FY17 were discussed. The Encumbrance Form was signed by the Commission.

**Minutes** - The Minutes of 4/26/16, 5/10/16, 6/21/16, 6/28/16, 10/27/15 and 11/10/2015 were reviewed and discussed by the Commission.

**Motion: John R.**

**Second: Joe A.**

To accept the minutes of the 4/26/16 Sewer Commission meeting

**Vote: Unanimous**

**Motion: John R.**

**Second: Joe A.**

To accept the minutes of the 5/10/16 Sewer Commission meeting

**Vote: Unanimous**

Motion John R.  
To accept the minutes of the 6/21/16 Sewer Commission meeting

Second: Joe A.  
Vote: Unanimous

Motion: John R.  
To accept the minutes of the 6/28/16 Sewer Commission meeting

Second: Joe A.  
Vote: Unanimous

Motion: John R.  
To accept the minutes of the 10/27/15 Sewer Commission meeting

Second: Joe A.  
Vote: Unanimous

Motion: John R.  
To accept the minutes of the 11/10/15 Sewer Commission meeting with modification

Second: Joe A.  
Vote: Unanimous

**EOY Commitment** – The EOY Commitment is \$481.70 and was signed by the Commission

**Invoices** – There was one invoice from Wright Pierce.

**Business Manager Report – 53 Prospect St** – A question on betterment was reviewed. **Permits** – There are no new permits to connect.

**Upcoming Sewer Commission Activities**

July 26, 2016 Regular meeting, Town Hall

**Commissioner's Comments** – John R. commented on Jack Rodriquenz's email on Small Water's Hannaford Training.

Motion: John R.  
To Adjourn the 7/12/2016 Sewer Commission meeting at 9:33pm

Second: Joe A.  
Vote: Unanimous

Respectfully submitted,



Emily Lehto, Minutes Assistant