

**Minutes of 7/26/16 Sewer Commission meeting, 17 Main St Town Hall.** Attendees: Chair, Carl Luck, Members- John Reynolds, Joe Anderson, Joan Pease, Business Manager, Barb Lefebvre

Carl opened meeting at 7:00pm

**Announcements** – New Commissioners, Joseph Anderson and Joan Pease were introduced and welcomed. There is still one vacancy to fill. Former Commissioners, Dave MacDonald and Mike Nault, were thanked for helping find new members. Sue Bunish’s resignation was announced.

**Appointments**

Jamie Rheault from Whitman and Bingham handed out a document (Unitil/FG&E-Future Distribution Operations Center) that addressed concerns that were raised about flow calculations. The Commission reviewed and discussed the document. It was noted that a concern about an oil/water separator has been resolved.

**Motion: Joe A.**

**Second: Joan P.**

**To accept and do audit after full year of operation**

**Vote: Unanimous**

**Current Business**

**Pump Stations – Contract for FY17 Operations & Maintenance** – Small Water System Services submitted a revised contract which the Commission reviewed.

**Motion: Joe A.**

**Second: John R.**

**To approve O&M Contract for FY17**

**Vote: Unanimous**

**Weekly reports** – The reports were reviewed. It was noted that the redundancy has been reduced and only exceptions appear.

**Grease Trap Program - Small Water Systems Contract** – The Commission discussed that the O&M Contract references the Grease Trap Program.

**Motion: John R.**

**Second: Joe A.**

**To open up further discussion on the O&M Contract for FY17**

**Vote: Unanimous**

**Motion: Joan P.**

**Second: Joe A.**

**To reconsider vote on the O&M Contract for FY17**

**Vote: Unanimous**

**Motion: Joan P.**

**Second: John R.**

**To cancel previous vote on the O&M Contract for FY17**

**Vote: Unanimous**

**Motion: Joan P.**

**Second: John R.**

**To reconsider approving contract omitting item 5 on page 5 for the grease trap program**

**Vote: Unanimous**

The Commission discussed the grease trap/interceptor proposal by Small Water System Services. An invoice from June 30<sup>th</sup> that there are concerns about was discussed along with the need to clarify some wording. The proposal will be tabled until concerns are discussed with Jack Rodriquez. Discussion followed on getting quotes from pumping companies to do external monitoring in order to gather data.

**Annual Permit Mailing** - There was discussion on Kabobelicious who has not submitted their annual permit fee or logs. They will be charged \$25 per day retroactive to July 1<sup>st</sup> and the Board of Health will be notified per a motion made at the July 12<sup>th</sup> meeting.

**A&D Crossroads** – The Commission is still waiting on engineering plan. Discussion followed on the need to clarify regulations in regards to baffles and measurements. This will be put on action list.

**Minutes** – The Commission reviewed minutes from 7/5/16, 7/12/16, 9/29/15 and 10/6/15.

**Motion – John R.**

**Second – Joe A.**

**To approve joint session minutes of 7/5/2015**

**Vote – Unanimous (Joan P. abstained)**

**Motion – John R.**

**Second – Joe A.**

**To approve sewer commission minutes of 7/12/16**

**Vote – Unanimous (Joan P. abstained)**

**Motion – John R.**

**Second – Joe A.**

**To approve sewer commission minutes of 9/29/15**

**Vote – Unanimous (Joan P. abstained)**

**Motion – John R.**

**Second – Joe A.**

**To approve sewer commission minutes of 10/6/15**

**Vote – Unanimous (Joan P. abstained)**

**Invoices** – There were two invoices from Wright Pierce and one from Weston and Sampson that were reviewed and approved.  
**Business Manager Report - SRF Sewer Extension Project** – The Commission discussed the need to tie down total cost and number of units so the betterment can be assessed and on the tax bills in December. Paving in the betterment is almost complete. **Highfield Village project & Maple Parkway** – The project has been withdrawn and the sewer commission has been officially notified. The Commission reviewed and discussed the situation.  
**Q1 Billing** – Billing has not been completed yet.

Electing a clerk was discussed by the commission

**Motion: John R.**

**To elect Joe A. as clerk**

**Second: Joan P.**

**Vote: Unanimous**

**Public Comment** - Dave Rogers (82 Highland Ave) had questions and comments on the contract with Small Water and on the approval of minutes. His concerns and questions were addressed by the Commission.

**Upcoming Sewer Activities**

August 9, 2016 Regular Sewer Commission meeting, DPW

**Motion: John Reynolds**

**To adjourn at 8:39pm**

**Second: Joan P.**

**Vote – Unanimous**

Respectfully submitted,



Emily Lehto, Minutes Assistant