

Minutes for Sewer Commission Meeting of June 10, 2014 – DPW, 520 Chase Rd.

Attendees: Dave MacDonald, Butch Bilotta, Troy Daniels, Mike Nault. Also present: Jack Rodriquenz, DPW Director, Barb Lefebvre, Business Manager. Absent: Carl Luck

Guests: Debbie & Bruce Trumbull, Al Packard of Small Water Systems; Pat Cotton, Weston & Sampson

Meeting was opened by the Dave MacDonald, Vice Chairman, at 7pm

There was no public comment. Dave reviewed his attendance at the Planning Board meeting, regarding the ANR at **174 Northfield**, and making it clear that the property remains outside the Sewer Service Area and unable to connect to sewer. Barb had sent a memo on 6/9 to the Planning Board regarding same. Barb explained that **Whalom Luxury Apartments** (previously Lunenburg Village) was on the agenda to note that Carl attended the ZBA meeting 5/28 and informed them that since the project was essentially new, that new fees will apply and there would be no forgiving of privilege fees since Pleasantview would no longer be sewerred. Dave reviewed for the Commission that this is the Gary Lorden project, and that they are now proposing five 24-unit buildings.

Debbie & Bruce Trumbull and Al Packard of **Small Water Systems Services** arrived for their 7:00 appointment. The contract for FY15 was discussed. Price increase of 2.5% had been noted and approved at a previous meeting, going from a \$75,000 per year amount to \$76,875. Deb handed out a sheet with callout information. February and March were high and the Commissioners didn't remember that from the weekly reports, and discussion followed on how to limit callouts costs. After much discussion, it was decided to basically use the old contract with updates and combine it with the new Part II dealing with generators, using the format from the first year contract. Dave asked for a motion to accept the \$76,875 per year? Butch stated that the Commission should wait to accept contract as a whole. Discussion moved to Generators, Part II of new contract. Each generator, with the recent work, should be up to snuff per Jack. Each station will receive a minor and a major service throughout the year per Part II. Deb stated that they'd just finished the initial diagnostics and service on each of the ten stations last week. The work is done by F&M per Bruce. Jack stated he needs a cost for the repairs that still need to be done before year-end. Al noted there are issues with the Twin City generator. Dave wants to get it done on T&M this year, then start the new contract with the new year as maintenance. Dave noted that generator service would be twice a year, major and minor for each of 10 stations for \$7500/yr. Jack wants to be sure it is clear that we pay SWSS, no 3rd party checks. Discussion of markup, and that it should not appear on contract. We get SWSS invoice. The rest is up to them. Jack noted we still need a detailed invoice. Troy brought up point of 'consequential damages'. This will be removed from contract. There was discussion on the issues that occur with testing. Commission understands that sometimes damages can occur. Dave asked for any comments. The value of the generators was noted as ranging from \$10,000 to \$20,000. Maintenance extends the life of the generators. Jack stated he'd like to have his facilities guy take a look at Part II of the contract. Bruce stated that it is standard boiler plate from the generator contractor, F&M. Barb will do up a new draft of the old contract, indicating the cost increase of 2.5% and adding Part II. **SCADA proposal**-Jack met with Al and they have commenced getting the project going. Work and costs will not occur until after July 1.

The next appointment was with **Weston & Sampson on the I/I Project update** –Pat Cotton handed out a copy of the most recent report (I/I Building Inspection Summary 6/10/14). They've inspected 144 of 165 buildings (87%) which is very good. They found 4 sump pumps directly connected, and have 4 suspect connections where the piping is now blocked off. His recommendation is to send a letter to the confirmed 4 to remove the connection, and a similar letter to the other 4 regarding the piping being cut and capped. These would require a follow-up inspection. Pat stated there are 21 buildings left and there is enough time in the contract to go out once more –either 1 guy full day with a DPW employee, or 2 Weston & Sampson employees for a half day. Of the 21, some look as if they are foreclosures (vacant), some, that show phone numbers, Pat has just not yet coordinated an appointment time with them. Dave asked Troy to help find owners contact info and work with Barb to reach out to these remaining owners. Dave noted the completion rate was pretty high. Pat agreed, usually they shoot for a 80% completion rate. Jack asked about hitting them with penalties now. Dave wants the program done. Pat restated they have 1 more day. Jack added if it takes 2 days, give us the cost. Let's not cut the program short if we need the time.

Dave reviewed the **Sewer Commission Projects** list. **Lakeview/Pratt extension** (Dave)-RFP was sent out 6/9 to Wright Pierce and Weston & Sampson with a deadline for response of 6/20. **SCADA System** –tabled as Jack is working with SWSS on. **I/I reduction project** –reviewed with Pat. **SWSS Generator Maintenance** (Butch) – reviewed with SWSS. **Flow Rate/Metering** (Mike) –Mike had no issues. Barb noted that Joe Jordan’s last day at Fitchburg is 6/19. **Grease trap compliance** (Mike & Dave)-Barb noted that the letters went out 6/2. We have received a couple fees, and multiple calls. Dave asked Barb to check with Clerks office or Board of Health if reports were sent there by accident. Troy brought up the point that with a non-compliance fee of \$250 and the cost for a professional cleaning/pumping, that it is cheaper to be in non-compliance. Dave asked that this be on the next agenda to discuss. Barb noted that the **Capacity Fee Policy** (Carl) went to counsel 5/29 for review. There are no updates for **Privately Funded Extension Policy** or **Business Systems and Process Improvement (Carl)** projects.

Barb noted we’d received the new **Flow Assessment Contract**, and that it reflects an increase of 8%, but that since the beginning of the working relationship in 2011, there has been no price increase. Dave would like to pass this on to Carl to call and discuss with Flow Assessment. The proposed price came in over \$10,000 and may require 3 quotes. This brings up the concern that Flow Assessment is so engrained – and whether the Town owns the meters or if Flow Assessment does. Barb will verify.

Permits to connect issued since last meeting to 76 Main St., 26,28,30,32 Riley Rd.

Minutes – Dave asked for a motion to approve the minutes of **5/27/14**. Troy made the motion, Mike seconded. Vote taken was unanimous. Dave asked for a motion to accept the **6/4/14** as revised. Troy made the motion, Mike seconded, vote taken was unanimous. Barb had confirmed with the Clerk’s office that the 2 out of the 3 members present in the meeting could vote to accept the minutes. Barb noted the **4/29/14** minutes were on the agenda only to record their approval on 5/27/14 since they were not on that meeting agenda.

SWSS pump station reports for week ending 5/16, 5/23, 5/30 were reviewed.

Business Manager report- YTD Budget FY14 – Commission reviewed. Income greater than expenses as of 6/10; **Highfield Village** –Hearing continued to 6/23; **Invoice –Weston & Sampson \$15,814.31** approved; **174 Northfield Rd** already reviewed.

Commissioners Comments – Dave thanked Jack for coming to the meeting and for his input on the Small Water contract.

Dave asked for a **Motion to adjourn. Butch made the motion, Troy seconded bb, troy 2nd - adjourned 8:58 pm**

Respectfully submitted,

Barb Lefebvre

Documents in meeting:

New handouts- SWSS- Draft FY15 SWSS contract, Callout review 6/10/14, SWSS Generator report, prior FY14 contract; **Weston & Sampson** - I/I Building Inspection Summary 6/10/14, P.Cotton email 6/9/14; Revised 6/4/14 minutes, YTD FY14 Budget sheet

Meeting package: P. Cotton email 6/4/14, C. Luck email re: Lun Village 5/29/14, Draft RFP of 6/5/14, Flow Meter email and report 4/26-5/25/14, sample Grease Trap letter sent 6/2/14, minutes of 5/27/14, 6/4/14

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