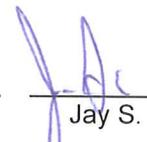



Bob E.

Carl L.


Jay S.
B. Bilotta
D. MacDonald

**TOWN OF LUNENBURG
SEWER COMMISSION
960 Mass. Ave.
LUNENBURG, MA. 01462**

approved 9/15/10

Minutes of August 31, 2010 Meeting held at Town Hall:

Present: Bob Ebersole –Chair, Carl Luck -Vice Chair, Jay Simeone -Clerk, Butch Bilotta -member, Dave MacDonald-member, Barb Lefebvre-Business Manager, Jack Rodriquenz, DPW Director, Steve DeBettencourt-Selectmen liaison. Steve Pederson-Weston & Sampson

Bob formally opened the meeting at 7:03 pm at conclusion of workshop with Weston & Sampson.

Weston & Sampson –Bob reviewed the highlights of the workshop with Weston & Sampson and the work ahead for FY11, the work on the Inflow & Infiltration (I/I) and flow metering work to be done, the Fitchburg IMA which needs to be finalized, and that Weston & Sampson is to give us a proposal for a scope of services. Contracts are executed by the Town Manager, Kerry Speidel with the Sewer Commission's recommendation. A Letter Proposal from Weston & Sampson was received to address I/I, looking at water use records, existing wastewater flow meters, records at our pump stations, installing a temporary flow meter in one section of Town to monitor one area, and recommendations for additional flow metering locations in the Spring. Dave asked if the price on the meters was negotiable. Bob stated that this proposal doesn't include the meters, that this is only Task 1. The Letter Proposal is for \$6800. Bob asked Jack if he recommends approval. Jack confirmed and asked Steve Pederson of Weston & Sampson to come forward and describe the process. Steve pointed out the best time to get flow data is in the spring when the ground water is high and the rainfall the greatest, so it is important to get the baseline now, and figure out where to put the meters, so we are ready to go in the spring. He explained that this proposal covers getting this data now. The only meter that is part of this proposal is a meter at Graham Street. They plan to put in a temporary meter to be able to confirm the current meter's accuracy, and be able to calibrate it correctly. The largest part of the cost of Spring metering will be the number of meters put in and the length of time of the study. So, the more data they have now to place those meters wisely in spring will save the Town money with the spring project. Dave MacDonald was concerned about the cost of the meters for Task 2 but Steve confirmed that the \$6800 does not include the spring metering which will be Task 2. Task 2 will be a separate charge. Bob requested a **motion to be made to recommend the Town Manager sign the current Letter Proposal, Butch so moved, Carl seconded, vote taken was unanimous.**

Consent Agenda items - Bob asked if the Commission had any comments on the Consent agenda items and reviewed again that Consent agenda items are informational only and do not require any action. Consent agenda items were:

Highfields Village – we still need to set up escrow tri-party account, do up agreement with W&S, and receive check from Kent Oldfield, engineer for the project. A letter was sent to Planning Board 8/25, per the Planning Board's request, explaining the nature of the re-design request to Highfields, and asking that they grant them an extension til 11/1/10.

Town's Master Plan – Marion Benson has asked for input from the Sewer Commission with details provided on what has been connected to date, and the anticipated connections for 5 and 10 years out and we need a volunteer to work on the script for inclusion in the Master Plan. She also asked if the Commission foresaw any requests for changes to the town's Zoning by-law. Commission will review and discuss at the next meeting.

Budget FY11 – Commission was provided with YTD report, updated with Payroll expenses and revenues from Munis effective 8/20.

Lunenburg Village – Commission still awaiting decision recorded at the Registry of Deeds. Kerry had sent out an email to the ZBA and Jack pertaining to the condition of Pleasantview Ave. and what could be done in the meantime.

Fitchburg IMA – Barb has received the budget paperwork from Joe Jordan that we had been waiting on to proceed with the IMA negotiations.

Animal Hospital proposal/Carl Flinkstrom, a proposed veterinary clinic across from Twin City that the Commission will have to approve as it is a change of use. ZBA approved of the project at a hearing on 8/11 and there will be a tech meeting on 9/14 10 a.m. for all interested parties.

2009 Town Report is now available in print at Town Hall.

I/I / Flow meters/Grease traps– Bob asked Jack Rodriquenz to come forward and provide any updates on the I/I, Flow meters or Grease trap work that had occurred since the last meeting. Jack stated that I/I and metering has been fairly well-covered by the discussions with Mr. Pederson of Weston & Sampson. In the workshop, he handed out a disk for the members on a program called FOG, for Fats, Oils and Grease control, put out by the New England Interstate Water Pollution Control Commission. After review of the information ourselves, we could share it with the residents in a televised meeting. It is a 4-step program. First, determining where we are. We have a list of 23 non-residential kitchens in Town. Jack and Corey Dowd (sewer technician) will then work with the plumbing inspector and the Board of Health to visit each location, ensure grease traps installed and up-to-code. 3rd step is to inspect and verify there is a maintenance program in place, and provide those locations with a checklist to self-monitor. Last step is public education – the CD has great slides, brochures available for the public. Jack pointed out that just 1 tsp a month in 10,000 homes equates to 70 barrels of grease. It only takes a little bit from each house and grease is the killer of any sewer system. After investing \$13 million in a sewer system, we have to be diligent in keeping it working- both the Town and its residents share responsibility. Bob reviewed his conversation with Loxi Jo Calmes, Superintendent of Schools, as to the maintenance of the school grease traps, and that currently they are cleaned only once a year and that Bob pointed out it needs to be done more frequently than that. We will be getting back to the schools regarding the maintenance of the traps now that school is back in session. Bob stressed that with a good maintenance program, we may avoid the expense of an external grease trap system installation for \$5-25,000 per unit per school. He noted that Sean Patricks had installed a new grease trap with their recent expansion. And that he had attended the last Board of Health meeting and explained our process to them. He provided a sample grease trap regulation, provided by Dave MacDonald. The Board of Health is looking into this as well and wants to work with the Sewer Commission. As Jack had mentioned, we'll need to coordinate with the Plumbing Inspector and Board of Health and also the Building Inspector for changes of use. Bob noted we are still in the investigation stage and learning what each of the Town departments are currently doing. Dave thanked Jack and offered to attend any meeting with these businesses in regards to their grease traps. Carl asked about the state regulations. Barb noted that she had called Fitchburg to research their requirements and had learned that they defer to their Board of Health for grease traps. The regulations provided to her by Jim Gareffi, Public Health agent, are state regulations that we must abide by. Bob pointed out that the grease trap installation is part of the plumbing code

because it is part of the plumbing system, but the Board of Health has the power to impose additional requirements, including maintenance, cleaning, schedules, reporting, etc. Carl noted regulations are clear – inspections monthly, cleaning, etc. . Dave pointed out also, that in order to install a grease trap, a plumber would need a plan and architects & engineers will go by the same state regulations (CMR 15.223). Discussion followed on current or existing businesses and how to address grease traps with those accounts. Bob noted that the regulations are dealing with new installations mostly and we need to be sure we are covered for new and existing situations. Discussion on the Fats, Oil, Grease inserts for the billing is tabled until the next meeting after the Commission has had a chance to see what was contained on the CD Jack had provided. Dave mentioned we should get a supply to have on hand at Town Hall and even the DPW building. Bob added getting permissions to have on website would be another consideration.

GIS presentation – Barb introduced Tim Fountain from Cartographics –the firm that maintains our assessors maps and they also provide GIS installation and services which might be of interest to the Commission. Tim reviewed what Cartographics does and provides to 300+ client communities. He provided history of their work with Lunenburg and what other communities are doing with GIS. In 2005, Lunenburg contracted to provide re-mapping of the entire Town, giving the Town an advantage of having an accurate parcel base map to begin with, if the Town wanted to add the water, sewer, drainage, emergency service & health data.. Cartographic's offerings include GPS mapping of the sewer lines & assets, the scanning and linking of the service cards for easy retrieval, and application tools either at individual workstations or via the internet. Dave asked what they do that is above what DigSafe provides. Tim said their product provides a spatial database of the entire system, so that anyone can see how the utilities reside in relation to property lines, flood zones, conservation areas, etc. Bob inquired about the properties that have septic systems in the Sewer District and noted his concern is finding those properties that have disconnected their septic and connected to sewer, and tracking those properties. Tim responded that it depends on the information that the Board of Health may have, then demonstrated the GIS system, maps, reports available using town of Stockbridge data, showcasing the PWIM tools (Public Works Information Management), used for electric, water, sewer & drainage, on both the parcel maps and aerial photos. To determine location of lines, Cartographics would work with the local contact, familiar with the installation of the pipes. Typical workflow is to gather as much info in the field first, occupying these points and mapping them in GPS. When the location is unknown, then they would go to the record drawings. The GIS tools allow users to correct or maintain these lines in the system going forward. Bob had Tim clarify that Cartographics doesn't put anything down the pipes to map locations, but stated that when we camera the lines, attaching a GPS device at that time may be very helpful. Tim noted that they have done that – linking a media file with the GIS data. Tim stated that the information is loaded onto the database while they are in the field, so it is spatially accurate. Once complete the information is loaded onto a laptop and the town of Stockbridge has 2 'toughbooks" that are taken into the field for both the Water & Sewer departments, so the techs have immediate access to the parcel information in the field, including attributes of the pipes in the ground. The database can be used to note pipe location and sizing, maintenance schedule, cleaning, replacement, etc. The user is also able to print out a map to take onsite. Barb stated having quick access to the tie cards would be a real time saver. Bob noted that the DPW could use it for a maintenance record tool. Tim said having access to the data in the field is invaluable, and used a blocked culvert as example. Jack stated it would have a great value to the Town and clarified that Dig Safe doesn't mark the lines, that the DPW does. He stated that we didn't receive 100% of the as-builts for the sewer project from the engineers at the time of installation, so there could be gaps in the information. Jack noted that drainage system identification would also be invaluable that had never been recorded. The Town has looked at doing this for years, with the fire department also, that it is state of the art record-keeping. Bob asked if the Water department had their information digitized but Jack noted that it was only with the tie cards. As for maintaining or updating the records, Tim stated that the staff in town do that, the engineer doing the work can update the data or as part of the contract, Cartographics could. Jack stated that if we had the money, it would be a valuable tool. Dave recommended that if the Sewer Commission did this, that we do so in concert with Water, Highway, etc as a cost-sharing effort. Bob stated that this issue was raised at this time to provide to Capital Planning, that it isn't in the budget for this year. Jack stated that if we make the request to Capital Planning as an inter-departmental use, we would have much better luck on Town Meeting floor. Both Water Department and the Fire Department have been interested in acquiring this type of application. Bob asked if the Commission wanted to pursue research of GIS and present information suitable for the Capital Planning Committee to make this decision. Carl wanted to know a ballpark. Barb had the figure of \$9950 for mapping the miles of sewer in town, but Tim noted that it didn't include scanning the tie cards or the software & training. There are efficiencies for doing multiple systems, but a \$10k figure for sewer would be reasonable. We would only need to provide the sewer number to Capital Planning, but the DPW Director would work with the Town Manager in coordinating the request for other town departments. Bob informed Tim that we will continue to research and will be in touch as to the next step.

Capital Planning - Commission asked Jack as DPW Director what Capital Planning needs he foresaw for Sewer (vehicles, tools, etc). Jack responded that he had nothing that fit into the standards of Capital Planning. The one vehicle is only a few years old. We are acquiring through MIIA a safety grant for a large magnetic tool to lift manhole covers. He would like GIS and thought it was important to get it submitted with Capital Planning for planning purposes. Dave asked about the portable flow meters which Jack didn't think we needed at this time. We should study the cost of the meter vs. renting or using the engineering consultant, how often the portable meter would actually be used and the appropriate size to get maximum value. We will discuss again with Weston & Sampson as they are doing the metering work whether or not it may be worth the Town's investment in its own meter.

Wright Pierce - Barb noted that we had received a General Engineering Services Agreement for signature. Wright Pierce requires having such an agreement on file in order to take on miscellaneous work such as the NPDES permit response and the exhibit attached is the NPDES work they completed. It needs to be signed by Kerry as Town Manager. Bob asked for time to review and put on the agenda for the next meeting for discussion. Secondly, the Notice of Project Change for the CWMP, that was distributed to the Commission before the last meeting for review, needed to be voted on at this meeting. Carl had only one edit to the Notice, requesting that "and political factors" from the lakes area section on page 4 should be removed. Bob agreed. Bob asked for a **motion to recommend that the Town Manager sign off on the Notice of Project Change as updated in August 2010, with the additional correction discussed at this meeting Carl so moved, Butch seconded, vote taken was unanimous.** And lastly, we had received their response to the NPDES permit and they did not recommend an appeal, only proposed that we may want legal counsel to review but that neither Bob nor Carl thought that was necessary. Wright Pierce did recommend that the review be provided to the consultants working on the Fitchburg IMA to understand the Town's responsibilities regarding NPDES when negotiating the IMA which Barb had done by providing a copy to Steve P. from Weston & Sampson.

Pool policy – Commission reviewed the draft application that Barb had done to give pool owners to advise the Commission when they are planning to do a complete fill (not just topping off). Barb also provided a list of pool owners on the sewer line, provided by the Assessors office, to be used to send a mailing regarding the new policy. There are 2 residents who had requested consideration by the Commission for the water used in filling their pools before this policy was developed. Jack had no issue with the new policy since the water was not going into the sewer line, his only concerns being the policing and verification of quantity used. Carl stated that we would just use the size of the pool. Bob also added the concern that the pool is not drained into the sewer

line. Carl proposed we charge a fee to allow for one of Jack's guys going out there, verifying where the old water is drained to, the capacity, etc. Bob tabled the discussion to the next meeting. Carl pointed out that 2 pool owners to date have requested credits. Per Bob, given the volumes of the pools, it would be an adjustment of \$118 for one, and \$102 for the other, if their usage reflects the filling of the pools. Carl confirmed that we can also reduce usage by those amounts to Leominster or Fitchburg with Barb. Barb reviewed the process of credits applied in the previous quarter, and Bob re-stated that abating these bills would be of no cost to the Enterprise. Butch pointed out that the Commission plans to abate these accounts for their usage in filling their pools and made the motion that we abate these 2 accounts and abate for pool fillings going forward on a case by case basis, until such policy is in place. Carl seconded. Vote taken was unanimous.

Billing for missed connections – Bob reviewed the issue of the account with well water which was connected in 2006 and not billed until recently, and the Commission had given them a year to pay it back without incurring interest. He noted that they had contracted an attorney, questioning whether we had the right to collect this backbilling and that Barb had been in touch with attorneys for the DOR who confirmed that the Town has the right to do so. Unlike taxes where the Town is restricted to one year to abate or bill, as a usage charge there is no such time restriction. Discussion continued on whether it was an issue of the time allowed to pay the bill, or the billing itself. The consensus of the Commission was that in order to be consistent, we cannot give her a credit as she had been using the sewer for four years. If we did, we'd have to credit everyone else that follows. If it is a hardship, we will work with her on a payment plan but the amount remains. Barb will send a letter, communicating the Commission's willingness to come up with the payment schedule which will not create undue hardship.

Sewer extension policy – Bob noted that, at the last Commission meeting, we voted to revise the policy for private sewer extensions (not subdivisions) that if a sewer extension was requested, that 2/3 of the affected owners must support the installation of that extension. This is due to the fact that we will be charging those owners a privilege fee. Barb had provided a new draft reflecting that decision, with one change requiring that the applicant shall survey the landowners as opposed to the Sewer Commission, which the Commission agreed with. Other wording changes were done to more closely match the phrasing in the Sewer Bylaw. Carl asked for a better descriptive than "extensions" to receive a privilege fee. Barb will make the change and provide the "final copy" at the next meeting.

Subcommittee formation – Bob noted that we needed to tap into the expertise of the Commission and when there is a task that we wish to remain focused on, we need to form a subcommittee. Two issues that have come up recently are our website and public relations (such as encouraging new customers, educating the public regarding fats, oils & grease). Bob is looking for volunteers to work on 2 subcommittees, or maybe just combining the two into one, who would do the work and come back to report to the Commission. Dave asked about the timing – is it to start immediately? Bob said yes, to just come up with recommendations for action. Bob reminded the Commission that, as a subcommittee, it would be subject to the Open Meeting Law and posting requirements, etc. Dave asked who manages the web pages now, and Barb responded that it is handled by IT department. Dave said he would like to work on the Web, which would then feed into advertising, incorporating the public relations aspect. Carl said he would be interested and agreed that the 2 tasks are really one and the same purpose. It was decided that Dave & Carl would serve on this first subcommittee.

Administrative Matters

Actual billing – Barb met with the Assessors & Collectors departments regarding getting our delinquent accounts on the December tax bills. Also, discussed by the same group was getting the privilege fees assessed in the past calendar year for 323 & 369 Leominster and 419 Sunnyhill on the December bills. It was determined that in order to get the privilege fees onto the tax bills, that a commitment had to be made to the Assessors. Barb used the format from when the original betterment was committed to the tax bills and the Commission signed off on it so that Barb could turn it over to the Assessors. She will continue to work with Jeff Ugalde on getting these delinquencies on the tax bills.

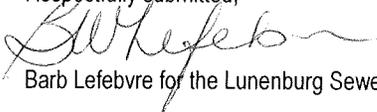
J&R Engineering PO for 6 Solenoids for pumping stations – Barb presented a Purchase Order for the Commission's approval for \$824 to replace solenoids. Corey had been repairing and maintaining, but they can no longer be repaired and must be replaced. Commission approved putting it through. **Invoices** – Barb had invoices for approval – **Leominster & Fitchburg** usage invoices, **Wright Pierce** for Notice of Project Change (encumbered from FY10), all of which were signed off on. Barb had one for **Weston & Sampson** that Steve P. said he would adjust and re-send. Barb also had one for **Koppelman & Paige** but is questioning the amount. She will call Koppelman and Paige to discuss and bring it to the next meeting. Bob stated that if we did not authorize the discussion, we would not have to pay for the bill.

Barb noted that originally we were going to go into Executive Session tonight, but that Kerry & Jeff would like to come meet with the Commission at their next meeting regarding betterments in a general discussion first, so she would like to propose postponing Executive session until that time. The question of the date for the next meeting was also brought up. She had sent out a proposal to move it to the 15th but that Carl would not be able to attend that meeting. Kerry wishes to meet with as many members as possible. Butch could not attend a meeting on the 8th. It was determined that the meeting would be on the 15th as that was the date that the most members could attend. It will be at the Ritter in the Planning Board conference room at 7pm.

Minutes of 8/11 had been sent out for the Commission to review. The only edits were to add last names for readers in the future. Bob asked for a motion to approve the minutes as amended. Vote taken was unanimous. Barb will bring them in revised next meeting for members to initial the edited version.

Bob asked if there were any other items to discuss, then asked for a motion to adjourn. **Motion to adjourn was made by Butch, seconded by Carl and the motion to adjourn passed unanimously.** Meeting was adjourned at 8:40 pm. Next meeting is September 15 at Ritter Building.

Respectfully submitted,



Barb Lefebvre for the Lunenburg Sewer Commission