

  
Carl L. Jay S. Dave M. approved  
4/26/11

**TOWN OF LUNENBURG  
SEWER COMMISSION**

Minutes of March 29, 2011 Meeting held at Town Hall:

Present: Carl Luck – Vice-Chair, Jay Simeone -Clerk, Dave MacDonald- Member; Barb Lefebvre- Business Manager,  
Absent: Bob Ebersole –Chair, Butch Bilotta- Member;

Guests: Steve Pederson- Weston & Sampson, Steve deBettencourt – Selectmen liaison

Carl formally opened the meeting at 7:06 pm as Bob Ebersole was unable to attend.

Carl introduced Steve Pederson from Weston & Sampson regarding the **I/I Spring project** – Steve P. provided recap on the flushing of sediment from Mass Ave and the installation of permanent & temporary meters on 3/17 & 3/18. He noted that they had installed the 3rd permanent meter on Summer St. which was not previously metered, and now all 3 permanent meters are up and running. Also, 3 temporary meters were installed - one at Leominster Rd, one at Whalom Rd & one at Electric Ave. As of 3/21 the 10 week monitoring program is in effect with the temporary meters coming out at the end of May. Steve noted that spring is a good time to have the meters in the ground to watch infiltration and inflow. Steve had provided pictures of the 6 installations by email. Our technician, Corey Dowd, was also present at the meter installations. Flow Assessment will come out once a week to go into the manholes to download the data on the temporary meters. Permanent meters are hooked to their website so they have constant feedback on those. Steve talked about the maintenance going forward, that it is most important in protecting the Town's investment and getting good data. Weston & Sampson will be providing the meter manuals and alot can be done by the town staff, but he also recommends having Flow Assessment come in once a year. They will attend our 4/26 meeting to review ongoing maintenance and reporting options. Since the meters will read until the end of May, Weston & Sampson plans to have the data available in June, where the extraneous flows are and their recommendations. Dave added that he was present at the installations and thanked Steve and Weston & Sampson for making our deadlines. The crews were professional, Lunenburg Police directed traffic, and all went smoothly. Carl re-stated the purpose of the project for television audience, that there was extra flow coming into system and it is our responsibility to have the system in good repair. If infiltration or inflow are present, we need to get a handle on it, and that we had strategically placed meters around system to determine where extra flow is coming into the system. It is extremely important and the Commission has been talking about this project for long time. Carl also noted that we had made changes last minute and Weston & Sampson rose to the challenge. Permanent meters were installed where flow enters Leominster & Fitchburg. Steve noted that they are already gathering data and are getting good data. Steve added another positive point to this project is that they installed solar panels at 2 of the sites, and rechargeable batteries, and that may save the Town money on electricity. It was not economically feasible to install solar at Summer St. but may be possible in the future. Steve reiterated that he and the representative from Flow Assessment will be there for our meeting on the 26<sup>th</sup>. Dave also mentioned that Weston & Sampson came in under budget. Dave asked that the photos Steve provided be added to our website. Carl opened it up for Public Comment. Steve deBettencourt noted that it seems we were isolating the Whalom Rd area, but what about the 9 miles of pipe on the other side of Rt. 13? Steve P. showed Steve D. where the temporary meters were installed and that the placement covers that area as well.

Carl asked if there were any comments on the items on the **Consent Agenda**. **Highfields** - a letter was sent to Kent on 3/14, cc'g John Godfrey, Steve Pederson. on the peer review issues. **Eagle Heights** – an email from Kerry was received on March 17 regarding the Senior housing project, and their expectation to move forward on the re-use of the old Primary School.

Carl noted that as for updates from the **DPW Director**, Jack will not be able to attend the meeting this evening as he is ill. Dave asked about the **Sewer Truck** repair invoice and whether it was going to be split with the Highway. Barb noted that the invoice for \$7695.05 was received today and 50% is to be paid thru Highway budget per Jack and 50% by the Sewer. Dave asked about the camera purchased for documentation purposes. Barb confirmed that we had purchased a **Digital Camera** on March 16 and provided to Corey Dowd in time for use on the I/I project and meter installations. The camera is freeze-proof, shockproof and waterproof. Jay asked if a flash drive was purchased for memory and Barb confirmed that it was. **Sewer tech certification** – Corey has received the course listing from NEIWPCC and will need to take courses by 12/31 for certification. We have \$101 left in the line item for training for the current fiscal year. **Activity reports – 1/1-12/31/10** Jay had concerns that there were a lot of power outages at the stations, especially at Francis St., causing alarms and requiring increased response, issues with solenoids, and debris in meters. Power outages are consistent throughout the year. He asked if we can we bill Unutil for excessive repairs, or try and isolate why we are having power outages. Dave stated either that it is Unutil's problem or our problem but it must stop. Carl wants Jack's input. Jay said it is excessive and that Unutil needs to step up to the plate. Jack can help determine reasons. Jay asked about the residential and meter readings on the report and Barb clarified what readings Corey is taking. Carl noted that Corey's residential readings takes him about 7 hours 4 times a year. Dave stated that Corey did a great job at documenting issues, and that we need to look at the alarms and power outages over a period of time to see if there is a pattern because we want to minimize the emergency callouts. Carl asked that we discuss these activity reports with Jack at the next meeting.

**Water Department meeting** - Carl noted that we will be meeting with the Lunenburg Water Dept. on Wednesday, April 13 regarding the fees that the Water Dept. would like to pass on to the users of the sewer system. They provide us the information that we use

for billing and they have just upgraded their equipment and want us to share in the cost. We need to understand why and what the costs are. Barb stated that we will be meeting with them at their offices at Lesure Ave and reconvene at the Ritter if there are any pressing issues. We are on agenda for 7:15pm and it is an open meeting. Dave stated that he would hold his comments until that meeting, but that he is not happy with the proposed increase.

**Town Election** – Carl noted that Jay will be running for re-election for a 3 year term in the May election and expressed the appreciation of the Commission for his willingness to serve.

**Payment Plan - Lt V, Meadowwoods** – Carl noted that the resident in Meadowwoods had called and would like to pay \$50 per month until 283.63 paid off. Dave mentioned that the Commission had agreed to review these type requests on a case-by-case basis, and that he has no issue with considering this as a hardship case. Carl requested a motion. Dave made the motion to approve the payment plan of \$50/month, Jay seconded, vote taken was unanimous. Barb will send the resident a letter.

Barb was advised this week that the **Postage meter** in the Clerk's office will be going away the end of the month. Demands went out today, but by the quarterly billing in April, an alternative will be necessary – either stamping and sealing herself or requesting help from the School Department, in using their meter. Jay asked why it was going away and inquired as to alternatives, including getting our own meter. Barb will look into it.

Barb noted that the **Minutes from 3/9** were sent via email for review – but since Bob was not here this evening, they cannot be voted on for this meeting, as only Bob, Jay & Carl were present on 3/9. Barb stated that she will start the **April billing** next week. And we had only one **invoice for approval**, a Weston & Sampson's 230.62 invoice, finalizing the prelim I/I work which completes that Letter of Agreement, which was approved for payment. Barb noted that we just received a notice that there is a public hearing with Planning Board on April 11 at 6:30 at Town Hall regarding **Gitto Global**, 134 Leom-Shirley Rd. for a change in zoning.

Bob had asked that Barb advise the Commission of any **expected office closures** during this section of our meetings going forward, and she stated that the office will be closed on Tuesday 4/5. She added that the DPW is also always aware (both Jack & Leigh) when the office will be closed and a notice is put on office door. Dave stated that he had an issue with the current procedure, that we run a business and people expect the office to be open. He stated that he understands Barb needs time off, but that we need to come up with backup coverage, and that we need to refer them to someone in the same building, not send them to the DPW on Chase Road. He stated it is not the right way to run a business and that a sign is insulting and that he'd prefer that a visitor is informed personally of the office closure instead of a sign. Carl said we need to look into some sort of backup. Dave noted he understands that this is an issue in each building and maybe Barb could talk to the Town Manager. The Sewer Division is a business and should be there to service our customers. Carl mentioned that the possibility of hiring a part-time person that is proposed in FY12 budget would help this issue. Barb noted that the issue of coverage is endemic with many town departments and that everyone endeavors to answer visitors' inquiries, as best we can, for other people's departments in their absence. Carl said maybe we need to formalize that process. Dave still has an issue with the sign and stated that we maybe we need to consider taking Barb out of the Ritter and putting the office back at Chase Road, having the Sewer Dept. all under one roof. He restated that this needs to be looked at and that the Sewer Dept. should be run like a business.

Barb reminded them that the **next meeting** was with Water District Commissioners on April 13 at 50 Lesure Ave. and our appointment is at 7:15pm, asking if we want to meet at the Ritter at 7 and go together? Carl stated he will be away. Dave confirmed that that is our regular Wednesday meeting night. We will meet at Ritter at 7 to go to Lesure Ave.

Barb noted that everyone had gotten the update on **Stone Farm**. Carl stated there was no need to go into Executive Session at this time.

Dave asked about the **Town Report** draft that he'd received by email. Barb had received word this week that the report is due by 4/4 in the Selectmen's office. Bob had submitted a draft to Barb which she had received and updated and sent out to the Commission. Barb asked if everyone could review the draft and provide any edits that it needs before she submits to the Selectmen. Dave noted that it should have some of the recent activities and plans for the future, and that it should educate our residents. Barb stated that this needs to be done by 4/1 and in to Selectmen by 4/4, asking that they send her the edits by the 1<sup>st</sup> at the latest and added that Bob had approved the current draft.

Carl asked if there were a motion to adjourn? Jay made the motion, Dave seconded – vote unanimous, meeting was adjourned at 7:45 pm.

Respectfully submitted,

Barb Lefebvre for the Lunenburg Sewer Commission.