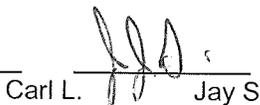
  
Bob E.  
Carl L.  
Jay S.  
D. MacDonald  
B. Bilotta

approved  
8/30/11

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

Minutes of July 13, 2011 Meeting held at Ritter Building

Present: Bob Ebersole –Chair, Carl Luck, Jay Simeone, Dave MacDonald, Butch Bilotta-members, Barb Lefebvre-Business Manager

Guests: Steve deBettencourt, BOS Liaison

Bob formally opened the meeting at 7:09 pm

Those present reviewed the consent agenda. Bob asked if there were any comments about Consent agenda items

**CONSENT AGENDA –**

**332 Mass Ave** – the Asian Imperial. A memo was sent to Planning Board on 6/9 for the public hearing 6/13. Project is moving ahead.

**Flow Assessment contract** – contract was received back from Flow Assessment with signatures. They verified that they will work with Corey to be trained to do maintenance/calibration throughout next year.

**Laptop** – IT is waiting on new battery which Nancy Strom ordered week of 7/4/11. We confirmed that it falls under IT budget to order the battery.

**Manhole customers in Whalom area** – letters were sent 6/21 to the 4 households connected to the manhole behind 20 Pierce Ave. We discussed funding; see if there were local banks to loan the residents the money for repair. Butch asked about remaining project \$ - can we use that \$ to loan? Barb to check with Kerry if we can use \$ for loan program. Barb discussed her findings so far on funding – that mostly it is the people that must take the loan, cannot be done by the town.

**Lunenburg Village 40b** –new memo to Gary Lorden from Mike S 7/5 that the 40B project is not in compliance. Bob stated that the monies owed to the Town for sewer privilege fees are tied in with a lien already in place.

**New website** -per Kerry soft launch of the new site was as of June 30, 2011 and is live now at [www.lunenburgma.gov](http://www.lunenburgma.gov) .

**Hollis Hills** –Sewer Commission was copied on memo to HAC from counsel dated 6/30/11. Bob stated that ZBA Chair Don Bowen had brought up concern that our 50% charge for betterments on extensions might affect our case with Hollis Hills. Any further discussion will have to move to executive session.

**Fitchburg IMA** –Dave requested this subject be moved to Executive Session.

**Fitchburg rate increase** – moved to Executive Session as well.

**MassDEP 2012 SRF solicitation period open**– Sewer office received notice of this SRF period from Kevin Olson at Wright Pierce 6/23. We received a copy of the Board of Health minutes from 9/20/10 from Andrea on 7/13 regarding the funds they have still available for loan. Bob would like to talk about this at a future meeting, plus doing customer outreach to get people to sign up. Dave stated that we could start using the web for that

**REPORT FROM DPW DIRECTOR** –Jack had emailed his update to the Commission in an email dated 7/12 which the Commission had reviewed.

**Grease Trap regulation** – we had received a request for waiver from the schools. Bob noted that by putting this regulation into effect, we have doubled their work. Bob wants a representative there when it is inspected to verify their contention that it is never full. Butch asked if we deny the waiver? Bob stated that we need to decide – would we deny the request or just request that they document to us the issues. Dave stated that we need to treat them like everyone else. Discussion followed on how many times they need to clean, whether we need to be there, and that the cleaner provides a report that we can also review. Bob noted that we require inspection on a monthly basis. Dave re-stated that we cannot give them a waiver –everyone else will want one. Bob noted that each inspection is a lot of work and Steve added that it is not fun to take apart the grease traps. Carl asked how many we were talking about and Steve said it was one for each building. Butch made the motion to deny the request for waiver, Carl seconded – Bob as if there was any further discussion? Dave stated that if they call in a company, the company provides the information from the cleaning. Carl asked if an external company would do this work? Bob stated no – so we need clear documentation. Vote taken was unanimous. Dave asked about doing a surprise visit and inspection. Bob noted that we or our agents can go unannounced anytime. Bob stated that with this denial, Jack should talk to John Londa.

**Leominster Road repair** – Bob noted that project is done. Steve asked if we had also contracted for the additional locations in town that Keating was doing? Bob stated no, we are not responsible for any other areas. We are expecting the bill to come to about \$8500.

**Leominster Clay pipe issue** (and the water issues with Leominster.) Per Bob, this still needs to be resolved – Barb has been requesting to meet with Jack and Ruth & Roger from Leominster. Per Steve, ALL HOMES IN THAT AREA ARE CONNECTED to Lunenburg. Jack stated that he had provided a folder with information but Barb has no paperwork

supporting any connections nor are we billing. Bob stated that bottom line is that Ruth from Leominster and Jack & Barb need to sit down and understand the status of each and do a reconciliation. Barb to tell Jack that we acknowledge that we have received a file but still need to meet to discuss.

**Weston & Sampson** – Bob noted we had received a proposal from Weston & Sampson to look at pump stations – per Jack's email he thought it was too extensive. Bob would like Jack to come back and tell him what he doesn't want. Dave asked if it should be Hall Pump? Bob stated that we need the bigger picture as an analysis of the entire system. For the next meeting Bob said Jack needs to give us what he doesn't want and why. Bob added that he had asked Weston & Sampson to review all our bylaws, procedures, policies and ask them to consider a town meeting article requiring all people to hook up to sewer in 10 years. Steve noted that per DEP, we can't do that. Bob wants them to investigate and see what they say. Jay asked about making it a requirement when there is a change of ownership. Dave wondered if this was the way to increase revenue or if we should be looking at increasing the sewer district? Butch asked the Commission to consider waiving of connection fees, but per Bob we still have to pay Leominster/Fitchburg. We discussed whether someone's connection fee could be spread out over multiple years, like the betterment. Per Bob, we would have to lien the amount, but Barb can run it by Weston & Sampson.

**Budget FY11** – Commission reviewed the list of encumbrances for FY11:

WESTON & SAMPSON- general services \$14000

WESTON & SAMPSON- flow meter analysis \$42,328.75

CHAMBERS ADVISORY – sales tax credit \$51.15

GETTENS ELECTRIC - \$10.00

FLOW ASSESSMENT SVCS –yearly contract \$9500

HALL PUMP- June 2011 semi-annual cleaning of wet wells \$3500

KOPPELMAN & PAIGE – legal costs not yet received \$4000

CITY OF LEOMINSTER – connection fees \$17,250 already in line item and \$67,500 in unbudgeted revenue

VERIZON –June bills \$360

Total of \$158,499.90

Instead of a vote, the Sewer Commission signed off on the encumbrance form to be submitted to Karen Brochu.

Commission had received a copy of the **year-to-date FY11** budget spreadsheet. Barb noted these numbers were pre-reconciliation to Karen's numbers in the accounting system.

**Extension request – Sunnyhill Rd** -Bob noted that everyone saw the article in the Lunenburg Ledger. Barb added she had received several calls from people with possible interest in participating, located both to the north and south of the intersection and had referred to the callers to either Jack Rodriquenz or Bob Proctor.

**Payment Plan request** – Barb had noted that she had received a request from the woman at Lt 30 Meadowwoods. Bob stated that the Commission is okay with Barb approving payment plans as long as it is within reason. Barb will include them on the agenda going forward only as an FYI.

Dave wanted to go back to the budget momentarily and asked if Jim Breault is still working on sewer. Per Dave, things are starting to fall through and we may need his help. Bob said Jim hasn't been in the budget this year and was previously only at 2%. Bob said we need to call Jack and get the clarification on Hall Pump regarding outsourcing, how they were going to charge but that Jim is not available to us. Butch pointed out that Jack's update comes too late for the Commission to act. Bob said if it gets to that point, he'll talk to Kerry.

### Administrative Matters

**USA blue book** – Barb noted that we made a quick gas meter purchase on the last day of the fiscal year. It needed to be ordered for OSHA purposes, safety concerns for entering confined spaces. Jay concurred that there are a lot of safety measures that we should comply with and asked if we had any other safety equipment for entering manholes? Barb was asked to check with Corey or talk to Jack on this.

**Outsourcing** - Steve asked who we are using on the outsourcing? Bob said that Jack had obtained 3 quotes and Hall Pump was the best price / best fit. Barb still needs to get with Jack to see if he has answers on the additional details they had asked for and if there is a contract for the outsourcing.

**Invoices/Warrants for sig** –invoice for Weston & Sampson for \$2460 for still the preliminary work on the flow meters was approved.

**Highfields** - Dave brought up the Planning Board meeting and the blasting of the Sewer Commission in their discussion of Highfields, basically blaming the Sewer Commission for dragging this out. Barb to talk to Marion.

**Training** – Barb noted that Corey Dowd had taken the Safety in WWTF course 6/21/11. Barb noted that between now and the next meeting, she doesn't anticipate the office being closed. Dave asked if Corey had gone online to download any of the **flow meter readings** coming in. Barb wasn't sure he had and will check.

Barb had sent out the executive session minutes of 5/31/11 for approval. Bob moved them to executive session for approval.

Barb noted that our next regular meeting is Tuesday, July 26 at Town Hall.

Bob said he would entertain a motion to adjourn the regular meeting to go into Executive Session and that we would not return to regular meeting. Butch made the motion, Carl seconded. Meeting was adjourned at 8:01pm.

Respectfully submitted,

Barb Lefebvre