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Bob E.

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Butch B

  
Jay S.

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Carl L

  
Dave M.

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

**Minutes of June 13, 2012 Meeting held at the Ritter Building, Planning Board conference room**

The meeting was called to order at 7:00 pm, with Bob Ebersole, Butch Bilotta, Jay Simeone, Carl Luck and Dave MacDonald in attendance. Also in attendance were Pat Cotton of Weston & Sampson, Steve deBettencourt (BOS Liaison), Guests: Kim Chen, Asian Imperial Restaurant, Jamie Toale, 63 Lancaster Ave & John Reynolds, 91 Lancaster Ave.

**Asian Imperial peer review** – Bob moved the Asian Imperial from the Consent Agenda as Kim, owner of the Asian, was attending the meeting. Kim spoke about the cost of the peer review and started to ask if she could have someone else do the review. Bob pointed out that Weston & Sampson had already done it, had the results and the amount for the review will be \$1000. Kim said okay. Pat summed up the changes – pipe sizes, needing a 2<sup>nd</sup> compartment, stainless steel strapping. Kim said Steve Marsden was the engineer, but Powell is doing the work – who should receive the changes? Bob's response was to send it to both. Kim asked if they can proceed and Bob answered yes, the grease trap review was done and they can move forward. Bob will send the peer review to Kim. Kim signed off on the deposit slip, as required by the Collector's office, but brought up again the concern for the costs, showing her other invoices for the work done so far. Pat responded for Weston & Sampson that the rates are their standard rates with the town. Work to date is \$1000, and may require another \$130 for an hour's review to verify that the changes were done. Bob told Kim that the final cost will be \$1130 and will not reach the \$3500. Bob re-stated that since we have the received the required review and that the changes are not major, they are able to start construction. Barb noted that Gary Williams, Plumbing Inspector, had come by and approved the plan with some minor notations, which Barb gave to Kim. Dave brought up the timing of grease trap cleanings, noted on Steve Marsden's form for every 3 months. Kim agreed. Barb asked again that she provide the results of Wind Rivers pumping from the most recent cleaning. She will get it to Barb.

**Lancaster Ave extension** – Bob began the discussion of the Lancaster Ave extension. Both Jamie Toale (applicant) and John Reynolds, resident of 91 Lancaster, were present. Barb noted that to-date we'd received 7 responses, 5 for, 1 against and 1 requesting more information. Bob noted again the 2 choices – to go through the Town or have the residents put it through. John R. stated that he responded 'yes' but needs more information. Bob stated that in a traditional sewer installation, large pipes would be laid in the center of the street, feeding the sewer by gravity to a pump station. This system proposed is an e-one system and would reside in your basement, and would push the sewer up to the main on Whiting St. It could be installed on the side of the road, impacting drainage but not the road. Stone Farm Estates all have an e-one pump. They are small, very insulated, and cause very little noise. John confirmed that if the power goes out, a generator would be required. Bob noted that we had also approved of this type of system for half of the Lunenburg Village development. John also pointed out that if they hit ledge in installing the lines, the cost will go up. Bob agreed that any conditions could affect the price. The \$24,000 figure given was the betterment fee with traditional construction with a pump station. E-one pumps greatly reduce the price, but maintenance of the pipe and pump itself is the homeowner's responsibility. John asked if you need 2/3 of the people on just one side that is impacted? Carl noted that should be the case, as the other side is not impacted and if so, we already have 4 out of the 6. Dave stated they'd prefer not to have a lot of spaghetti lines and it should all be on the left side. Bob stated that only 100 Lancaster had not responded for the left side. Bob stated that there would be a privilege fee – if the town doesn't do the project it would be \$5775, and the connection fee \$1760. Jamie Toale asked if it had to go to town meeting? Bob stated that it depended on whether the residents pay for the work or the Town. John Reynolds asked if 4 pay for it and then the other 2 want to connect, they would get away with not having to pay for the installation. Bob stated that's the downside of the owners doing it versus the town. If the town does it, it could be cheaper per household as it is spread across more homes. John pointed out that he believes a gas line runs down opposite side of street, connecting to 100 Lancaster. Bob asked Jamie if John Elliott had provided an estimate. Jamie advised that John gave him an option for \$40,000, including the E-one pump, and 275' of pipe. Dave pointed out that if the Town does it, all residents would pay a privilege fee, but not the connection charge until they go to connect. Steve wanted to know what statute gives us the right to charge a privilege fee. Bob stated that the Assessment bylaw allows the Town to charge up to 100%, but we charge only 50% since they are paying the cost to install the system. Dave stated that Jamie should call the contractor, noting that it is not to affect a paved way, and have the contractor come up with a price, then send a letter to all six homes with the new cost. Discussion followed about the other side of the street. Carl stated that they need just one more to have 6 out of 9 and the cost could be spread among 9. Dave re-stated to call contractor, get a price for one side, then for both sides. Bob added that if the contractor would be tasked with the house connection at the same time, the project could be cheaper for the homeowner. Cost should be less than a problem septic system. Dave stated his concern with sewerage the other side. Steve asked if we know where the water line is – that it is

required to be of a certain distance from the sewer line. Jamie could talk with the Water Department and National Grid or Jack Rodriquez, who may know. We also may have issues with the drainage basins. Jay asked what would happen when Rolling Acres wishes to connect? Dave stated that would be a major sewer project. Bob noted that we need to come up with a policy. If Rolling Acres comes in, and the main would have to go up the center of Lancaster, we would need a policy to make those on Lancaster connect to the main, remove the grinder pump, and add to the policy that they would not have to pay the betterment or connection fee again. John noted this is all key info that he needs to make a decision. Bob asked that Jamie get an estimate as accurate as possible. This is the first extension before the Commission that is more than one house. There would have to be an agreement among the residents which the contractor could generate. Carl stated that it is really important to consider when the real sewer goes in. We may have to talk to legal before we assess betterments. Our homework is to check the policy on assessing betterments in this type of a situation. Jamie T. asked if the Commission would allow him to proceed if the price was too high for his neighbors but he still wanted to do the extension on his own? Bob stated that he did not have a problem with a one-house extension with an E-one pump. He is the first house for the extension so he meets the 2/3 rule. Bob asked the other members if they agreed that he could proceed alone and all acknowledged that they would support it. Bob noted that the next meeting is 6/26 and asked whether we should send a letter to Rolling Acres and Meadow Lane at this time. Steve D. suggested the Commission request a workshop with the E-one people to understand the technology and its capabilities. They could come at 6pm before a meeting. Barb will check with Jack for the supplier's name and contact info and ask if they could come speak to the Commission. Bob re-stated that we need to come up with a policy regarding sewerage one side of the street vs. 2 sides, the betterments, then replacing pipes with a future project that can then be added to the regulations. Steve questioned again the necessity of the 2/3 vote. Bob pointed out with Youngs Rd, we did not even get 50%. Steve maintains that if the Commission does it because of a need, that the residents would eventually appreciate it – maybe not right away, but eventually, which led to the discussion of more customers bringing the cost down.

Bob stated that he had spoken with Marion and told her that the Commission will use the same engineer as the planning board for **Peer Reviews**, if the plan goes through the Planning Board. If it is not through them, similar to the Bootleggers issue, then the Commission will contract with their own engineers. Dave questioned again Weston & Sampson's cost. Bob calculated it stating that at \$150/hr. and 6 hours, that it comes up to \$1000. Steve noted that in Lynnfield they have an engineer that never presents a project to a board or Commission, but is used just for engineering review. There is a potential for conflict of interest otherwise.

Bob moved on to discuss the **Residential access policy**. This item was discussed at the meeting of 5/29 and was noted in the Lunenburg Ledger. The policy was in the binder of regulations provided by Weston & Sampson and then Pat provided a one-page version of the policy for review. Bob read from the policy – "Article IV, item G: Authority to inspect all public and private residences, requiring owners to repair or disconnect violating services, requiring owners to pay for all reparations, assessing civil penalties for non-compliance." He continued with Item I: "while performing the work, the commission or authorized employees of the Town shall observe all safety rules..." And, Article VI, item G, that there would be a penalty of \$50/month until the violation was corrected and verified. It is currently named a policy but will be updated as part of our regulations. Bob would like to send this to other Town boards, with a memo that we'd like to adopt this policy and that we welcome comments before putting it into effect. Bob asked if we want to make it a policy now? Do we need a public hearing? Steve noted that now is the time for inspection, during the dry months. Bob asked if anyone saw a problem with the language in the policy. Jay asked about the procedure if they contest the fine, would there be a hearing process? Bob noted that we could add a clause for those 'aggrieved' by the policy that they could come to a hearing within 30 days of the notice, and if unsatisfied at that point, they'd have to take it to court. In the meantime, we'll adopt this at our next meeting. Butch suggested that the appeal be part of the process section. Dave added it could be added to Section G with the fine. Bob stated that once our regulation overhaul is complete, there'll be a hearing for all regulations. Bob asked Barb to send this policy out to all town departments with sewer (schools, town manager, land use) and also copy the Sentinel and Ledger. Carl suggested a few word substitutions including suspect to subject, and surcharge to overflow.

**Flow Assessment** – Barb noted that we'd received the next year's contract for the flow meter maintenance by Flow Assessment. The contract price has stayed the same. Bob asked for a **motion to approve the contract**, **Butch made the motion, Dave seconded**, Bob asked for a discussion. Discussed if the maintenance contract was in the budget for FY13 and whether we'd eventually phase out the service. Bob stated that it is a matter of Corey's workload, and that we need to discuss it. Dave asked if the information isn't available on-line. Pat acknowledged that it is – they were originally to provide reports which we had removed from the contract to cut costs. Discussion followed that any of the Commission could log in to look at the readings. Bob asked for a vote on the motion to approve the Flow Assessment contract. **Vote taken was unanimous.**

**Leominster Variable Flow Device (VFD)** – Bob stated that we'd received multiple quotes but that we were not prepared to make a decision at this time.

Bob reviewed the items on the **CONSENT AGENDA**. **Remote Participation status** – per an email from Kerry, there needs to be some adjustment to the policy and that it is not yet in place. **Demands** -we had sent 155 demand notices out 6/6.

**Munis quote \$5500**– we had received a quote for the program to download meter readings from the Water Dept. to Munis which we plan to do after the Town has upgraded to the latest release in Fall 2012. **Eastern Ave extension request** – Jack has not heard anything more from Luca Ciccone. **Bootlegger manhole rehabilitation**– we are awaiting update on the manhole rehabilitation. Per Pat, he had provided E&G Waterworks with NEPCCO's contact information. **134 Leominster-Shirley Rd review** – Weston & Sampson has the plan for peer review and the ZBA is holding hearing tonight at Town Hall. **White St. Temporary meter status** –Flow Assessment removed the temporary meter 6/4 and W&S will be providing us the flow data results. **Mass Ave meter status** – running well per Pat Cotton of Weston & Sampson. **DEP 2012 Clean Watershed Needs Survey** - Bob noted that we need to submit our plan for the next 20 years of projects pertaining to Clean Water. Barb noted that this report helps the federal government in planning funding for upcoming projects. Bob pointed out that, based on the future projections that Carl did, we may have less to report than before. We won't be committing to a lot. Barb will use Carl's latest email and list to formulate our response. **ANR for 1 Turkey Hill** – a memo was sent to the Planning Board on 5/31, cc'g Dan Cronin. **Election results** – for the record, Dave & Butch were re-elected to 3yr terms. And, at the meeting of 5/29 it was decided that the officers from last year will continue on in the same capacities – Bob Ebersole as Chair, Carl Luck as Vice-Chair, and Jay Simeone as Clerk. Barb noted that the **School Grease Trap cleaning** will occur on 6/22. A representative from Weston & Sampson will be there, as well as Corey to note how full the traps are, and verify they are being cleaned properly. Barb also mentioned that one reason we needed Weston & Sampson there was per Corey's request to view the damage to one of the traps and determine if it is affecting the effectiveness. Steve mentioned that when schools in Lynnfield **strip the wooden floors**, they are prohibited from flushing the materials down the sewer. Bob asked Barb to communicate that requirement to John Londa.

On Administrative Matters: Barb advised the Commission of two invoices to be signed. The first was for **NEPCCO for \$7952.50** for the inflow dish installation & manhole rehab. Bob ran through the listing of what was included and what items were more than originally expected – \$362 for extra vertical feet of manhole rehab, 3 inflow dishes, and \$275 for a blockage they remedied for a total of \$777.50 over the original proposal. Pat also described the work by NEPCCO, the additional 2 inflow dishes to be kept for spares that we were not billed for, and that they had alleviated a blockage at Otis and Burke which Jack had approved. Bob added that payment will be from the project funds. Steve remembered that the Town had requested the camera-ing of lines when the pipes were put in and Barb should check with Jack to determine the location of these tapes. As Steve pointed out, it was part of the contract completion task-list. There was also a **Weston & Sampson invoice for \$5775** - \$4915 for R&R review, and \$860 grease trap work from the general service contract. Invoice is still within the amount of the contract, originally for \$15,000. Barb added that applicants for 21 Main Street had been in to talk with the Building Inspector about a **Change of Use** for 21 Main St for a preschoolers dance program, previously a convenience store. Maximum capacity at a time might be 8 toddlers/nursery age children. Barb will provide them application for change of use and invite them to the next meeting. Barb stated that the plans have begun to **move the Sewer office to the DPW building** before 7/1. Barb noted that the next meeting will be June 26 at Town Hall. Bob asked if there were anything else before going into Executive Session. Jay asked about Corey's monthly reports. Barb noted again the workload issue for Corey, and that the laptop didn't work out, that he was using a desktop PC at the DPW building. Discussion followed about purchasing a laptop, but only if it is going to be used. Dave noted that the laptop would save time with his workload, instead of writing up reports that then had to be put into a computer. This includes the overtime and activity reports as well as the reports from Flow Assessment, reports that can be a useful tool in determining where the issues are. Bob pointed out that we may have to have Jack here to discuss this issue.

Bob asked for a **motion to adjourn** the meeting and go into executive session, with no intent to return to regular session. Butch made the motion, Jay seconded. **Vote taken was unanimous.** Meeting was adjourned at 8:50 pm.

Respectfully submitted,

Barb Lefebvre  
Sewer Business Manager