

Carl L

Jay S.

Butch B.

Mike N

TOWN OF LUNENBURG
SEWER COMMISSION
520 CHASE RD.
LUNENBURG, MA. 01462

approved
6/5/13

Minutes of May 28th , 2013 meeting held at the Town Hall, 2nd Floor meeting room.

The meeting was called to order at 7:01pm by Carl Luck, Chairman, with Jay Simeone, vice-chair, Butch Bilotta, and Mike Nault in attendance. Also present were Barb Lefebvre, Business Manager and Bob Ebersole, BOS Liaison.

Carl announced that our first appointment with Paul Michaud, 9 Pratt St was cancelled. Mr. Michaud wanted to discuss sewerage of Pratt St., but he plans instead to attend the meeting on 6/11.

Carl opened the general discussion and first on the agenda is the **election of officers**. **Jay made the motion to keep the officers as they currently are (Carl Luck, Chairman, Jay Simeone, Vice-Chairman, Dave MacDonald, Clerk) , Butch seconded the motion, vote taken was unanimous.**

Town Meeting results – Carl noted that we had 2 items on the warrant at Town Meeting. Article 17 was the budget, and Carl stated that they are happy to say that they passed a balanced budget this year, not taking any monies from Retained Earnings. The unfortunate side is that a rate increase was necessary. It is effective April 1, 2013 and will be reflected in the July billing. Article 24 was for two (2) corrections to the SSA map. One was to remove the Tri-Town Landing parcel from the sewer district because it is serviced directly from Fitchburg. The other change was a correction to add four (4) parcels on Leominster Rd. to the Sewer Service Area that had been inadvertently left off the map and have access to sewer. Carl stated that that was all that was asked for at the Town Meeting and that both articles were approved.

BOS liaison – Carl announced that with the new elections to the Board of Selectmen, that the Board has selected Bob Ebersole, who is present tonight, as liaison to the SC and the Commission is happy to welcome him. Bob previously served the Commission as Chair.

Sunset Ave extension – Barb noted that we had sent out the mailing on 5/20 and had received 30 responses to date (57% positive). Carl reviewed for the audience that a resident had come forward proposing to connect an extension. He has worked with neighbors and that the Commission sent a letter out to poll the neighbors. After sending the letter out, we received a letter from resident that he'd like to address here on TV as others may have the same concerns. Carl read the letter:

"To Whom it may concern: This email is to show our support for the extension of town sewer to our property. I would like to point out two things in regards to our vote. The first is the fact is that this is not anonymous. We had already signed the petition stating our interest by the neighbors on Sunset Ave. Why make it so official after the fact? Two, I would think that at this stage in the game we have homes in Lunenburg that are part of sewerage system, you can't get better numbers on the cost to connect after 3 years (you based it on 2010 assumptions)? We would like to connect to sewer but would prefer to have numbers that are more solidified than the estimates that were put forth in the mailing. Thank you, Jennifer & Gregg Stevens, 29 Lakeview Ave.". Carl stated that they make excellent points and he'd like to address them. As for the petition to all the residents, in the Commission's Policies & Procedures, we are required to go right to the residents to ensure there is 2/3rds interest in doing a sewer extension. We have to do our due diligence so that everyone is solicited and we have an official count. The 2nd part is that we want to provide an estimated cost and that there is a cost to the residents. Each one who connects or has access to sewer would have to pay their share of the cost of the project. As far as the estimated cost, the 2010 figures come from CWMP(Comprehensive Wastewater Management Plan) for which the Town spent about \$200,000 which provided, among other things, the estimated costs to sewer. Since that time there has been no need to go out and get updates, so that is the most recent and best we can share. The cost that we shared is the same technology as proposed in the CWMP. Before going forward, the project needs engineering and we need to go before Town Meeting with more accurate information . Carl stated that he hopes that explains and that he wants any other areas of Town interested in connecting to sewer to come forward as well. Barb noted that another issue that had come up was that not all roads in the proposed extension area were town accepted roads, so we are working on that. Mike noted

that we only need 4 more positive responses to attain the required 2/3rds majority. Carl reaffirmed that we are very close and, spoke to the audience saying, if they hadn't yet sent in their reponse, to send it in soon.

Hollis Hills - Barb noted that there was no new information. Carl asked the group if they had anything they wanted to discuss, and if anyone wanted it to be moved to Executive Session. No one had anything to add.

FY13 budget – Barb noted that the YTD budget numbers were in the Commission's meeting package, showing the budget as we near the fiscal year end with no great shortages/overages.

Fee schedule – Barb noted that this has gone to counsel for review. Jay asked if it will be part of the Rules and Regulations. Barb thought it would.

Outsourcing RFP status – Barb ran through the upcoming dates – the RFP was published 5/27/13 in Goods & Services Bulletin, will be advertised in the 5/31 & 6/7 editions of the Lunenburg Ledger. The Pre-bid conference is on Wednesday, 6/5 at 1:00pm, and the RFP due date is noon on 6/14/13. The opening of the bids will occur on Monday, 6/17, and the anticipated award date is 6/20. We may need an extra meeting for discussion or will it be up to the subcommittee of Dave & Mike? We have another meeting before the deadline and we'll know more at that point. Meeting is 6/11. Mike thanked Barb, Jack and Kerry for their good work on the RFP.

Sewer Rules & Regulations – Barb had finally heard back from counsel, that he should have something to us by the 1st week of June. **Illegal connection policy** – The issues we have for both the recourse for non-payment and the illegal connection penalty amnesty program policy as part of the Rules & Regs, cannot be implemented until the Rules & Regulations come back from legal and go through the approval process of public hearing, publication for 2 weeks, and acceptance. Carl wanted to clarify for the audience – the Commission wants to be sure everyone is legally connected. He stated, "if you are connected and not getting a separate sewer bill from your water bill, come in and see us before the regulations go into effect".

Use of Project Funds – Carl noted that there are some funds available from the original sewer project, and we need to determine how to use these funds. The Commission has a lot of things on our plate, but this needs to be determined quickly and asked Barb to put it on the agenda for June. Carl asked the Commissioners to think about it, come up with ideas, and that we really need to try to get it tied down in June. Carl noted that we have not gotten a definitive date from Kerry when these funds have to be used. Jay suggested that anything we can do to improve the pump stations would be worthwhile, Carl added the I/I situation is another area. Barb noted, per Kerry, that the funds must be used for the original purpose for which the funds were approved at Town Meeting.

Fitchburg IMA - Carl provided the update that he had spoken with Joe Jordan, and that it is still with his legal group. Another item that will need to be on a future agenda is the Highfield capacity issue of 30,000 gpd that is not included in the proposed IMA. Per Carl, Joe did not think it would be a problem. Carl stated that we need to reach out to Highfields, who is still in the process of EIR (Environmental Impact Report w/DEP). But we need to notify them that we need a commitment, some formal document in the form of a commitment, which will commit them to what they verbally agreed, that they would provide \$ up front for the capacity. Joe Jordan is still trying to have the IMA in place for the beginning of the fiscal year.

Administrative Matters

Barb had a couple notices from the Planning Board. One was for a **Public hearing** on June 10 in Town Hall on a Development Plan review with RIW Realty for Janet Lane. Barb noted that when she spoke to Marion on 5/23, Marion did not have the specifics, the plans were with the engineers, but that she didn't believe it involves sewer. The second notice was a **Tech Meeting** for the new High School with the architect on 6/18/13. Jay asked if someone from the Commission needed to be there. Barb stated that usually the tech meetings are when all the department heads of any impacted groups attend and advise as to what they will need. Barb added she had 3 **Invoices** for their review. Leominster & Fitchburg's usage invoices that came in as she'd expected. Fitchburg for \$11,153.33 and Leominster's for \$44,513.55. In addition, she had Koppelman & Paige's invoice for legal services for April of \$527.00. Carl signed off on all 3. Barb noted we had 3 **OT reports** for 4/30, 5/6, 5/21 and that she had some vacation days next week but would definitely be in 6/5 for pre-bid conference, demands, and agenda. She added that the next meeting was Tuesday, 6/11 and that Carl will not be there for that one or 6/28. Jay will chair those meetings.

Carl asked for a motion to adjourn, Butch made the motion, Mike seconded. Vote taken was unanimous. Meeting was adjourned at 7:42.

Respectfully submitted,

**Barbara Lefebvre
Sewer Business Manager**