

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

Minutes of February 25, 2014 meeting held at Town Hall, 2nd Floor meeting room.

The meeting was called to order at 7:00 pm by Carl Luck, Chairman, Jay Simeone, Mike Nault, Dave MacDonald and Butch Bilotta in attendance. Also present were: Jack Rodriquez, DPW Director, Barb Lefebvre, Business Manager, Bob Ebersole, BOS liaison.

Carl opened the meeting with the wish to show 2 videos on subjects that are important to the Sewer Commission – one on 'disposables', which he stated are NOT, and the other on Fats Oil and Grease. The 2 videos were 6 minutes for one and 3 minutes for the other. The videos were produced by the City of Spokane, Washington, who has an excellent website which Carl encouraged anyone interested to go see at www.spokanewastewater.org and made available to us to help spread the word. The first one was entitled 'Will it Flush' which showcases the breakdown of everything from toilet paper to kitty litter in the sewer system, simulating the interaction with system pumps. At the conclusion of that, Carl noted that Lunenburg's second biggest cost of operating the system is the operations and maintenance of the pump stations, and that fats, oil and grease do cause trouble, almost on a daily basis. Also, Carl added that just now the Town is converting how we pay for the flow to Fitchburg and Leominster as based on meters, and those meters are easily disturbed by these items so it becomes even more important that we don't pay for more than we need to. Carl added that these items affect private septic systems as well. The second video called 'Fats, Oils and Grease' was run. Dave added that in his experience working in different towns, he has seen the results of grease and the costs to fix it. He also noted that it has the same effect in homes, and that the homeowners should employ the same methods as shown in the video to prevent backups in their own homes. Carl thanked Mike Nault for the elegant **new name plates** for the Commission.

Carl commenced the regular meeting with the first appointment by introducing Dave Misner to speak on the **51 Joslin St.** issue. Dave came up and also introduced his wife, Diane Misner, both of 49 Joslin St.. Mr. Misner handed out photos of the sewer plan from around 2000 which showed a sewer connection drawn in. He and Diane had viewed the plan in 2003 prior to purchasing the property at public auction from the Town and had inquired about fees such as the betterment at that time. He was told that the Town owned the lot, the sewer was already installed and went by the property, with a connection stub to the lot so there wouldn't be a betterment fee. Unfortunately, they have no documentation to back this up. They purchased 51 Joslin at public auction in '03 for \$81,000 from the Town of Lunenburg. The price was definitely at the high end at that time, even for the 2003 market. They have a P&S for \$60,000 currently and are taking a loss, losing about 1/3 of their investment. They are prepared to take the loss as is, but the betterment would create a financial hardship since he is unemployed since returning from Afghanistan last year. He admitted that they're guilty of not knowing the betterment process and having no documentation. Butch asked if he knew who told you that there wouldn't be a charge. Mr. Misner stated that he did but that that person wishes to stay off the record. Carl thanked him and said it was a succinct statement. Carl confirmed some of the facts with Mr. Misner, and verified that he was still not sure if there is a stub at the property or not. Carl also confirmed that the betterments were assessed in '08 and the Misners owned the property at that time. Mr. Misner stated that when no betterment was assessed and he thought that was because it was included. Barb noted that it is recorded in the betterment list as 'unbuildable' due to insufficient frontage and acreage, noting it shows as .19ac. Mr. Misner said that it is not even 19ac – and that it is a small, non-conforming, grandfathered lot. Carl confirmed with Barb that we determined it to be unbuildable and that is why there was no betterment. Mr. Misner noted that at the auction, the auctioneer asked the building inspector there if it was buildable and the inspector said yes. Carl asked for more questions, and Dave MacDonald asked if he was looking to build a home on the lot? Mr. Misner responded yes, and that they have a purchase and sale agreement. Dave MacDonald confirmed that they wish to sell it as a buildable lot, and that they've checked with the building department for a confirmation that it is a buildable lot. Barb noted that he had gone to the ZBA to get it changed from unbuildable to buildable. Butch asked if it was only buildable if you have sewer, since there is not enough room to put a septic in? Carl asked Mr. Misner if that was part of the ZBA ruling and Mr. Misner said there was no discussion about sewer at the hearing. Carl asked about the P&S and whether it was contingent upon connection to sewer. Mr. Misner thought it was. Discussion continued on why it was deemed unbuildable and that it had to do with the property coming out of trust, and so undoing the 'grandfathered' status. The ZBA ruling determined it was a mistake, and allowed it to regain its grandfathered status as buildable. Carl confirmed that the lot could still be sold without connection to septic. Mr. Misner agreed but asked for leniency on the betterment fee. Carl noted that since there was no betterment, that it now falls under the privilege fee category which kicks in when someone requests to connect to the sewer. He asked Mr. Misner if he was requesting to connect to the sewer? Mr. Misner wasn't sure at this time, he was merely there about the betterment fee. Carl said there would be no fee unless there was a request to connect to sewer. Carl reviewed the betterment process, how it is

now past, and that parcels not assessed a betterment or increase the use of the property to more than they were bettered for, would pay a privilege fee when they wish to connect. Carl added that the privilege fee is historically equal to the amount of the last betterment, triggered by a request to connect. Dave made a note that he can sell the lot as a buildable lot. If someone wants to build a house and wish to connect, you pay the privilege fee at that time. He confirmed that the privilege fee can be spread over 10 years once assessed. Mr. Misner restated they were not expecting to pay any betterment and thought the Town had absorbed it. Mr. Misner said that the P&S was signed thinking there was no betterment and asked again if there was any way to waive the privilege fee at this time? Butch noted that the Commission hasn't waived one yet. Carl clarified that the privilege fee can be apportioned over 10 years, but if the property changes hands, he doesn't have 10 years to pay it off and must be settled at the time of the sale. Carl said the Commission may continue to think about this situation.

Carl noted the next item on the agenda under relates to a discussion ongoing for 6 weeks regarding development at **175 Northfield Rd.** . There are 2 proposals: 175 Northfield and subdividing into 7 lots with the current sewer on Oak Ave., the other to bring sewer down Northfield to be able to develop 10 lots. The Commission has yet to receive the formal request and justification. Carl pointed out, for the 2nd proposal, that the town funded a Comprehensive Wastewater Management Plan(CWMP) in 2006 and it has been the rule book for decisions to date. It scored this area as the 23rd of 24 relative to 'need'. In fact the report concluded in its final report that conventional Title V systems are a viable long-term wastewater disposal solution, that the lots in the area are large enough to hold a standard septic, and recommended that it not be included in the sewer zone, and specifically not to bring sewer down Northfield. He added that the CWMP states "a goal of the recommended wastewater plan is to manage wastewater issues with existing development and existing environmental concerns while at the same time not serving to promote unmanaged sprawl of unchecked development." This is a main principle of the Sewer Commission as well as the development policy which reads "A guiding principle of this Commission is to determine the most effective method of providing service to existing and new developments where alternate, on site solutions are not able to meet local and state health and environmental requirements. It is not the intention or goal of this Commission to control or enable development." That is the basic principle to keep in mind when considering this proposal. The CWMP and Commission need to relate the degree of need in which alternate onsite solutions are not able to meet local and state environmental needs. That is the first principle and that if onsite systems can support the desired use, then that is the preferred choice. That was a Town's directive, and in this way, we are protecting the town's interests. Based on all this, if the written justification is received, there are 3 options: 1) that we deny the request – 7 lots can be put on this lot with no change to the Sewer Service Area(SSA). Early on the developer supplied a plan with the 7 lots and 2 lots serviced by septic. 2) we could vote to modify SSA within the subject lots, but not allow any extension. This would require that the applicant prove additional and compelling evidence of the need, 3) we could support extension down Northfield and modify SSA accordingly, but clearly violates the CWMP and would require significant discussion and research. Carl continued that the current SSA and CWMP need to be the guiding template for the Commission until compelling information of need is received. There has been no documentation of any kind that there is an actual need as defined by our CWMP. Once we receive the formal request and get the justification need, we will discuss it. Based on these points, Carl recommends that this request be tabled or denied at this time pending any new and compelling demonstration of need. Carl did acknowledge that Jamie Rheault from Whitman & Bingham was present if the Commission has any questions of him. Dave MacDonald confirmed that the CWMP is our guide, and demonstration of need is most important. Our job is to enforce the CWMP. Jack did come forward to state that we did install one stub and charged 7 betterments. He was not sure why, but the practice at the time was if there was no subdivision plan on file at the time sewer went through (or at the signing of the contract-not sure), each property received one stub. The Town had decided at some point that there was the potential of 'x' number of lots and were charged a betterment. He wanted to make sure Commission was aware, if something happens there, in excess of one lot, that the Sewer Commission is going to need to tie into that sewer line in 6 different places. He is not sure of the ground conditions, but each connection could cost the Commission between \$3500 and \$5000. Jack asked that we be somewhat flexible and make some sort of agreement possibly to have the developer pick up some part of that cost in return for a lot or some other compromise. Carl responded and stated that just like we would not accept anything financial for establishing need, Carl would not accept any 'quid pro quo' to financially offset the Commission's costs if it required violating our basic principles. He added that he would not want to change the SSA just to cover their liability we've incurred by those missing connections. He asked for any more comments. Butch asked if we'd let any other areas expand? Carl responded that we'd only done it once before where we expanded the SSA and it was based on proof requested and received that the parcel could not be serviced by on-site systems, but also by letters from Board of Health. It was the old drive-in location. Butch asked what the harm would be. Carl repeated that it is not an area of need, and that our first alternative for the Town and environment's sake is that if it can be supported by an onsite system, then that is the first option. Sewer is an option only after it is proven that the property cannot support onsite, unless it's within the 12 areas of need. Those areas are blessed and defined as areas that need sewer, like Lancaster & Sunset Ave. extension requests. Butch re-stated that he doesn't see a problem going up Northfield to bring sewer to just those extensions. Carl pointed out that once you do, anyone along the street has a right to connect. He continued that along that street are some very large parcels, including the 20ac lot which is the 2nd part of the proposal. Dave added that sewer also take away from the groundwater in the area. Carl asked Butch to review the CWMP to see why it came to its conclusions. Carl agreed that things change and someday the CWMP may need to be revised, but right now it is what we have to go by. Carl asked for a motion or to table this. Butch said it needs more research. Jamie Rheault of Whitman & Bingham came forward, representing the applicant. Jamie stated that after the last meeting, he left with the understanding that

an error had been made and admitted, and there was a defined process that they were going to submit a letter with their options. The following week he received an email stating that the Commission was going to retract their statement. He was confused and that is why he has not submitted his formal letter. He still needs that explanation. Also, the plans submitted to the Commission – either the 7 lot scheme or the 10 lot scheme – were not submitted with the intention of having any of them hooked up to septic. They submitted them to show the # of lots with frontage on just Oak or with both Oak and Northfield. With the 7 lots plan and the triangular piece and according to your bylaws, you cannot cross the SSA boundary, or even property boundary with sewer so you can't get 7 lots sewered. If there is a sketch from when you assessed it as 7 lots, he would like to see it. He has been through this process before with the Commission and wants to do it again and in 2 phases. The first phase is to solve the triangle piece so they can get 7 or 10 lots and sewer this property, either with sewer just on Oak, or going up Northfield just to service this property. After this is resolved, then we deal with the property across the street. We can do it later or at the same time. He mentioned that he did offer a deed restriction – they are not looking to develop the property. He also offered to limit the service line so that more sewer could not connect. He is being as transparent as possible. He has the house on that property that has failed Title V that he'd like to connect to sewer and there is a barn on a separate lot where they want to put a house. Carl wanted to answer his question on the triangle and what had happened after the last meeting. He stated that we'd continued the investigation as to why that piece was excluded and realized that given all the reasons previously mentioned this meeting, that is why it was intentionally done that way. Independent of whether it was a sewered or non-sewered area, that didn't make a difference. Carl said that he had made the mistake thinking that because it was an existing sewered area, and not a new study zone, that technically it should all be included. But he'd learned that that was not the case because that same principle had been applied all over town and we got back to you as quickly as we could. Carl took issue with the statement Jamie made when presenting the 7 lot layout that crossed the line, that he specifically mentioned that those 2 lots would be serviced by septic. Jamie did not believe he did, or that he was misunderstood, but said he didn't intend to at all. Carl said we re-checked with the building inspector last week that given the current code and SSA map, the property can support 7 lots. He encouraged Jamie to go close the loop with Mike. Carl added that if he is happy with the 7 lots then we can move on to Northfield, but that that is a much bigger 'nut'. It is not just Jamie's client's property, but opens up a can of worms and restated that it was the last ranked area in terms of need. Carl noted that he has yet to receive any justification of need on his proposal. Jamie said he has an appointment with the building inspector and will discuss the 7 lot parcel and wants to be on the next agenda to talk about that. Hopefully with the information from Mike, and whether we need to change the district line, we have enough time to get on the warrant for the next Town Meeting. Then, we can talk about the property across the street. Jamie added he fully expects to do what they did with the drive-in with the property across the street as far as testing. It is just not the time of year to do it. Carl noted that it is a 20-acre lot, and he'll have to show there is not one area that can support a septic. Jamie believes that tests will show that and restated that they'll do the deed restriction. Mike Nault pointed out that where we assessed them for the 7 lots, and if he cannot get that many lots in, is there a 'hardship' to be considered and give the Commission more of a right to change the SSA? Carl summed it up to tell Jamie that he believes 6 lots can fit in the SSA and that one possible outcome is that we allow 6, while the client's paid for 7, and in that case we would make him 'whole'. He asked that Jamie review all possibilities with the building inspector, including moving the line just enough to squeak a pipe by and not touch Northfield. Jamie agreed and called it option 3. Dave re-stated that we have to follow the master plan.

DPW Director Operations Update - Carl introduced Jack to update the Commission on 4 items on our plate. **Lancaster Ave.** Jack discussed the progress on the manhole on Lancaster & Whiting and that upon weekly inspections, the most recent shows that it is not dry. There is infiltration in two different places. The Contractor did good job slowing it down but that any flow is unacceptable. Jack sent message to the contractor that we have set dates for initiation of remediation to be March 16, weather permitting and completed (dry) by 3/31. Jack has not yet received a response from the contractor. On the connection permits where the Commission has left the decision to him, they will move forward when winter ends on the emergency connection, and that it won't be detrimental to the manhole issue. On the **SRF funding and Wright Pierce**, we will be looking for support at Town Meeting. Jack added it was the Commission's decision to go with Wright Pierce as authors of the CWMP that their scope will be minimal, but that we may want a professional to speak for us and expects Kevin Olson of Wright Pierce to be there to do that. On **SWSS and Generator Maintenance**, Jack explained the issue. They had an incident, brought to our attention by SWSS, who he believes has done a great job. They told us about an issue with a generator at Twin City pump station. Jack sent DPW staff and the current issue was resolved, but it brought to his attention a need for generator maintenance, which was not included in our contract with SWSS. Because of the electrical component, it is not as simple as an oil change and lubrication. In working with in-house staff and Carl's recommendation, they have requested a scope of work from SWSS for the maintenance and are discussing it with SWSS, making sure there is no duplication between the outsourcing contract and the generator scope of work. Debbie of SWSS will adjust it and Jack will have them come in when we have a solid proposal. On the **III reduction project**, Jack had contacted Weston & Sampson, who had done the proposal over 2 years ago, to provide a scope of work. He did talk with Pat Cotton today and discussed that their concern is with the sump pumps. Originally it was thought to be the clay pipes not swapped out with PVC, but the data didn't support that. Pat said they need to go house to house because of the way the meters spike in a rain storm and that it indicates sump pumps may be the source. They will have to let people know they are coming for an inspection, and that there will be 2 people to reduce liability, and that they will inspect for sump pumps. Jack suggested we bring Pat in to discuss the program since it has been so long since they last reviewed it. Carl stated he appreciated Jack's input on this and requested we schedule to have them come in and that we need to get this addressed

before we start meter usage to Leominster. **SCADA system** (supervisory control and data acquisition)–**Leominster Rd.** Carl asked Jay where it stands at this point. Jay said he didn't have much new to add, just a tentative appointment with Mike P from Hall Pump and the guy from First Electric on Friday if the Commission wished to join. Carl reviewed the scope of work that Jay had volunteered to do to get us caught up with the 21st century with a trial test pump station and that the scope was to define the requirements and review the bid process. He added that he's done enough to show that there was another route to take and Carl said he would like to hand it back over to the operations for the nuts and bolts and getting it done. Carl added that Jay can stay with it, but Jack's team will take it from here, that the direction from here sounds reasonably clear with Hall. How we implement the process was what Jay was working on. Jay added that he got price quotes on the equipment, touch screen, and controller, and was working with First Electric to get him a price. They wanted to explain that it is not just buying the controller, that it includes programming, etc. Jay had suggested that we buy the equipment and have First Electric give us a price on and do the install and program it, so that we can get this unit up and running. From there, we could look at the whole system and decide what we want to do, whether we'd go out for bid proposal. Carl stated that we needed to re-group a little and get Jack and Commission together to get the job done, that we've blurred the lines a little between operations and the Commission, and policy setting. The questions of how many stations, how to handle, bid process, etc is more the baileywick of the Commission, more than which part is ordered and all the other details, which is why, at this time, we need to transition what Jay's been doing over to Jack. Jack stated that they can use all the help they can get, and that he appreciated the effort, but confirmed that the lines were getting blurred, that they have people that they trust, that they would follow the procedure. If it is Jay's opinion that they are not getting the best deal, he respects Jay's opinion, but we do have people under contract. He added that it is obvious today that there are policies of the Sewer Commission that are steadfast, and he admires the job they do, and that that is the most important job, but that he handles the day-to-day operation under the Town Manager, and this is day-to-day. He appreciates any input, but at this point, it is holding up the process. Jack added that we are clear on the procurement and where that lies, and will pay close attention to that. We can discuss, but at this point it is day-to-day operation. He added that the Sewer Commission had already voted to support not just for the \$6000 but voted for twice that. Jack added that they had agreed to do this one station, and see how it works out. We had hoped to move into the 21st century and do them all, but we needed to do one and see it out. Carl spoke up that he was compelled to explain that the Commission had voted to approve enough to do 2 stations and in process, determined to only do the one first. Dave spoke up on the RFP and that we'd send out to multiple companies before we selected SWSS. He also would like some detail from Unutil and the loss of a 'leg' and that Unutil is responsible for this. He really wants this done – if their leg blew and hurt our equipment, then Unutil is responsible. Jack stated he'd send a message off to John Denapoli. Dave added that we need to do up a report of exactly what happened to give to John, and agreed that we'd gone to great lengths to get the new company on board but if someone is responsible, we should hold them responsible.

Carl moved on to the next subject of **Sewer Commission Projects for 2014/15**, which has the **SCADA** on the list. Given the outsourcing and success with SWSS, it was a good model. Dave & Mike got it going, then operations took it on and it is the model he'd like to use for other projects. Every project should have a commissioner who puts his arms around it, and stays closely linked. Some may be heavy on the operations side but the leader would help with communications with the Commission and keeping things moving. This way, if Jack's not around, the leader can keep the Commission up to date. Carl would like to consider having Jay to be the Commission champion on the SCADA systems to include policy, operation, and keeping the Commission up to speed. Carl asked the Commission for their feeling on running commission like this. Dave noted that there was a lot of stuff. Carl agreed, and that's why he came up with the idea – that no one person can do this. He reviewed the other items. The Grease trap compliance champion would need to keep the policy going, follow reporting, and understand the regulations completely. Flow rate metering is most important due to our agreement with Fitchburg. We will need to know asap if something is not looking right and the person should have that responsibility and work with Barb and Flow Assessment. On the Capacity fee policy, the good news is that we have an IMA with Fitchburg, but the result means we have to recover our costs for securing capacity and there is no policy yet. The I/I reduction project was just discussed and someone would be the champion for the project. The Betterment on Sunset Ave. has a lot of work there, and a lot of communication. There were lots of lessons learned on the private extension for Lancaster Ave. and it needs to become a policy. Scada is next on the list and discussed. With Business systems and process, we need to look at ways to improve system, to streamline and do things other than stuff envelopes, look at billing processes. We have a valuable member of the team that needs help. Carl concluded that these are eight items – are there any others? – and asked members to volunteer for any that would fit their area of expertise. Mike wanted to do Flow Meters. Dave took Sunset Ave. Butch noted he didn't want to take any on, that his plate is full. Dave noted that Grease Traps is almost over but Carl pointed that that although almost everyone has paid, there are still no reports coming in. We need to look at our regulation – is it reasonable? Someone needs to look at what needs to be done, and what do we need to do to obtain the results we need. Mike and Dave said they would take that one together. Carl would like to take on the capacity fee policy. Dave thought Carl would be good for the for the business systems option. Carl stated that leaves 2 more -- the I/I project and the privately funded extensions. We can discuss at the next meeting.

Carl noted that the **Town Caucus** is March 17, 2014 and asked Jay, since his term is up in May, if he will re-up. Jay stated that he is not planning on re-upping. Carl said it was disappointing to hear that. His experience has been good for the Commission. Carl turned to the TV audience to make public that a position would be open, that they have fun on the commission. He stated

that Jay can change his mind, but if anyone else is interested in joining, please fill out a talent bank form, and submit it. He mentioned that there is a lot of things to do, and that it is an elected position and encouraged anyone to speak to someone on the Commission for more information.

Barb noted that she had included the current draft submission to the **2013 Annual Report** in the Commission's packages. Carl asked if it had his recent edits? Barb had not received it in time but will re-send the draft with Carl's edits to the Commissioners.

Carl reviewed that he and Barb had met with Joe Jordan regarding the **Fitchburg IMA** to discussion the meter usage, and also cleared the air about the adder. It was a very good meeting. Joe agreed and fully understands the concept on the adder, that the previous adder of \$1.65 would be cost-based, and not just a blank adder. Joe gave his agreement, but needed to discuss and get the blessing from his chairman, Rick Healy, that we'll have a one-month transition. This month's bill has the adder, but future invoices will not, until there is an agreement reached. The February invoice, based on the old amount of \$8.95, will be credited in full due to a credit of \$11,000 due, plus a small credit to be applied to our next bill. After that we should be good going forward.

Grease Trap compliance – Barb noted there is only one restaurant left with the annual permit fee outstanding.

Administrative Matters- Highfield Village –Barb noted that she'd sent a memo to Planning Board on results of peer review and that it was included in their meeting packages. Barb asked if everyone had reviewed the **2/11/14 meeting minutes**. Butch made a motion to approve, Mike seconded. Dave asked for a discussion. Dave asked for the information if there is any ruling about the number of missed meetings. Barb said she did not find anything – only a petition requiring 100 signatures. Dave stated that when he came on board, he had stated three priorities. The first responsibility is to his wife, second to his job and third is to the Town of Lunenburg. He said he encourages people to come out and serve but if there are times when you have to do your job. He asked the commission to weigh in and if he's not doing his job and putting too much on the board, then he would leave. Carl spoke up and said he was glad Dave addressed this issue, and that when Butch inquired at the last meeting, he didn't interpret as personal and if he had, he would have ruled it out of order. He continued to tell Dave that he does a lot of work and it is appreciated. Dave asked whether it is a personal vendetta or if it is regarding the job that he is doing. He feels he is doing his job, and took it very personally. The Commission has done a great job and he has to juggle to support his life and wife. Committees do a great job – they work hard, and it is rewarding. But if anyone feels he isn't doing his job, he'd step down. Mike wanted to go on record, saying that Mr. MacDonald has gone above and beyond and it would be a great loss to the Board if we lost him. Carl added that he 100% supported that statement and acknowledged the contributions Dave makes, including being the first volunteer for some of the Commission projects, but said other members must speak for themselves He added that he would be devastated if Dave chose to leave. Dave added he will miss Jay since he is not running again, that he's a good boy, that they've worked side by side on the DPW building and the Commission and that he will be missed. Jay added that he supports Dave as well, adding, "you've done a good job here". Back to the minutes, **Carl asked for a motion? Butch made the motion, Mike seconded and vote was unanimous to accept the minutes**. Barb had 2 invoices for approval – the first for Leominster sewer usage came in at the expected amount. The amount approved was \$56,544.61. The second invoice was for Flow Assessment for \$2375.01 the three months of November, December & January. Everyone received the **SWSS pump station report** for w/e 2/8. Barb had the one for w/e 2/15 but Commission stated they'd prefer to get it in the next meeting package. Barb re-stated that the **next regular meeting** would be 3/11 at the DPW 7pm and added that the **FY15 budget presentation** to FinCom is scheduled for 3/27. Carl asked if there was anything else? Dave added that **Pat Slattery** is retiring from town government. He added that he's done a good job and deserves a pat on back.

Carl asked if there were any other comments from the Sewer Commission, and if not, he would entertain a motion to adjourn. **Butch made the motion that the meeting be adjourned, Jay seconded. Vote taken was unanimous. Meeting was adjourned at 9:05pm.**

Respectfully submitted,


Barbara Lefebvre
Sewer Business Manager