

## **Minutes for Sewer Commission Meeting of April, 29 2014**

Attendees: Butch Bilotta, Jay Simeone, Mike Nault, Carl Luck. Absent: Dave MacDonald, Barb Lefebvre  
Meeting was opened by the Chairman, Carl Luck, at 7pm.

### **Appointments**

**7:00 pm Pat Cotton, Weston & Sampson – Whalom Area I/I project** to commence 5/12; letter & door notice samples to be sent 5/2 provided in package.

The Commission reviewed the revised notice and letter and approved as written. Go ahead was given for the start of the door to door campaign. An initial report was requested after the first day of the effort to give the Commission a sense of how it was being received.

### **Current Business**

#### **Sewer Commission Projects update**

- **SCADA System (Jay) –**  
The proposal effort and contract release has been turned over to Jack Rodiquenz for implementation.
- **Lakeview/Pratt extension (Dave) –**  
Kevin Olson of Wright Pierce sent draft of Town Meeting presentation for review. No changes were required.
- **I/I reduction project (TBD)**  
Project was released as noted above.
- **SWSS Generator Maintenance (Butch) –**  
No update was available. Butch to follow up with Jack.
- **Flow Rate/Metering (Mike)-**  
Mike reported that he is regularly monitoring the flow rates and will continue to do so. He is expecting alerts from Flow Assessment if there is an unusual spike since an "event" was seen at the Summer Street meeting recently.
- **Grease trap compliance – (Mike & Dave)-**  
Permit letters to be sent out by June 1 – due 7/1. Briefly discussed the need to help users get compliant to avoid higher permit fees.
- **Capacity Fee Policy (Carl)**  
No progress or discussion
- **Privately Funded Extension Policy update – TBD**  
No discussion
- **Business Systems and Process Improvement (Carl)**  
Ongoing efforts focused on improving efficiency of minute taking and documentation.

#### **Lunenburg Village –**

Hearing continued, no report

#### **Town meeting 5/3 – 9am**

- **Article review – 4/29**, no issues or questions on articles. Confirmed Wright-Pierce will support presentation

#### **Town Election 5/17 –**

No progress on finding a candidate for the opening created by Jay's decision to not run again. John Reynold's was interested but does not feel he has sufficient time due to changing personal schedules and commitments.

#### **SWSS pump station reports w/e 4/4, 4/11**

No items of concern noted.

**Permits to connect (issued since the last meeting):**

- 63 Lancaster Ave.
- 134 Whiting St.
- 7 Richards Way
- 369 Leominster Rd.
- 1,2,3 & 4 Janet Lane

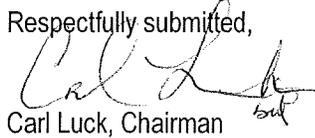
**Minutes** —none reviewed or approved

**Business Manager reports**

- **Fuel Use -10 generators –Mike had figure of \$3000 – too high** - not \$3000 – have only \$750 for this year.  
–Amanda to process adjustment – some went to Eagle house, Sweeper- only \$165 to date
- **Schools grease trap cleaning completed 4/22**-report was received from John Londa 4/25
- **Invoice –Fitchburg** -approved

**Adjournment:** approximately 9:30 PM

Respectfully submitted,

  
Carl Luck, Chairman