

### **Minutes of 1/31/2023 Sewer Commission meeting– via Zoom (Video Conference)**

**Attendees:** Chair- John Reynolds, Vice-Chair- Brett Ramsden, Members: Dave MacDonald and Mike Nault, DPW Director- Bill Bernard, Business Manager-Barb Lefebvre, Asst. Business Manager- Paula Bertram, Minutes Clerk- Jane Ranley

**Absent:** Clerk- Mike Deveikis

**Guests:** Al Packard, Chad Empey (CTE)

John opened the meeting at 6:05 pm. and did a roll call of attendees. The Commission began the meeting by saying the Pledge of Allegiance.

**PUBLIC COMMENT**- none

**ANNOUNCEMENTS** – Barb reported they will be sending out the Q3 bills on 2/1 and they are due 3/6. If anyone does not receive their bill, they can call the sewer office or tax collector's office for a copy.

### **APPOINTMENTS**

**Al Packard, CTE** stated there are no major issues to report. They have been updating stations and plan to update Francis St., which has a controller that keeps resetting and West St. next. Mass Ave #2 & #3, Electric Ave and Leominster Rd. have all been done. The tanks were all cleaned in November, except for Electric Ave., which he is unable to get a truck in for cleaning. He added that he was happy that Dana St. had been paved. Al will be putting together a list of maintenance parts, as the supply in stock is dwindling. He is very concerned about the 40B project and will want further discussion in regard to upgrading. Al will be working with Barb to get the electronic reports loaded into Excel. John asked if there were any other options for getting Electric Ave cleaned out and Al replied that the station has very low volume. Neither Electric Ave. nor Twin City do, so the tanks are relatively clean. The Electric Ave. station would need repaving to get trucks in. John asked if any parts have a long lead time. Al replied no -he needs a compressor and rebuild kits for compressors, which he can get in a few days. They have pumps in stock, and it is the vacuum pump which has a long lead time. Dave asked if he had been working with Bill on the Maintenance Program. Bill said he had put together list of streets for jetting and Al agreed that it was a good place to start. Dave asked how the generators did during the recent power outage. Al replied he only needed to run West St.'s generator for 250 hours and fix a few issues, but it ran well. Also Electric Ave.'s generator ran about 25 minutes. Dave noted a sewer cover in the center of town needs to be looked at and Bill will check on it. Al noted that he did an inspection on the tanks during cleaning and the pipes look ok, with no leakage. In regards to the 40B discussion, Al noted Mass Ave # 2 & # 3 stations are running at near capacity. With the increased flow, they would need a 12-13,000-gallon tank at Mass # 2 and especially # 3 to hold the flow. He said that they could probably add 20-30 residential units before needing bigger pumps. The Commission thanked Al for his good service and agreed it was good to have pumps in stock.

### **CURRENT BUSINESS** –

**FY 24 Budget preparation-** Barb had shared a draft of the FY24 Budget which the Commission will need to review. She noted that Heather needs a draft the week of 2/13 and Sewer doesn't present to FinCom until 3/23. All agreed to hold a budget workshop on 2/7 at 7pm.

**Policy Updates** – The Commission discussed the list of policy updates, including a new policy for an Oil/Water Separator for floor drains. Dave asked about the trap at Walmart for the garage and Barb will check on it. Paula noted there are potentially 3 – Whalom car wash, Unitil and the new contractors building at 1325 Mass. Ave. Barb met with Adam Costa (Town Counsel) and he had approved the proposed changes. The only one he commented on was Section 2-4 for building sewer laterals, which puts responsibility for laterals in poor condition back on to the

owner. Adam recommending removing reference to 'public property' and to change references from 'City' to 'Town'. Barb made the changes. She asked the Commission to approve the updates and schedule a public hearing.

**Motion: Dave M.**

**Second: Brett R.**

**To approve these policies for the record. Roll Call Vote: Mike N.-aye, Brett-aye, Dave-aye and John-aye.**

Barb suggested having the public hearing on 2/28 at the start of the regular meeting and the Commission agreed.

**Personnel** – Barb reported the Business Manager position has been posted on the town website, on Indeed.com (on 1/11) and the MMA website. They have a very good candidate now, but are waiting to hear if they have any other applicants. Barb is hoping the Commission will be able to vote on the recommended candidate on 2/14. She added that we cannot move forward on the Assistant Business Manager position until there is an opening.

**Grease trap issues** — Paula stated that they notified **Il Forno** that they will need to have their system pumped by 2/18 and give 48 hour notice prior, so someone can be available to view it. Carleen (Il Forno) has contacted Agri-Cycle but they do not have a date yet. Paula noted the concern is the FOG (Fats, Oil & Grease) percentages been up on the last 3 pumpings and now they will need to go to an 8-week schedule. Barb said they plan to do an internal trap inspection also. Paula has also contacted the new restaurant at 50 Mass Ave. regarding their grease trap. She also reported another certified letter was sent to A&D Crossroads. They were due to be pumped 10/12/22, and on 12/13/22 the Commission voted to implement the non-compliance process. A&D Crossroads was supposed to have information on the pump out sent to the office on 1/26/23, but they have not received it. Paula initiated the non-compliance process of \$50 fee plus \$25/day fine from 11/11/22, when a report was due. The fine is currently \$2,057 and Paula notified them that the fine would continue accumulating until they have paid. She also copied the restaurants in the plaza, Ixtapa and Darios, so they are aware of the situation. She has had no response to numerous emails and certified letters which were picked up. Barb confirmed A&D Crossroads is still under the same ownership. Paula stated they do not know if the system was pumped in October since they have had no report. Barb noted they will need to contact Nashoba Board of Health and A&D Crossroads is aware of that. Paula reported all 1<sup>st</sup> Tuesday reports are all in and the January reports are due 2/7.

**Annual report** -Barb received a draft from Jane, which the Commission will review on 2/14 and it is due on 2/16.

**Minutes of 12/13/22-**

**Motion: Dave M.**

**Second: Mike N.**

**To approve the minutes for 12/13/22.**

**Roll Call Vote: Mike N.-aye, Brett-aye, Dave-aye and John-aye.**

**Minutes of 1/10/23-**

**Motion: Brett R.**

**Second: Dave M.**

**To approve the minutes for 1/10/23.**

**Roll Call Vote: Mike N.-aye, Brett-aye, Dave-aye and John-aye.**

**Meeting schedule discussion-** The Commission discussed that the meeting was on 2/14 and all agreed to meet. (Dave left meeting). The Commission also discussed moving the meetings to Wednesday for a member's convenience, which may conflict with ZBA meetings on the 4<sup>th</sup> Wednesday. All agreed with moving to Wednesday meetings if need be and John will talk to Mike Deveikis.

**Business Manager Report – Pond View 40B-** Barb met with Adam Costa and he noted that at the ZBA's 1/25/23 meeting, they gave permission for both attorneys to work together on a document to submit to the Housing Appeals Committee (HAC). The ZBA will meet next to approve the submittal, which will then go to HAC, but it could take 9-12 months for a response. Adam was not encouraged that the HAC would act on the side of the town, but they can always appeal. **Wright Pierce contract-** Barb reported she is working with Kevin (Wright Pierce) on the consulting contract and has discussed the format with Town Counsel. **Invoices-** Fitchburg usage - \$20,343.69 (based on flow meter readings). The Commission agreed with the invoice. Barb noted the **Water District** has increased their minimum charge from \$69 to \$75/quarter and they always have a minimum charge at 3 stations.

Action Items- none

Public Comment – none

UPCOMING SCHEDULED SEWER COMMISSION ACTIVITIES:

February 7, 2023 @ 7pm – Budget Workshop

February 14, 2022 @ 6pm – Regular Meeting, Remote Participation

February 28, 2022 @ 6pm – Regular Meeting, Remote Participation

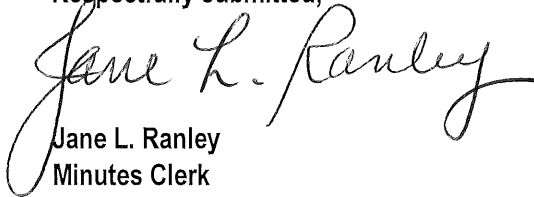
Motion: Brett R.

To adjourn at 7:06pm.

Second: Mike N.

Roll Call Vote: Brett-aye, Mike N.-aye and John-aye.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jane L. Ranley". The signature is written in black ink and is positioned above the printed name and title.

Jane L. Ranley  
Minutes Clerk