

Tyngsborough Sewer Commission
Meeting Minutes
April 26, 2012, 6:00 pm
Location: Tyngsborough Town Hall, Inspectional Dept

Commissioners Attending: Jeff Hannaford (JH), Gerry Foley (GF), Fred Perrault (FP)
Also attending: Allen Curseaden, Superintendent
Caryn DeCarteret, Administrator

Call to Order

The meeting was called to order by Jeff Hannaford at 6:10 PM.

Item 1) Citizens' Time

None

Approved 6/28/12

Item 3: Administrator's Report (copy of report attached)

1. Minutes from 3/8/12 & 2/23/12 for approval:
Motion to approve minutes as written, by FP, 2nd GF Motion carries 3-0-0
2. Letter dated 3/13/12 to Lowell regarding overbilling from May 2011 billing resent on April 5, 2012. Response from Lowell was that they acknowledged the error and deducted \$318.21 for the GLTHS's flow which was never deducted from the Pawtucket Blvd station flow.
3. Billing of new sewer accounts: Due to the recent number of abatements, I reviewed Wyndbrook and Merrimac Landing for billing accuracy and found that there were 46 accounts which were never added to the billing system (*see attached listing*). I will be reviewing Cricones Way next.
4. Executive Session: 92 Middlesex Road, SES Partners, continued from 2/9, 2/23 & 3/8, 3/22. Additional check from SE Properties received in this office from Kopelman & Page. Agreement was written and submitted to the Commissioners via email for review and approval. *Executive Session was not utilized, Agreement was reviewed and GF noted that Section number 3 of the Agreement was blank. Administrator will contact Jeff Blake from Kopelman & Paige to have it corrected.*

Item 4: Superintendent's Report (Copied from attached report)

Superintendent's update

4-26-12

Weekly Inspections made of all Stations continue and Meter pits.
Continue yard clean ups as well as Floats and inspections of wet wells.

Dracut Sewer has been in contact regarding issues with the meter Stations, Jack has asked if I could work with there DPW as they will be resetting and sealing the manhole cover on Lakeview Ave. I will be glad to assist in the efforts

Placed order for the Mission systems under Capital Improvement items as well as the upgrades. And will begin installing these items

Portable Generator update the unit is ready for service at any of our Stations the cables have been made 5 all together 4 in number 2 cable and one in number 4 cable We made up 75' lengths with quick connects

Alarm calls, Flints station for 2 common alarms this in result of both stations discharging at once (BridgeMeadow And Wynn Brook) The other Alarm call was Mascuppic Trail a Tree branch fell on Lakeview Ave and took out one phase this locked up our PLC and shut down the station. Paul and myself got the system back on line by hand Cleared the PLC and placed back on line

Meeting with NIMCOG, John Matley and provided update on sewer infrastructure for the maps he also discussed GPS

On the manholes that he could add I gave him the GPS for all the Stations. This summer I will look at gathering info. On the manholes

I have been assisting Caryn with the Budget regarding the Capital Items and general maintenance line items. Caryn has done a Great job and it has been a pleasure working with her on this project.

Preparing Bid packages for Pump Trucks/Cleaning Wet wells also a package for Resetting of manhole covers and Manhole Repairs. I would like to have these out within the next few weeks.

We will be starting to clean some of the pump stations wet wells and also Mascuppic trail as we have found this station needs to be cleaned twice a year

I have been notified by DEP that they will be calibrating the flow meter at Charles George landfill and I will be attending.

Thank you
Allen Curseaden

Approved 6/28/12

Item 5) Correspondence

None

Item 6) Complaints

None

Item 7) New Business

- a. Status of FY 2013 Budget and balances of Retained Earning Accts discussed.
- b. Discussion regarding warrant article to transfer monies from Retained Earnings to aid in design of Phase I sewer design.
- c. Discussion regarding putting out bid packages for various services like pump trucks, wet well cleaning and resetting manholes, and the possibly of bundling the required services with those of Highway.

Item 8) Old Business

- a. Discussion regarding Phase II, which is on hold as an agreement with Nashua has not yet been reached for flow.
- b. Discussion regarding holding an informative meeting for residents of Sunset Park, Phase I East to review costs and impact. AC suggested a 4” force main with each property owner having a pump in order to reduce the costs for homeowners. FP suggested going to a 2” may be possible.

Item 10) Adjournment

Motion to adjourn at 7:12 pm was made by FP. Second: GF. The motion carried 3-0-0.