

Tyngsborough Sewer Commission
Meeting Minutes
October 10, 2013 6:00 pm
Location: Tyngsborough Town Hall, Inspectional Dept.

Commissioners Attending: Jeff Hannaford (JH), Brian Martin (BM), Fred Perrault (FP)
Also Attending: Caryn DeCarteret, Administrator, Allen Curseaden, Superintendent

Call to Order

The meeting was called to order by Jeff Hannaford at 6:05 PM.

Item 1) Woodard & Curran

Rosemary Blaquier (RC) and Ken Carlsen (KC) from Woodard & Curran came in to update the Commission on the engineering for Phase I West. RC apologized to the Commission for delays leading up to the submission of the draft conceptual plan due to turn over and survey issues.

Discussion regarding

1. Design data, ground survey work, wetland delineation, state road requirements from Mass Highway and pump station and force main design criteria and locations. KC feels that geological borings will be necessary. He also feels that the Sycamore property would be one of the best places for the pump station to be located. KC spoke about some of the permitting type requirements, ie: sewer extension permit will be required from Mass D.E.P., possible as land acquisition for the pump station, storm water permit, endangered species permit and a grinder pump policy if they are required.
2. Difference between original CWMP cost and current estimated cost of Phase I West.
3. Connection of Brinley Terrace, cost estimated at \$3 million and possible location of pump station and force main.
4. Possibility of bringing flow across the bridge to utilize the excess flow in Dracut. AC informed the Commission that Mass Highway had already been approached about bringing it across and they felt that the weight would create an excessive load on the structure.
5. Woodard and Curran plans to attend meetings more frequently to stay on top of all items and issues.

Item 2) Citizen's Time None

Item 2) Administrator's Report (copy attached)

1. Minutes 6/13/13, 6/27/13, 7/11/13, 7/25/13, 8/8/13, 8/22/13, 9/12/13
Discussion regarding the language of the motion to go into executive session from 6/13/13. BM asked the Administrator to verify language through the Commission's attorney Jim Lampke.
Motion to approve the minutes from 6/27/13, 7/11/13, 7/25/13, 8/8/13, 8/22/13, 9/12/13 was made by BM.
Second: FP.
The motion carried 3-0-0.
2. Recap of Abatements:
 - a. 10 Long Pond
 - b. 33 Davis
 - c. 53 Willowdale Rd
3. Recap of Commitments
 - a. #11 Residential: \$416,640.00
 - b. #11B Residential: \$992.00
 - c. #12B Covenant: \$2,625.00

- d. #13 Commercial: \$49,972.00
- 4. Recap of Revenue: 1st Qtr FY 2014: See Report
- 5. Recap of Expenses: 1st Qtr FY 2014: See Report
- 6. Chelmsford Mission Road IMA and opinion from Town Counsel

Item 3) Superintendent's Report (copy attached)

- 1. Crew performed inspections at the pump stations as required. Generators are tested every Wednesday along with control panel inspections
- 2. Maintain yards, at all stations including meter pits. Starting fall clean up
- 3. Connection at 74 Long Pond also we had a repair to a customers force main at 10 Red Gate Rd I received a call of a sewer leak and after investigating it was found to Be on the service side I advised the home owner of the actions he would need to Take to make the repair as quick as possible (repair was made the next day) Inspection was performed.
- 4. Assist the Highway Dept. at Trinity Dr. with mark outs of the sewer mains as they made repairs to the water service
- 5. 16 Long Pond Rd water leak repaired the water service was found to be the issue
- 6. Mission we had communication issue this past weekend as a result of Verizon signal loss. The problem was resolved late Sunday night. All systems returned to normal
- 7. Jefferson Ave Pump that was repaired by Flyght and was picked up today and will be kept, at the station as a back up pump for rotation

FP asked if Innovation Academy has been supplying the generator reports and if they have complied with the letter submitted to them by the Superintendent listing deficiencies including an auto dialer. AC said they are complying with the auto dialer installation.

Discussion regarding #3, JH please use complete sentences and proper paragraphs for ease of reading, as it is sometimes difficult to discern what is being said. JH: The force main at 10 Long Pond, is it theirs or ours? AC: Theirs.

FP asked if the Superintendent had provided the on call schedule to the Administrator, which has been previously requested. The Superintendent indicated that he had not yet provided it due to scheduling difficulties and union issues. JH asked for a clarification of the scheduling issues and union issues were they related and who were they regarding. AC said the scheduling conflicts were related to the Assistant Superintendent and the union issues had to do with himself. AC indicated that he had been on call for the past three weeks and Paul would be on for the long weekend, as he was going out of town. He also said he would be sure that the alarm calls would be addressed without fail as they had been for the past 13 years, where there has never been a problem. JH said he is just asking for a projected schedule, as he understands that conflicts sometimes arise. AC again said he would be sure that the alarm calls would be addressed without fail as they had been for the past 13 years, where there has never been a problem. FP said he knew that the Assistant Superintendent was on call the previous weekend and if he was on call again for the long weekend it would be unreasonable, as he is entitled to having time off. FP asked to have Weston & Sampson (W&S) provide emergency coverage for the long weekend. AC said he sometimes utilizes W&S's services however prefers not to due to their lengthy response time. JH asked if he had confidence in Weston & Sampson's services. AC indicated that he did, however he again expressed his concern regarding the

lengthy response time and cited an example in which the technicians from Weston & Sampson did not respond to a call over a weekend and AC had to drive back from his camp to attend to it. JH asked who was in charge at W&S and would AC like to have him come to a meeting so that they can address the issue? AC answered that John Ellis is in charge and he did not feel it necessary since it might have been an isolated case. JH said that he expected that W&S would then be worked into the schedule for alarm coverage. BM stated that he is on call every three weeks for his job. They have a schedule so employees can plan their personal time, and that he felt that it was just a matter of fairness. JH asked what the union issue is regarding. AC said it has to do with a mid-manager salary issue. JH asked when they could expect the on call schedule. AC said he would submit one by next week.

Item 4) Correspondence None

Item 5) Complaints None

Item 6) New Business

BM said that he had, on his day off, gone around with the Assistant Superintendent to familiarize himself with the pump stations. He noted that the pump stations were in impeccable condition.

JH asked AC if he had any plans to perform any I&I work. AC indicated that he did not currently have any plans to do so. JH requested that AC work the I&I into the work flow because the Commission felt that it was past due. JH wanted to know if I&I funding was in the current budget? The Administrator will check and advise the Commission. Discussion and explanation of what I&I is. AC informed the Commission that the majority of I&I comes from sump pumps as well as the Bowers Ave manhole. Discussion regarding manhole ownership and maintenance responsibility. AC informed the Commission that it would be possible to have the sewer manholes repaired utilizing the Highway Departments contract to save the Sewer Department money. Discussion regarding the necessity of being able to provide homeowners a place to pump their basements so it is not pumped into the sewer.

Item 7) Old Business

Discussion regarding the Dracut IMA, excess flow and language of a potential counter offer for excess flow. The original attorney that drafted the IMA has been notified of the issue with the Dracut buy back and he will hopefully address the issue.

Item 8) Adjournment

Motion to adjourn at 8:05 pm was made by FP.

Second: BM.

The motion carried 3-0-0.