

**Tyngsborough Sewer Commission**  
**Meeting Minutes**  
**December 12, 2013 6:00 pm**  
**Location: Tyngsborough Town Hall, Inspectional Dept.**

**Commissioners Attending:** Jeff Hannaford (JH), Fred Perrault (FP)  
**Also Attending:** Caryn DeCarteret, Administrator, Paul Provencher, Assistant Superintendent  
Michael Gilleberto, Town Administrator

**CALL TO ORDER**

The meeting was called to order by Jeff Hannaford at 6:07 PM.

**ITEM 1) CITIZEN'S TIME** None

**ITEM 2) ADMINISTRATOR'S REPORT** (copy attached)

- 1) Minutes: 6/13/13, 10/24/13, 11/14/13  
*Motion by FP to approve the minutes from 10/24/13 & 11/14/13 as written.*  
*Second: JH*  
*Motion passes: 2-0-0*
- 2) Sign Covenant: 60 Middlesex Road. SC signed the covenant
- 3) Recap of Payables: reviewed

The SC also reviewed the Commitments which have been signed by the Administrator on their behalf.

**ITEM 3) ASSISTANT SUPERINTENDENT'S REPORT**

ASSISANT SUPERINTENDENTS REPORT

12-12-13

1. Performed inspections at pump stations.
2. Tested all generators and inspected emergency equipment.
3. Back flow preventer tested passed at Mascuppic Trail.  
*Discussion regarding the replacement of the valves, as well as seals which need replacement. PP has been in contact with the Asst Town Admin for prevailing wage rates and rules*
4. Weston Sampson looked at all stations and now have copies of keys.  
*Discussion regarding Weston & Sampson placing a lockbox at one of the pump stations which will have keys to ensure access.*
5. Had meeting with Larry at Vocational school about sewer extension.  
*Discussion regarding oversight at the Vocational School. SC will verify with Mark Stewer at LRWWU if oversight is provided by Lowell or should be Tyngsborough.*

ALARM / CALLS

1. Lakeview Ave and Norris Rd power outage caused Phalanx pump station to be on generator.

NOTE

1. Vocational school sewer extension.
2. Sewer Dept. electronics.  
*Discussion regarding the computer at the shop which is currently running XP which will no longer be supported by Microsoft. Rony Camille, Media Director will be putting together cost scenarios to address the issue. Discussion regarding the web page and voice mail recording which need to be addressed to ensure that contact information is up to date and current.*

Discussion regarding the replacement of a man hole due to being hit by a plow. Prevailing wages will apply.

**ITEM 4) CORRESPONDENCE** None

**ITEM 5) COMPLAINTS** None

**ITEM 6) NEW BUSINESS**

*Discussion regarding the possibility of a 40R project on Frost Road, which is to include a Veteran's rehabilitation center and living accommodations and senior housing. Discussion regarding the upgrades which would be necessary for Phalanx pump station.*

**ITEM 7) OLD BUSINESS**

a) VEHICLES

*MG informed the SC that they do have the ability to reassign vehicles and letter them with Sewer Department. Discussion regarding value, transfer, funding sources for reimbursement of book value and storage of vehicles for the winter for those not currently in use.*

b) EMPLOYEE UPDATE

*MG informed the SC that he expected an update of the Superintendent's condition by the following week.*

**ITEM 8) ADJOURNMENT**

*Motion to adjourn at 7:00 pm was made by FP.*

*Second: JH.*

*The motion carried 2-0-0.*