

APPROVED

**TYNGSBOROUGH SEWER COMMISSION
MEETING MINUTES
MAY 26, 2016 6:00 P.M.
LOCATION: TYNGSBOROUGH TOWN HALL, INSPECTIONAL DEPT.**

Commissioners in Attendance: Jeff Hannaford (JH), Brian Martin (BM), Fred Perrault (FP)

Also in Attendance: Kathleen Cayer (KC), Sewer Administrator
Paul Provencher (PP), Senior Sewer Foreman
Kenneth Carlson, Jack Troidl-Woodard & Curran (W&C)

Call to Order: The meeting was called to order by Jeff Hannaford at 6:00 pm

Item 1.) Citizen's Time: None

Item 2.) Sewer Commission Reorganization

BM: Motion to elect Fred Perrault as Chairman

2nd: BM

Motion Passes: 2:0:0

Item 3.) Phase I West:

a.) Construction update:

JT: Revoli completed south section of Middlesex Road. Working on Flint & Upton Rd. Should be finished Flint Road area next week with sewer main line work. Then service crew will need to come in. Paving done later. They will start at Old Tyng and work north. They will start at Winslow school and work north. Awaiting blasting permit on Middlesex Rd. They will drill & install sewer line until they get blasting permit. Woodard & Curran received pricing on force main. Only problems so far is finding occasional ledge and utilities aren't always where they thought they would be.

-Discussion took place about change orders. W&C will meet with Revoli and negotiate payment on change order items. Bundling items into one change order, then Commission can make decision on payment. W&C will try to get a better price on paving. It was suggested to look into getting a price from outside contractor and remove paving from Revoli's contract.

BM suggested asking town administrator or Highway Dept. to pave Flint Road with chapter 90 money. Flint Rd was already in bad shape (just on the portion Revoli would have to pay extra).

FP arrived at 6:15 p.m.

KCarlson: Forcemain is tied in on southern end. Temporary patch already. Temporary and permanent patch are in the contract but no reclaim. They will throw binder down and then after winter do the finish coat.

JT has payment requisition (first one for Revoli). \$432,000 (7% of project). (\$454,000 was total but W&C holds 5% retainage). Rosemary will do draw down and work with Kathy Cayer. Once it gets near completion, the 5% retainage that is held will be used for punch list, etc.

JH: Motion to approve application & certificate for Phase I West requisition=\$431,965.52.

2nd: BM

Motion passes: 3:0:0

-Monument in town center will not be touched.
JT will bring change order to next meeting.

JH: Motion to take item 9D out of order.

2nd: BM

Motion passes: 3:0:0

Item 9.) **Old Business:**

d.) Phase II

-Discussion about having W&C design Phase II in sections (half design for \$400,000). That is what was in FY17 budget (because dry line will cost \$500,000). W&C explained that the \$800,000 doesn't include what was already completed (survey of immediate Phase II area, etc.) JT believes the \$800,000 design estimate includes design for immediate area, bridge crossing, pump station, forcemain going to Dracut, betterment efforts, getting easements, etc. W&C will look at design cost and see how to break it out into sections based on FY17 budget of \$400,000.

FP stated if we get another SRF loan...we can't apply for that without having the design.

W&C could meet the Oct 15 deadline for SRF loan.

JH wants to look at entire design (schedule)

KCarlson: First piece: do survey for the other side of the bridge, sewer layout for Middlesex Rd, get borings done, to meet Oct. 15th.

JH discussed email about betterments & build out analysis. JT explained when designing sewers and sizing pipe they used actual flow (avg of 157 gal/day) per single family home. (On betterment calculations used 330 gal/day). JT showed calculation sheets (flow from Middlesex & Worden meters). They took higher year (of last 5 years) from Worden & Middlesex for IMA capacity calculation. Middlesex meter showed constant growth. Worden meter going down. They took higher and added in various uses (multi-units) and Phase I west (add them up and

come up with #). 157 gallons was average flow for home in Tyngsborough.

For vacant parcels, they take highest and best use). W&C explained in betterments residential homes=157 gallons and two family homes =314 gallons. They also looked at other commercial parcels and used best use for that. They are assuming 100% build out of project (if everyone connected).

b.) Dracut & Chelmsford IMA's:

JH passed out draft agreements to Sewer Commission. He updated SC on meeting he had with Atty. Michael Leone in regard to IMA's (with Chelmsford, Dracut and Lowell). Agreements done with input from W&C. Sewer commission can review draft agreements and be ready for next meeting. Sewer Commission is looking to increase flow capacity by 150,000 gal/day on west side of bridge to flow through Chelmsford (it's needed for build out). IMA capacity in Dracut is 1,000,000 gal/day. **JT** pointed out that a lot of Dracut flow is I&I.

a.) Duffy-Flint's Corner:

Can Sewer Commission take on that project at this point in time? They need 25,000 gal/day. It would set a precedent and then you would be close to capacity (including Phase I West). Send Duffy's a letter asking them to fill out a formal application to connect. Tell them we may have a resolution, but we cannot make a final decision until they submit a complete application. Send letter to John Gallant at Gallant & Ervin.

c.) Treasurer:

Nothing new at this time.

BM: Motion to move back to Item 4.

2nd: JH

Motion passes: 3:0:0

Item 4.) Sewer Administrator's Report:

-Forms to sign:

-Accounts Payable Warrants (from 3/7 & 4/4 already paid just need Commission's signature for Accountant's file)

-Payroll (signature for Accountant's files)

-Review of Meisner Brem request for 497 Dunstable Road (proposed connection to sewer line). Sewer Commission discussed case and reviewed letter, plan and previous file. Check with Board of Health after their next meeting, and if they agree it is not feasible for applicant to upgrade septic or connection is deemed an emergency...then Sewer Commission will tell applicant to file.

-Sewer Commission reviewed 5/28/15 meeting minutes and requested **KC** to get a copy of debt schedule that town administrator had presented at 5/12/16 meeting.

-Sewer Commission reviewed draft meeting minutes from 5/12/16

BM: Motion to approve meeting minutes from 5/12/16

2nd: JH

Motion passes: 3:0:0

-Sewer Commission discussed hiring Caryn Decarteret as a consultant to train Kathy Cayer.

BM: Motion to approve the training proposal dated 5/26/16 from Caryn Decarteret at \$40 per hour as a consultant (estimated 12 hours/week.)

2nd: JH

Motion passes: 3:0:0

Item 5.) Senior Sewer Foreman's Report:

-Read into record.

-Discussion regarding:

- no alarm calls.

-Bridgeview condos: discussed email (nothing has changed). Pipe has sat unused for two years so it no longer meets specs/regs.

-Inspections, tested generators, spring clean up, picked up repaired pump for Coburn Rd station

-I&I program

-Housing Authority

Item 6.) Correspondence:

None

Item 7.) Complaints:

None

Item 8.) New Business

None

BM: Motion to adjourn

2nd: JH

Motion passes: 3:0:0

Meeting adjourned at 8:30 p.m.