

APPROVED

**TYNGSBOROUGH SEWER COMMISSION
MEETING MINUTES
October 13, 2016 6:00 P.M.
LOCATION: TYNGSBOROUGH TOWN HALL, INSPECTIONAL DEPT.**

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

Also in Attendance: Kathleen Cayer (KC), Sewer Administrator
Paul Provencher (PP), Senior Sewer Foreman

Call to Order: The meeting was called to order by Fred Perrault at 6:04 pm

Item 1.) **Citizen's Time:**

No one was present for citizen's time.

Item 2.) **Phase I West**

a.) **Construction update**

Flint Road easement for pump station will be held off to work on later in the season.

PP: Revoli just finished fixing the drainage for the State. They are continuing work up Westford Road.

FP: Revoli hit ledge again on Middlesex Road (near triangle at Winslow).

Item 3.) **New Business:**

a.) **4 Trader Circle (formerly known as 32 Progress Avenue)**

KC: Applewood Construction talked to Paul today and told him they are interested in connecting this property to sewer. They submitted an application in September 2014, but they never paid any fees or provided any information on intended use of the property, estimated gallons per day, how many units, etc. We need this information in order to figure out the connection fee. I will contact the owner, George Logan, and put them on the agenda for the 10/27 meeting.

b.) **11 Progress Avenue**

KC: George Logan is the current owner of 11 Progress Avenue. He received the bill we sent him for the past due connection fee balance. He came into the office today. He will attend the next Sewer Commission meeting on 10/27 to discuss the subject with the Commission.

Item 4.) **Old Business:**

a.) **Phase II:**

Nothing new at this time.

b.) **Dracut & Chelmsford IMA's:**

Nothing new at this time.

c.) **Treasurer:**

JH met with Bill Grammar and Curt Bellavance. Sewer Commission will receive a letter shortly from BOS. BG confirmed with CB that long term debt payment on CWMP will be reimbursed to Sewer Commission before the books are closed for FY 2016.

d.) **I/I Study:**

PP is finishing up paperwork with Ken Carlson on I/I Study. Everything is on schedule.

Item 5.) **Sewer Administrator's Report**

To Be Signed:

- Accounts payable warrants for Accountant's files
- Payroll for Accountant's files
- Covenant for 2 Cricket Lane

BM: Motion to approve meeting minutes from 9/22/16.

2nd: JH

Motion passes: 3:0:0

BM: Motion to approve executive session minutes from 9/22/16 but do not release minutes yet.

2nd: JH

Motion passes: 3:0:0

- Sewer Commission reviewed plan showing right of way at 204 & 208 Middlesex Road. SC agreed stub will be placed at right of way line on Middlesex Road.
- Discussion about updating/amending portions of regulations.
- Discussion about escrow account for certain projects that need additional engineering review/inspection.
- Discussion about 8 Bowers Avenue.

Item 6.) **Senior Sewer Foreman's report:**

PP read into record.

- Bridgeview Condos: Nothing new to update.
- Elm Street pump station: PP has two quotes and is waiting for last quote. It's a computerized switch (circuitboard that runs transfer switch).
- Mascuppic Trail: They are putting manhole covers back in and opening street.
- Testing heaters at all pump stations.
- The Water Department informed us that Progress Ave has a forcemain leak. It is leaking in pavement across forcemain. Applewood Construction still owns the pump station on Progress Avenue

Item 7.) **Correspondence:**

None

Item 8.) **Complaints:**

None

Item 9.) **Executive Session (potential legal issues) for Duffy-Flint's Corner**

Nothing at this time.

BM: Motion to adjourn.

2nd: JH

Motion passes: 3:0:0

Meeting adjourned at 7:30 p.m.

