

Minutes of the June 6, 2018 Water and Sewer Commissioner Meeting

Present: Jay Spahl, Fred Bazinet, Scott Zajkowski, Tom Fournier, Scott Piekarczyk, John Meehan and Lori Smith

Jay called the meeting to order at 6:30 pm.

Scott Z. made a motion to accept the May 2, 2018 minutes as written, Fred seconded all in favor.

10 Charlton Road - Jeff Coyne came before the board to request permission to connect 10 Charlton Road to town water. He recently purchased the home and has learned that there is a high radon level. In the interest of health, he would like to abandon the well and connect to town water. Scott Z made a motion to allow 10 Charlton Road to tie into the town water, Fred seconded, all in favor. Jeff has submitted the application and fees.

Jay Kay Lane – John Freeman came before the board to inquire about the possibility of the Town assisting with some of the cost of extending the sewer line for Jay Kay Lane. The board stated that it is up to the developer to totally fund any extensions. John Freeman informed the board that he has learned that the plans from 1974 had been stamped but never recorded, so in all essence it does not exist and he must start from scratch. After some discussion, the board decided not to rescind their previous vote to allow this 5-home development connect to water and sewer as the developer cannot do anything until plans are submitted which meet the current regulations and are approved.

149 Center Road – Lois Foshay came before the board to request permission to connect 149 Center Road, a 5-bedroom duplex, to town sewer. Scott Z. made a motion to allow 149 Center Road to tie into town sewer using an E-1 pump, Scott P. seconded, all in favor. Lois has an application and will complete it and submit it with along with the fee.

Superintendent Report –

Water: All water and sewer bills have been sent out. All backflows were tested. We are in the process of finishing up all DEP reports from the Sanitary Survey all of which need to be done by the end of June. We have 2 customer leaks and one town leak we found today. Luke begins his class on July 11th for his D1 license. Brian has finished his class on D2 and will be taking the test shortly. 163 W. Main Street tied in a 4" fire protection line. Brian and Luke have been checking all line gates boxes around town getting to know where they are in case of a main break.

Sewer: The new truck has arrived. The old truck has been given to the Highway Dept. We took off the cane and are keeping it at the Sewer Dept. We have been working on the new truck to get it all set up the way it should be with tools, etc. Rewired trailers, jetter, generators, so that any truck can hook up and go. The I & I study should be finishing up this week. The study has to be at the DEP Office by the end of June. The monitoring meters will be pulled out tomorrow. The \$80,000. for the I & I study has been approved at the May Town Meeting.

Intern for Office – John stated that he is in support of this initiative as over the years we had several administrative assistants who all had their own filing system making it difficult to locate items especially from several years back. He stated an intern from Nichols would be a great way to get the office

organized. Lori explained the two different types of internships that Nichols offers. The responsibilities she would like to assign to an intern would be to go through the dead files and all of the minutes (water, sewer, and water/sewer) and organize them. While going through the minutes the intern would photocopy anything where fees or regulations were voted on. Lori would then review and instruct the intern on how to update the policy book and also create a regulation book. John mentioned that another option would be to partner with two other offices for this internship which would allow for about three hours per week in each office. Lori stated that may be a good idea as she is thinking the Building Dept and the Board of Health may be partners as they would have some projects that could qualify for academic internships. The commissioners expressed their support for an intern for the office. The next step would be to meet with Greg and get his approval. Scott P. made a motion to allow Lori with John's help to pursue an internship for this office, Scott Z. seconded, all in favor. If approved, Lori will draft a job description and post it at Nichols and Shepherd Hill for interested students to apply.

Water/Sewer Permit Fees- Fred expressed concern that there is not currently permits fees collected up front, at the time of approval. Permits are valid for a period of one year and as such water/sewer connection approval is held for that time period whether or not the project is going forward. An example of Steven's Mill was given as water that was held for them for over 10 years and then they decided not to go forward with project. The economy is now picking up and this practice of saving water/sewer for projects that are not serious and then not having enough for others who are serious could be an issue. Water applications have a permit fee of \$350.00 in place already. John recommended not changing the fee structure for the sewer but to set a permit fee of \$350.00 which will be included in the fee currently being charged. Scott P. made a motion to charge a non-refundable \$350.00 permit fee for residential and commercial water and sewer permits, which on the sewer side will be deducted from the connection fees, permits will be good for a period of one year from the date approved; permit fees must be paid within 5 working days from approval date for the permit to be valid, Scott Z seconded; all in favor.

Scott Z. made a motion to adjourn at 7:20 pm; Tom F. seconded; all in favor. The next regularly scheduled meeting is Wednesday, July 11th at 6:30 pm, due to the July 4th holiday.