

**TOWN OF BEDFORD, NEW HAMPSHIRE
WATER AND SEWER ADVISORY COMMITTEE MEETING
THURSDAY, October 13, 2016**

MINUTES

Committee members present: Paul Arnold (Chairman), Rebecca Hebert, (Planning Director), Kelleigh Murphy (Town Councilor, Chair) Bill Duschatko (Alternate Town Councilor), Bruce Thomas (Resident), Mike Sills (Resident), Jerome Spooner (Environmental Coordinator). Absent was Richard Moore (Resident).

Meeting came to order at 7:54 a.m.

ROLL CALL

Each committee member introduced themselves.

Also in attendance today is Jim Stanford, Director of Public Works.

Approval of Minutes

A motion was made by Bruce Thomas, second by Bill Duschatko to approve the minutes of the June 9, 2016 meeting. Three abstentions as these members were not at the June 9th meeting; minutes approved.

Chairman, Paul Arnold, thanked Bruce Thomas for stepping in for him at the June 9th meeting and for being a part of the sub-committee on the unbilled sewer service policy.

Item #3. Unbilled Sewer Service Policy

Presented by Jim Stanford, Director of Public Works. A staff report and the policy was in the packet for all members to review prior to the meeting. In June, a working group met to discuss the policy. This will need to go before the Town Council, with a request to set a date for a Public Hearing. Will also be an Amendment to the Sewer Use Policy. (based on the advice of our Town Attorney).

Jerome has been identifying and mapping the sewer system, converting our paper data into GIS format, TV the lines. Through this process, a number of residential and commercial properties that were not billed for sewer use have been discovered. Since the Town did not have a policy, we did put it before the Town Council to waive any back charges. State law does allow up to three (3) years for back charging. The committee met in June to discuss what a reasonable term would be. Not all of our sewer mains have been identified, as this is an on-going process which we hope to complete in the next year or so. The sub-committee felt that a back billing policy to three years would be excessive, without our knowing who all of the sewer customers are at this time. Eighteen months or 6 billing quarters is what was decided and the Finance Dept. prefers that it is billed in quarters to have it consistent with other policies. Jim feels the bulk of the unbilled sewer properties have been identified. This would be part of the policy. This now has to go before the Town Council for their approval of the Unbilled Sewer Service Policy.

To clarify to all committee members, Kelleigh Murphy, Town Council Chairperson, explained this item was discussed at the Town Council level and this was sort of the consensus that was reached during the discussion. For formality reasons, this committee needs to set forth a policy to the council and they would need to vote to accept it. Mike Sills asked if at the last meeting if everyone who was present, if they felt this was the way to go. According to the minutes, Kelleigh indicated a "yes". The minutes also mention the discussion at the Town Council level.

Paul Arnold mentioned to all committee members of the Draft that was in the committee's packet on the Unbilled Sewer Service Policy sent by Jim Stanford, Director of Public Works. He asked about the "exceptions will require a waiver from the Town Council" as to what would the process be. Jim mentioned that any part of the Sewer Use Ordinance can be waived by the Town Council. Procedure would be to go through the office of the Town Manager to

get on the agenda and request a hearing in front to the Town Council. This is a standard policy for any ordinance in Town. For clarification purposes, Bruce Thomas asked if this policy was part of the sewer policy and all of the waiver requirements are within the sewer policy. Jim replied this is correct.

Kelleigh Murphy asked if this document is the final version. Jim stated what was submitted in the packet includes the edits. Mike Sills asked what is the opinion of the Town Manager and the Officers (Finance) on this policy. Jim mentioned that the Finance Dept. was involved in the sub-committee and the Town Manager has been familiar with the policy and was involved in the waiver request. Jim said there have been no objections. Kelleigh also indicated when this was discussed at the council level, there was no indication, and he would have indicated if he was not in support of the policy.

Per Kelleigh, under section III – Exceptions – need to add the word **a after require and before waiver**. Kelleigh would also like the document right justified. With no further comments, a motion was made Kelleigh Murphy that the Water and Sewer Advisory Committee endorse the Unbilled Sewer Service Policy as presented, and recommend that the Bedford Town Council adopt the policy within the Sewer Use Ordinance. Motion second by Mike Sills; motion passed unanimously.

Item #4. – Project Updates

- A. Pearson Road Pump Station Repairs – Jerome presented copies of site plan 1 and 2 to all members. Jerome informed every one of the changes and repairs that have taken place on Site Plan 1. Sewer manholes have been replaced and installed and lowered to have the proper pitch and fiberglass covers installed. It was also mentioned to keep an eye on this type of cover. Jerome mentioned they have been in place for over a year and so far, so good.

Site Plan 2 – Phase 2 – work should be starting by the end of October or early November – still working on a start date – no contractor has been selected. Jim mentioned the work is to be done by the Town of Merrimack since this is their pump station. Bedford, through the Intermunicipal Agreement is required to pay for the repairs. The corrosion is caused mostly by the Town of Bedford, Greenfield Farms Development sewer system.

Mike Sills asked if there is an engineer’s estimate cost - \$103,000.00. Rebecca Hebert asked about Odor Control that is listed on the plan and states not part of the contract. Asked if that because the fix will address the odor issues or would this be part of Phase IV? Jim mentioned this is still one of the items that we are negotiating with Merrimack at this time. He is hopeful this will solve the problem and an odor control system would not need to be implemented, but only time will tell.

- B. Siphon Station Maintenance – located off Hawthorne Drive at the end of Station Road in Bedford. Enclosed building. All sewer from Bedford goes into Manchester to the wastewater treatment plant, with the exception of Greenfield Farms. Done in 2014, plugged the main line coming in, jetted, and noticed a lot of sediments in the channel with a grinder in the middle of the channel. Grinder slows down the flow with a lot of sediments and quite deep. Was cleaned out again in May, DE siphoned the channel part before the grinder and seemed it still had a lot of sediment, so that was cleaned out. Will continue to clean it out every six months. Noticed pitting on the channel part of the concrete. Jerome asked the committee if he should go ahead and have Hoyle, Tanner and Associates as consultants to look over the condition of the Siphon Station as some of the paint is beginning to peel. Has been some years since the inside was painted. Jerome is keeping a close eye on this and each May and November will have the trucks plug the line and clean the channels. This is the main line that goes into Manchester, so he is trying to keep up with the maintenance. Kelleigh asked if the recoating would solve the issue or are there two separate issues. Jerome said it would be the same recoating as the Pearson Road Pump Station in Merrimack. If that holds up, he is thinking of recoating just the channel, depending on cost. Possibly have one of the Town’s engineering consultants draw up a plan. Kelleigh asked if we are going to

wait to see how this holds up on the other system. Jerome indicated yes and this would be a project for possibly 2018, 2019. It is still good, but wearing, but would like to jump on it before an emergency occurs.

Kelleigh asked about if this would be from money that has already been set aside in sewer. Jim indicated it is within the sewer fund. The sewer fund is in very good shape and funded by the users. This would be an operating item within the budget that would be presented to the Town Council. Extra money typically goes into the infrastructure budget each year and many times, goes unspent. This would be planned more for 2018 and would be in the budget. Mike Sills complimented Jerome and Steve Crean for the well-kept sewer system as well as the remainder of the staff. He believes a lot of it has to do with the competence of the Public Works Dept. for not falling apart as well. Paul Arnold also passed along his compliments.

- C. Sewer Tie-Ins – This past year there has been a few sewer tie-ins; two residential on County Road and currently working on Normandeau Associates on Nashua Road; four new house lots on County Road at the former Prive site.
- D. Permit form update – Jerome is looking for a recommendation from the committee to see if they would like to adopt new residential and commercial connection forms. The committee was given both the old and new forms for their review.

Class A – Residential Permit - \$50.00 Fee – Old form was confusing – New form – number of bedrooms and the estimated flow (GPD) Kelleigh had some edits on this form, mainly typo – top address – lower case for d in Rd., Public Works – w needs capitalize, Estimated Flow (GPD) line should line up with others; then D in design should be capitalized and F for flow as well.

Rebecca Hebert had a recommendation about adding an Informational Sheet to educate the property owner as to what should and should not go into the system. This would make the residents aware of the Household Hazardous Waste Day and itemize what is not permitted. Jerome mentioned in the Sewer Use Ordinance indicates you cannot tie-in into the storm drain and down spouts. Kelleigh asked if the SUO mention specifically what can and cannot be discharged into the system. She does not think it does. Ms. Hebert said an informational sheet would be helpful as she feels the common homeowner may not know. This would tie in with the annual Household Hazardous Waste Day.

Class B – Commercial Sewer Connection Permit - \$100.00 Fee – Same typo corrections as the Residential Permit. With this type of permit, there are variations, such as restaurants, which includes grease traps. Jerome is in the process of identifying all grease traps in Bedford, developing a FOG program, so no more grease is disposed into the system. Most commercial sites have a consulting firm that provides the information that is requested on this application form. Jim indicated most developments have to go before the Planning Board and that is where we are seeing the new connection from registered professional engineers. Mike Sills suggested that after the last paragraph on the bottom ending with **sanitary wastewater only** we add “In accordance with the Bedford Town Sewer Ordinance. Mr. Sills asked if get acceptance of the form from the state. Jerome does not believe it does as it is a simple application. Jim indicated the form is within the SUO and Mr. Sills said the SUO is approved by the state. Jim will verify.

Bruce Thomas stated on the old permit, it listed under the “waste” category, Cooling Water, Boiler Blow-Down, Sewage, Process Water, and etc. The second page of the new permit on the bottom, is states **sanitary wastewater only**. Asking if this is what it will be. Jerome said any permit that would involve cooling water, that would require and Industrial Discharge Permit (IDP). If need be, Jerome can always include a wording such as “IDP” permit is required on this application. Bruce mentioned if they could tell us what kind of flow would be expected. Bruce asked if the different types of flow are listed in the SUO, such as cooling water. He feels there should be some reference on the type of flow from the facility.

Becky Hebert suggested to note on the form about a sewer assessability fee. Jim said we can add an attachment that lays out the fees, which is all thru flow. This is dealt with in the early stages of planning, yet final payment is due prior to receiving their Certificate of Occupancy or final sign off of approved plans. Kelleigh also mentioned under the first sheet, under connection fee, we could add (“see attached table of additional fees”). Under Commercial Establishment, should read “Type of Establishment”. Can eliminate the signature line on page 1 since there is one on the second page. Kelleigh is questioning sheet 2, Number of Employees, Shifts, and Working Days/Week – per her own experience of owning a restaurant – the number of employees is probably not relevant to the calculation, but the number of employees working on each shift would be the more important one. Best to ask “number of shifts and the number of employees per shift”. Another correction on page 2, prior to the block on the lower portion of the form, **Estimated Daily flow – F needs capitalization.**

The next meeting date would be, **Thursday, November 10, 2016 at 7:45 a.m.,** should one be required.

The meeting adjourned at 8:40 a.m.

Minutes submitted by Joanne E. Fraser, Executive Assistant, Public Works Dept.