

**Minutes of Lost Lake Sewer Committee**  
**October 16, 2008**

Present: Carol Quinn, Tom Doyle, Jean Wright, & Angela Garger

**Old Business**

1. October 2 meeting minutes were reviewed and approved.
2. Tom checked with the selectman and found it is not a violation of the open meeting law to distribute draft meeting minutes to members of the committee. It is also permissible to use email to communicate general items for administrative purposes.

**New Business**

Tom did research on several items summarized below:

1. Tom spent time at Groton Town Hall on Wed and Thurs (10/15/ 10/16) and met with the following people:

Town Accountant – Valerie Jenkins  
Jane Peterson - Sewer Commission Assistant  
Tricha Dufresne – Sewer Commission Assistant  
Rebecca Babcock – Assessors Assistant  
Thomas Orcutt – Water Department Superintendent

2. The West Groton Sewer Committee's next meeting is scheduled for Tuesday Oct 21 at 7:30 in the Town Hall Mail Room. One of us should attend. All their meeting minutes should be requested. George Wheatley (448-5620) should be contacted for these or we can request them at their meeting.

3. **Assessors Office:**

There is not a productive method for me to query the Assessors Database and get the house numbers, lot numbers, owners, and number of bedrooms for each house adjacent to the Woodward and Curran plan. Each lot must be searched individually. Rebecca Babcock, the Assessors Assistant will write a custom report, input the individual lot numbers, and produce an excel file with the resulting information that we can analyze. Rebecca thought she could have this completed by Tuesday 10/21/08. Tom chose the Ridgewood Road area only as a test to verify that this method will produce the desired results. If the information is acceptable, Tom will request information for the other areas and have that information for our next meeting on 11/6/08.

4. **Sewer Commissioner's office:**

I inquired about sewer system costs such as: how costs for construction are determined; how are funds acquired; how the system is proposed; how it is funded and approved; and how users are charged for hookup and operation. Jane Peterson has this information and I need to meet with her to get specifics.

The sewer commission meets every other Wednesday and Tom has been put on their calendar for their next meeting 11/5/08 at 6:45 pm in the Town Hall second floor break room. He is planning to discuss our project schedule, priorities, funding, and operation as well as advice on how to prepare for Town Meeting.

James Gmeiner is the Sewer Commission Chair.

### **5. Town Accountant:**

Our committee is not funded and no work is possible without funding. Tom suggested our goal should be to gather as much information as possible so we can request funds at town meeting in April 2009 for the fiscal year 2010 which begins in July 2009.

A. How do we determine potential costs for inclusion in the Town Meeting Warrant? Valerie said we could develop a Request for Proposal (RFP) and get bids from engineering firms for the design of the Lost Lake Sewer District (LLSD). We can also request a Rough Order of Magnitude (ROM) for the costs and operation of the system from the firms. The Central registry is the common place for the publication of RFP's as well as advertisements in the paper, and individual requests of specific engineering firms. There are procurement rules that must be followed for this process. We need to get assistance from others, (sewer commission, etc), for this.

B. the Groton Sewer Commission's charter and scope it to manage the Groton Sewer District that serves the Town. If the Lost Lake Sewer system is not going to be connected to the Town's sewer system, a Lost Lake Sewer District (LLSD) must be requested and established under law, (town meeting). A LLSD Commission must also be established. This commission will be responsible for project oversight including the review of proposals and design and construction of the system in accordance with state and town guidelines and procedures. The Commission will also be responsible for the management of funds for construction and operation/maintenance of the LLSD.

C. Assumption: There will be a number of regional systems in the Lost Lake area and each system will be funded individually. In addition to any outside funds acquired, betterments to individual homeowners would be assessed based on usage of the system. Specific usage metrics would need to be established. There are 'rate specialists' that can analyze and propose different rate structures for consideration. Construction and operation are different and require different funding sources. This needs to be determined and specified.

1. It is further assume that each regional system will have it's own cost and be divided among the members of the sector.

2. It is also assumed that some funding would be necessary since the cost of the project will be beyond what individual homeowners could afford.

### **6. Summary:**

The Lost Lake Sewer Committee is not funded. However, in order to progress in a significant way, we need the assistance of an Engineering Co that can:

- Review our proposed (Woodward & Curran) approach,
- Identify pre-requisites (suitability of land identified in W & C report for “Title 5 “systems.
- Produce a Request for Proposal (RFP) for the preliminary design of the Lost Lake Sewer District that is specific enough to allow meaningful proposals to be received, reviewed and awarded.
- Produce an estimate for the construction of each area to enable homeowners to assess the acceptance of our proposed system (i.e. financial impact)
- Assist in the development of a charter and guidelines for the Lost Lake Sewer District.
- Prepare materials for the April town meeting in an attempt to procure funding for the design of the district’s systems.

Additional note: The land that has been donated by Grotonwood for sewage treatment has not been accepted by the town. In order for the town to accept the land, the suitability of the land for septic processing must be established. There are similar questions about other land identified as potential leach areas. *Tests must be done to determine their suitability.*

7.

#### **Action Items**

1. Angela will review the Woodward and Curran report and try to identify other areas of the report that may be useful to the committee
2. Angela will continue to try and contact the West Groton Sewer Committee for minutes and to find out their meeting times.
3. Jean will continue to try and reach Lucy Wallace in Harvard.
4. Tom will follow up with the assessors’ office to see what the results of the report are and if they are something that we can use.
5. Carol will contact Bill Carson who was involved in the Lost Lake Sewer Committee when it was formed last to see what information he may be able to share with us.
6. Angela will scan copies of the sections of the Woodward and Curran Report 9.7 and 9.8 for members of the committee. Angela will also scan a copy of the letter dated December 17, 2007 to Joanne Demers from Jeff Ritter for members of the committee.