

**BOARD OF SEWER COMMISSIONERS  
MEETING MINUTES**

**October 26, 2017**

**Carby Street Municipal Office Building, Champagne Meeting Room**

The meeting was called to order at 8:01 am

**Present:**

Commissioners: Jim Connors (Chair), Tony Antonellis and Frank MacPherson

Staff: Todd Korchin, Rich Barry

Board of Health: Linda Shea

Bob Rafferty, Environmental Partners Group

Lincoln Property Management (690 Canton Street LLC.): Jennifer Murphy (Lincoln Property Manager), Barry Pray (Construction Manager), Jeff Lambert (Coffey Build CC), Harry Cugno (Vision 3 Architects), Tony Petrillo (Plumbing/Engineer- Cosentini Assoc.), and Russell Queenan (Epicurean Feast).

Minutes recorded by Tish Healey

**Opening Statements**

Mr. Connors stated how lucky the Town is to have Mr. Barry on staff. Mr. Barry recently retired from Westwood, but returned to work part time to help manage the Sewer Department. The Sewer Commission thanks Mr. Barry for his service.

**690 Canton Street Grease Trap**

Sewer conditions exist that state any building serving food must have an external grease trap. The property at 690 Canton Street has a café and has two internal grease traps that do not meet the criteria. Mr. Rafferty reviewed the design plans and confirmed that the building has two (2) internal grease traps. One grease trap that services the prep sinks and another that all other plumbing goes into. The café is located at the back of the building. Currently, the second grease trap is installed on the ceiling of the parking garage.

In order to install an external grease trap, it would have to be located under the parking garage or out behind the building. Both options are not feasible at this time due to cost constraints and location. Mr. Connors inquired if the grease traps remain as installed today, how we can be insured they are working properly. Mr. Rafferty stated the traps would have to be pumped out more often and the pumping reports be submitted to the Town. Mr. Korchin added that in order to accept the grease traps as installed, the Town would have to impose strict conditions on the upkeep and maintenance.

Mr. Bailey stated the Town would need an agreement detailing a maintenance plan, reporting guidelines and a one year review. Ms. Shea will check the grease traps during the Board of Health inspections, and will monitor who is pumping or cleaning the traps. The Property Management Group was scheduled to clean the grease traps quarterly but will increase to monthly. The Café offers food service to the building occupants. Per Ms. Shea, the Café is operating under a temporary service. The Café was issued a certificate of occupancy under the stipulation they are not allowed to use the grills until the grease traps were reviewed by the Sewer Commission.

Mr. Antonellis made a motion to approve the grease traps as installed subject to an agreement drafted by Special Counsel and to be reviewed by the Westwood Department of Public Works and Board of Health. Once reviewed, Mr. Antonellis motioned to allow the Chairman to review and sign the agreement as drafted. Mr. MacPherson seconded and the motion was approved unanimously.

Lincoln Property Management inquired as to when they could start full operation of the Café. Lincoln Property Management would need to contact Mr. Perkins in the Building Department for final authorization to operate the Café as full service.

**Inflow and Infiltration**

Todd Korchin explained that the Inflow and Infiltration review is a two-step process, exploratory and reaction. We are in an exploratory phase, with EPG reviewing the Towns sewer pipes and easements. Once the review is complete, we will proceed with responding to any potential concerns in spring 2018. Mr. Rafferty (EPG) has completed the majority of his review with the exception of the easement at Stanford Drive/Sunrise Road. He will need to wait until the ground freezes to access the easement. Mr. Antonellis suggested that DPW coordinate with the neighbors as to when the exploratory work will be done. Mr. Korchin will notify residents when the easement work will be done.

Per Mr. Rafferty, the town of Westwood's I/I situation is very good with low flow and we have a good master plan in place. Mr. MacPherson asked what percentage of re-lined sewer pipe will need to be replaced. Per Mr. Rafferty, the pipes are in good condition but several manholes will need to be addressed. In the spring, the Town will camera sewer lines for potential problem areas. We are required to submit an I/I plan to the MWRA by December 2017. EPG will draft and submit the report to the Sewer Commission for review.

**Meeting Minutes**

Mr. Antonellis motioned to approve the outstanding meeting minutes, Mr. Connors seconded and approved unanimously.

**Other Business that may come up properly before the Board**

The Sewer Department will be taking on one additional pump station at Fox Meadow Drive as part of a street taking.

**Schedule next meeting- TBD after January 1, 2018**

Adjourn: Motion to adjourn at 8:45 am by Mr. Connors, seconded by Mr. Antonellis.

Approved:

Date



4/9/18.

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Sewer Commission, Clerk