



TOWN OF CHARLTON
Minutes of January 7, 2019
Water/Sewer Commission

Submitted by _____

Date _____

Received by _____

Date _____

Present: Jennifer Vaughan, Paul Gagner, Russ Jennings, Rob Lemansky, Peter Boria, Sue Guerin
Absent: Alex Mackenzie

I. Call to Order

Mr. Gagner called the meeting to order at 6:30pm

II. Commissioner's Public Forum

III. Consent Agenda/Warrant/Abatements Approvals as Needed

**Mr. Jennings motioned to approve the minutes from December 17, 2018. Seconded by Ms. Vaughan
Motion passes unanimously**

**Mr. Jennings motion to approve the warrants as printed in the amount of \$75,334.75 Seconded by
Ms. Vaughan. Motion passes unanimously.**

IV. Scheduled Appointments

6:40pm Chris McClure - McClure Engineering

In June of 2018 the commission approved the cost estimate of \$2500.00 for McClure Eng. to work with the Highway Dept. to repair the sinkholes on Carpenter Hill Rd.

Mr. McClure came before the commission to look for reimbursement of the cost overage of \$745.00. **Mr. Lemansky motioned to pay the deficit of \$745.00, seconded by Mr. Jennings. Motion passes unanimously.**

V. New Business

TOS IMA

The TOS had their retained earnings certified by the DOR. Using the calculations in the IMA (spreadsheet of calculations handed out) a total payment to the TOC for FY 18 will be \$47,542.90.

The TOS accountant will forward any uncollected accounts to our Tax Collector so she is able to place liens on those properties. Heather Blakely will be bringing this to the TOS Town Counsel within the next week or two for final approval.

New Connections Report

We have been keeping track of all new water and sewer connections for the 2018 year. This is reported to the DEP annually letting them know what we have for new connections for both water and sewer. (A copy of the list was handed out to the commission for informational purposes) Most of the sewer connections are completed with only a few outstanding. The water connections are the same with maybe one or two still to be completed. Mr. Lemansky asked where we stood with privilege fees with water. Mr. Boria stated he still needs to put that information together to discuss how to move forward.

VI. Old Business

Buffumville Exploration – At the last meeting it was approved for Peter Newton to complete more well drilling at Buffumville in the amount of 113,000. Because our agreement is with BETA, there is an additional administrative fee bringing the total to \$118, 650. After reevaluating the water master plan grant the 200K grant has 104k remaining. We still have 2 other grants, the 30k grant has approx. 16k remaining and the 25k grant still has the full balance. Mr. Boria, stated now that we know the true cost with the admin fee added in, he wanted to present to the commission for approval. With an approval tonight, Mr. Boria will contact Peter Newton to schedule the well driller and hope to have them in place for mid to late January.

Mr. Jennings motions to approve the administrative fee for a total cost of \$118,650. Seconded by Ms. Vaughan. Motion passes unanimously

VII. Superintendent Report

Berry Corner Rd – Ludlow has completed all the repairs on Berry Corner Rd and H. Foote Rd and are currently shut down for the season. Some equipment has been left up there should they have to do maintenance during the winter. The entire main is installed, they only have a few service laterals left on H. Foote Rd. The main and service connections on Eleanor Lane are still to be completed.

Rte. 169 Pump station – The majority of the site work has been completed. We are waiting on the pump station to be built. Expected delivery date of the pump station is mid to late February.

School Loop – Albanese has closed for the season but continued to work until 12/21/18. They are hopeful to get back onto old Worcester Rd. to complete the culvert replacement the week school is out in February, so that they can shut the road down for the week and not impact the school buses.

FY 20 Budget. - Mr. Boria will meeting with Donna to go over the FY 19 budget, and start the preparation for FY 20 and have for you to review at the next meeting. As a part of the preparation, he will identify the tasks and responsibilities associated with his position as well as the Administrators position as requested.

Industrial User Application – We are working on creating an Industrial User Application for you to review as well as compiling a list of commercial or industrial users. (Non-residential user) This will identify what type of flow they have and what is being contributed into the system. This will expand who we are sampling and get a better picture of what is coming into the plant from our non-residential users.

Billing - Sewer Meters were read Thursday, January 3rd. We are waiting for the TOS reads to complete the billing.

42J Hammond Rd. The owners of this property came before the commission in November of 2017 for connection into the sewer main. There has not been a privilege fee recorded that we can find. What Mr. Boria would like to do is to reach out to the home owner and invite them to the next meeting. We looked at the minutes and watched the video and found it was discussed that there would be a privilege fee but a motion was never made to assess it. The best thing to do would be to inform the homeowner that we have identified it and it has not been completed and then take a formal vote to assess the privilege fee at that time.

HVAC Duct Cleaning - After checking the references for the Mighty Duct which were all positive, we have scheduled the work to be completed this Friday, January 11th

Mr. Jennings asked about follow up on **17A Sunset Drive.** - The homeowner has been contacted a couple of times and will continue to do so. The last comment received was that she was busy and only has time at 3am and we were welcome to come out and camera the line then. Maybe now that the holidays are over her schedule will be a little more open.

Mr. Boria reminded everyone of the All Boards Meeting tomorrow, January 8th

VIII. Other Business (unknown at time of posting)

IX. Next Meeting - January 28, 2018

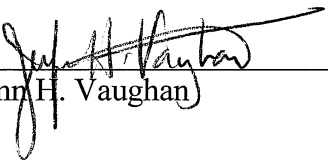
X. Adjourn - Mr. Jennings motions to adjourn at 7:00pm. Seconded by Mr. Lemansky Motion passes unanimously.

Submitted by:
Sue Guerin
Administrative Assistant

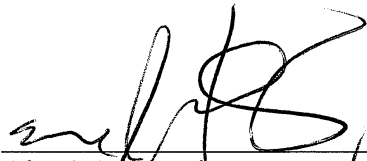
Accepted by:



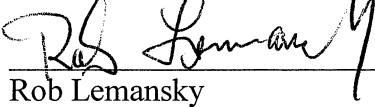
Paul Gagner



Jenn H. Vaughan



Alex MacKenzie



Rob Lemansky

Russ Jennings