

Meeting Minutes
Charlton Water and Sewer Commission
Date: February 11, 2013

Location: Selectmen's Meeting Room, Town Hall

Attendees:

<u>Members</u>	<u>Present</u>	<u>Members</u>	<u>Present</u>
John Elliott, Sr.	Y	Joseph Haebler	Y
Robert Lemansky	Y	Paul Gagner	N
Joseph Spiewak	Y		

Recording of minutes by Carol Goodspeed, Department Assistant

Meeting was called to order by Mr. Lemansky at 6:03 p.m. Mr. Lemansky: First order of business is warrants and commitments: **Mr. Spiewak: Mr. Chair, I make a motion to approve the following warrants: AT&T: \$47.73; Ricoh USA, Inc.: \$142.27; Osterman Propane LLC: \$1,032.61; Osterman Propane LLC: \$1,214.24; (Steve: We have been seeing an Osterman delivery about every 15 days. We have gone from roughly 25 gallons a day to 50 gallons a day. It has been cold the past few weeks. Mr. Lemansky asked for a comparison to last year. Steve will provide this at a later time.) Bigelow Electrical Co., Inc.: \$181.80; total: \$2,618.65; Woodard & Curran: contract operations for the month of February: \$42,253.00; McClure Engineering, Inc.: invoice #10476; engineering support with respect to betterments; services from 7/31/12 – 9/30/12: \$621.25; McClure Engineering, Inc.: invoice #10597; professional services regarding the Exxon-Mobil water system expansion: \$11,689.75; (Mr. Lemansky: I looked at that invoice earlier this afternoon. This was the work done in January in conjunction with the plans for Old Worcester Road, Morton Station Road and Muggett Hill Road; and also included the meeting attended by McClure in Southbridge. This bill will be sent to Gary Stumpf for reimbursement. Steve: There's a total of about \$15,000.00. I will mail it tomorrow. Mr. Elliott: I have some questions about the prior one.) Mr. Spiewak continued: Lefort Electric Inc.: Re-wire soft start at the North Main St. pump station: \$141.34; seconded by Mr. Elliott. Discussion: Mr. Elliott: McClure has a bill with respect to betterments again. Are we paying both McClure and Mr. Abrahams? Mr. Haebler: We haven't settled on an amount with Mr. Abrahams; we are getting this information done by McClure; and then we may limit the scope of work for Abrahams. Vote: Unanimous. Mr. Spiewak: We have a warrant here that was on hold from the last meeting, a McClure invoice #10566 in the amount of \$9,771.25 (Muggett Hill pump station) which we can discuss when Chris is here. Mr. Spiewak: I make a motion that we approve the minutes of January 14, 2013; seconded by Mr. Haebler. Discussion: Mr. Haebler: How long will the testing last? Steve: As long as the blowoff is working down at Charlton City. It could be 30 days to six months. Mr. Elliott: We never resolved the town issue—who goes by the town hall rules—Steve and Carol. We had a couple of different votes. Then Joe amended his vote. Mr. Lemansky: The end result was we had sent our policy to the town administrator which is the policy that we would follow the town hall until if and when the commission decided to change it. Vote: Unanimous.**

Steve gave his report. We sent the bill to the insurance company. They had sent us a letter saying they were still investigating. I explained to them the vehicle was insured by them. The bill is paid and the town is out of money. The Charlton Police Department advised that the driver of the car had filed a false police report; they had said they were not driving the car, but they were. Mr. Lemansky had sent in a 93A form in to me which will be going out this week. Mr. Lemansky: What's the total amount? Steve: \$5,200 x 3 would be \$15,600 which includes interest to the 90th day. Next, Steve drafted a letter that summarizes the five bills McClure has provided in support of the ExxonMobil water project; I have sent the bills to Ms. Craver and Mr. Lemansky. I will forward copies to the rest of the board. That letter will go out to Gary Stumpf tomorrow. Prints with markups were done this past week. There were some literaries that were done by McClure and sent to Kleinfelder regarding the ExxonMobil water line; 45 pages total. Mr. Lemansky: That just shows the involvement of both Chris McClure and Dennis Rice and his staff who poured over these. They developed 16 or 17 items which were discussed in Southbridge. That expedited the process. Steve: Southbridge also added their comments. It's a joint response to ExxonMobil relative to what Charlton and Southbridge need to see on that

water line. There were multiple calls and conversations between Liberty Mutual and me. We have a tentative meeting with Honey Farms to discuss a draft they will present to us tomorrow at the plant at 9:30 a.m. between Paul McNeil and ourselves. In efforts of getting Charlton City ready for the blowoff, one of the requirements by Southbridge was there were four elements to be tested on a bi-weekly basis, and those were supposed to be done by a public water supply licensed person. We got a quote from Whitewater of \$650 a week as opposed to the samples being a total of \$50 twice a week for a total of \$100.00 per week from Microbac. (Mr. Lemansky had suggested Steve call them which he did). The PWS will be able to deliver samples properly packed in ice in coolers to Microbac. Mr. Elliott: This is only for the testing. Steve: Yes. Mr. Lemansky: Whitewater already gave us a quote. Southbridge needs to approve the PWS. We may want to look a little further. Steve: A representative from Honey Farms is coming tomorrow to run through the draft proposal. The town of Southbridge has accepted our letter assuring them of payment. Steve: Other business: The DVD from Stafford Street Apartments is to be delivered personally some time this week.

Steve: I am working on a draft for the budget. I have gone through it again. We don't have enough money in the Muggett Hill pump station account. I suggest another \$55,000 be put into that account for July 2013; grinder pumps: I suggest we buy another 20 of those in that fiscal year. I have 22 pumps on the shelves right now. We have not finished all of those. I need some feedback with respect to the capital budget. Every one of the items must go before the commission before they can be approved. Mr. Lemansky: As a department that had borrowed money from the state and the federal government to put the system in; and if the system included pumps, we have to be responsible as a department for the pumps until the debt is paid off. Once the debt is paid off, then we could make a choice to have the sun set on that responsibility. Steve: Final approval would be through the DEP. Mr. Lemansky: So far we have ordered 40 pumps. Steve: 20 in the first batch; 20 the last time; we have put in 18; there are two going to people who were connected up who are in the lake area. I'm putting the new pumps coming in into those areas. Mr. Lemansky: The pumps that are coming back--where are we storing those? Steve: The older pumps by the lake are being brought here and taken apart; cleaned; and sanitized. Reusable parts will be kept. Mr. Lemansky: How many pumps are out there? Steve: I believe there are 182. Regarding the budget, I would like some feedback from the commission as to what I can and can't do in next year's budget. Because this is put into the budget, it doesn't mean that Jody or I can just go do it. Every one of these items needs to come back before the commission for approval. I need something budget wise to go forward. Steve: 18 pumps have been replaced and 20 are on the shelf. Mr. Lemansky: How does the bottom line compare to last year? I'm talking about Line #37 (total costs). Steve: \$200,000 more; that would come out of retained earnings. Steve: There were 20 pumps purchased prior to June; the New Year started in July, so 20 more were purchased. We took \$45,000 from an overage we had on purchasing of the truck. We picked up what we needed to purchase the pumps. What we did last year in the budget which was different was we had line items. The truck was a line item; VI was a line item; money spent at Muggett Hill was a line item. They didn't come out of a capital number. If I were to look at that plus these numbers, the total would be closer to \$155,000. Mr. Lemansky: Robin is looking for a deadline. Steve: I need to prepare a draft. The budget has to be in 90 days prior to the end of the fiscal year.

6:35 p.m. Chris McClure, McClure Engineering: Charlton City – Request for activation; we do have a construction season coming up quickly regarding the Muggett Hill pump station; and the S. Sturbridge Road connection. I am providing you with a draft of the request regarding the Charlton City water line in the same manner as the previous requests which go before the DEP. The big items here were: how we propose to have the water line come on line; and what are the requirements necessary in order for the activation? Everything in here is relevant. Mr. Lemansky: You have made this subject to Southbridge's approval. We are getting closer as far as the operator and the cost of the testing that they will require twice a week. How many customers would there be in Charlton City? Less than 500? A VSS (very small system) operator would satisfy the criteria. Chris: Yes. If you look at the plan, only the lines highlighted in blue are going to be approved to be activated based on discussions with Southbridge at this time, approximately 90 properties. Mr. Lemansky: You have crafted the application for the approval so that it is for all of Charlton City, subject to Southbridge's approval of specific areas; so that what would happen is if we had another area that was ready to be activated that we would not have to rewrite this letter. We would just go to Southbridge. Chris: No, Southbridge won't allow that. The DEP is

saying for each time you want to activate an area, you have to do the process separately for those areas of town. Mr. Lemansky: I was proposing that we ask for all of Charlton City; that Southbridge agrees to it; that all of the lines have been pressure tested; and because we want to phase in those particular lines, Southbridge will give the final ok on the phasing of the lines so we don't have to go back to DEP again. What you are saying is that every time we want to do a street, it is another 30 days and another 30 days. Mr. Haebler: It's costing us money. Mr. Lemansky: The lines underneath the road aren't going to change. Southbridge would make sure that the lines have been flushed and disinfected. They are the ones who would say the lines are on or off. All I'm trying to do is save time and money. Chris: In July of 2012, I drafted that letter prior to their requirement for the specific activation plan. One of the requirements was we craft the letter to request the lines you want to activate; and each time you want to activate a line, you go through the same process again. Mr. Haebler: How many people want to connect in the first phase – I am getting 20. Chris: 31, three of which may be going away. Mr. Lemansky to Chris: The PRV valve – that's a one-way valve? Chris: Yes. Mr. Lemansky: Was there consideration given to going through Micozzi's development to connect the water out to the main line so that we could loop that there and then activate Stafford Street? Chris: There has been discussion, but the water line coming into Micozzi is 4" plastic; you need to do it to standard which would be an 8" ductile iron line; and then you would have to reconnect through that property. I don't know what easements might be required. I don't want to hold the process up with DEP. Chris: The original request was to activate the whole area; then I phased it to get the water flowing in the loop area. At that point in time, we would have to go back to Southbridge. Mr. Lemansky: You don't show the water line on Stafford Street. Chris: I don't show it because it's a dead end. Mr. Lemansky: We do have possession of a line on Stafford Street. Chris: Up to the Micozzi property. Southbridge has lines there. Mr. Lemansky: If we do the connection on S. Sturbridge Road, would that then make that line available because the pressure would be less? Chris: We have to have the discussion relative to dead-ends. Mr. Lemansky: Would Southbridge's 10" line which is currently flowing as we speak be available for taps? Chris: That's a good question. Up to this point, there hasn't been a tap on Micozzi's property. Mr. Lemansky: The town is asphaltting Brookfield Road and there is going to be a five year moratorium on road opening permits. Do you need us to approve this letter? Chris: It is currently with the Southbridge DPW for their comments. I'll plan to be at your next meeting to obtain your signatures at that time. Mr. Lemansky: I don't think our commission would have any qualms about going forward with this. We can agree to it in principal. Steve: Is it possible to give the chairman authority to sign on everyone's behalf? Mr. Haebler: **I make the motion that we approve the request for approval to activate the Charlton City water lines to the DEP as prepared by McClure Engineering; that we agree to the concepts and principles of it, unless there are significant changes to the agreement; seconded by Mr. Elliott. Vote: Unanimous.** Mr. Lemansky: We have the conceptual form. It's a go. If there are some slight changes, I don't think we'll have a problem. Any major changes, you will need to come back to the board.

Chris: The S. Sturbridge interconnection. Steve asked me to pull together some probable costs. I don't have anything formal; but the interconnection design has been blessed by the Town of Southbridge. Does the commission want McClure to submit that to the DEP? It is a distribution system modification permit that is required to construct the line. There are construction fees. The blowoff will work for the short term. The intent is still to connect S. Sturbridge Road to the Route 20 water line and redirect the flow. Mr. Lemansky: Ms. Lemerise was not privy to conversations we had earlier with Ms. Stone at the DEP. It was through you Chris; and Marielle was in agreement with them; so you will be writing to Ms. Lemerise. Chris: Yes. Mr. Lemansky: I think this should go out to bid--the sooner, the better. I see no reason why we can't do this simultaneously. Chris: We could get the permit application in. The lines will have to be approved through the DEP. Mr. Lemansky: The design is in place—(generic) bid documents. We already have the scope of work and the design. Why don't we try to get it out there this spring? Chris: We need to put it out to bid. Mr. Lemansky: We are going to talk about your contract. What do you think? Chris: The blowoff is a short-term measure. Mr. Lemansky: We need to follow the statute. Do we need a motion to go forward? Do you have an amount? Chris: We pulled together amounts when Freitas was here and that was around \$100,000. The overlay wasn't in that estimate. Chris: There are 300' of 8" water line. I don't have the design plans here. I need to pull this together. We can define that further. Mr. Lemansky: Will it be somewhere between \$125,000 - \$150,000? Chris: Yes. Mr.

Lemansky: With the 10% override, say \$165,000. As a commission we can approve that amount of money to be taken out of the water reserve account which has \$350,000 in it. Did that include your fee Chris? Chris: No. Mr. Lemansky: So let's make it \$175,000. That should be part of your line item Steve—Charlton City. Mr. Haebler: So what are we asking Chris to do? Mr. Lemansky: What we are asking Chris to do is to begin putting together the construction documents for the specific job of connecting S. Sturbridge Road out to Route 20 which would include the installation of the insertion valve and two other valves; and then go forward with putting it out to bid. Chris: I want to get the Mass DEP permit application and the Mass Highway permit in; and then the construction documents. **Mr. Haebler: I make a motion to have McClure Engineering prepare the construction documents for the interconnection at Route 20 and S. Sturbridge Road; seconded by Mr. Gagner. Vote: Unanimous.**

Chris: Muggett Hill Road: Our engineering estimate is that the project is over \$25,000; we have to bid this through the Massachusetts General Laws—sealed bids--Central Register. We have developed contract documents for your water lines. The CDC requirements and also supplemental requirements protect the town during construction. This project will go out to the lowest, qualified bidder. There are some projects that you can put out that you are able to send to qualified bidders and get three bids back. Because of the amount of this contract, this one will be going out to anyone on the street. There are components where unless they are stated, they could put the commission into a situation with questions relative to change orders; insurance requirements, etc. Although there is no state funding associated with it, there are potential liabilities to the town. It is a town project on town property. What are the requirements for police detail? If something happens during construction, you are working within a right-of-way, on town property but not in the travel way. Trucks will be moving materials in there. I know a lot of projects where the funds are consumed with having a full time detail there. I don't want anything to happen where we didn't have the protection. As far as signage, they will be working off the edge of Chapel Way, but I think we should require signage before and after that so people traveling through that area know there's construction going on there. Chris: A conservation filing was also done. **Mr. Spiewak: I make a motion that we approve invoice #10566 for McClure Engineering in the amount of \$9,771.25; seconded by Mr. Haebler.** Mr. Lemansky: Does it say not to exceed? Mr. Spiewak: No. Chris: This is just to get it out to bid. Mr. Lemansky: Something up for discussion. We need to look at the items here. There are things that will be sensitive to our operator. Mr. Elliott: You can keep your oversight to a minimum. **Vote: Unanimous.**

Chris: Water system expansion that Kleinfelder is in the process of designing. McClure provided a peer review for the design documents—9 pages. The offsets for the infrastructure that you currently have in the road--we need to make sure those are maintained and that the infrastructure goes within the right-of-way. Based on our review of the plans, there hasn't been a determination of that right-of-way. The plan was designed using Assessors' maps. Mr. Lemansky: So you think that Kleinfelder should perform a physical survey of the streets and mark where the sewer manholes are so they can place them on the plan or the permit that has the survey on it. Mr. Elliott: Aren't they on the Worcester County Highway layouts? Chris: They are. We should have the surveyors do the work. The documents we are looking for are very deep. There are areas where some mains may have to go off the edge of the roadway. You don't want to go back looking for easements later. You want to have a layout and insure the design is going on the layout. Mr. Lemansky: What is the head engineer at Kleinfelder saying? Chris: He said he will go back to his surveyors and get their opinion on that. Mr. Elliott: I saw them shooting some highway bounds just before the storm using a compass. Chris: This may delay the project but it needs to be done in the best possible manner. They said that this design was requested of them in a short time. Mr. Lemansky: Have they begun the work on 169? Chris: I haven't heard that it was initiated yet. Mr. Lemansky: This was supposed to go in the Central Register on the 13th; and this other project was pushed off because of the work on 169. Chris: Based on review of the town of Charlton's record drawings for the sewer construction, there were ties to the sewer manholes; and no ties to the force main. The force main is sitting somewhere in the road. Someone should go out and trace the force main from the pump station up to the terminus manhole where it discharges to; get that on the plans so they can determine the required offsets between your water and your sewer line. Prior to construction, I'd like to see the water line laid out. Then we can resolve those separation issues. It is critical that there be a right-of-way. That is part of the peer review.

Mr. Lemansky: The as-built that we have on record of Old Worcester Road – there are no ties to the laterals?
Chris: They're there but are they accurate? Some people are connected so we will have better ties based on the connections; but there are still people who aren't connected. You heard that that bid would be delayed on Wednesday. Steve: I was told unofficially that it was set back until March and that would be aggressive – for the pump station coming up Route 169 and the 5 water lines we are talking about. The target is to combine both for the bidout. Chris: The last item: the contract documents – we provided them with our version of them. Mr. Lemansky: We want to make sure our highway is protected; that Southbridge's regulations and specifications are in there and our regulations and by-laws are in there. Mr. Elliott: Did we get any feedback on the housing authority? Mr. Lemansky: That fits perfectly into this subject: The lateral that is potentially going to happen off Muggett Hill Road that goes to Bay Path School: once it leaves the road easement, we are all done. Then it is an issue of the property owner, Bay Path, and whatever agreement they have with ExxonMobil, to figure out how to lift the water 30' or 45' feet – so there will be a private pump station there. Are you in agreement that a private pump station would have nothing to do with our system? Chris: If you look at it that way – the design is to provide lines to Bay Path and the Heritage School. Mr. Lemansky: the Burlingame School is the town of Charlton's. We have a 1/10th interest in Bay Path. The operation of the pump station relates to ExxonMobil and Bay Path who will need to work out an agreement. I would do it as a lateral. Do we view the Housing Authority the same way? As long as they follow the rules of the town of Southbridge, it is out of our control. Mr. Elliott: The CHA should have submitted something to Steve. Steve: We saw the contract for the water agreement which we signed, and the set of plans stating no changes have been made since the initial plans were drawn. I asked whether those plans should be sent to McClure for review and was told no by Mr. Lemansky. They have already been done once. If we do it again, we should bill the CHA. Mr. Lemansky: Southbridge is our operator. We have assured Southbridge we would follow their rules and regulations for delivery of water within our system; i.e., copper lines from the street into the building. The CHA will have to follow the Southbridge rules. I don't think there needs to be any review of the plan because Southbridge will be reviewing it. I'm thinking no on the Bay Path situation. It is off our easement; they need to follow Southbridge's rules; and come see our administrator with respect to the permit to make the connection. Mr. Spiewak: We are only talking about Bay Path here. Mr. Lemansky: We had made some suggestions to the school regarding a cross country which would save hundreds of feet of pipe.

New business: Mr. Haebler: I'm no longer available at 4:30 p.m. on Mondays. I am able to get here for 6:00 p.m. because I started the new employment. **Mr. Haebler: I make a motion we change the meeting time for all meetings to 6:00 p.m.; seconded by Mr. Spiewak. Vote: Unanimous.** Discussion: Mr. Haebler: Here or down at the plant on that second meeting. Mr. Lemansky: Personally I think there is value of having it at the plant location because of having access to things that we normally would not have; and we get reminded of what's there and what's not there. That's my opinion. If someone wants to make a motion to have it up here all the time or leave it alone... **Mr. Haebler: I'll make a motion that we have all our meetings up here all the time; seconded by Mr. Spiewak. Vote: Mr. Spiewak: I; Mr. Haebler: I; Mr. Lemansky: No; Mr. Elliott: No. Motion fails.**

Miscellaneous: other business unknown at the time of posting. Steve: I brought copies of the proposed annual report. Mr. Spiewak: We added some verbage in the front and said we would quote some statistics (influent and effluent). Commissioners were given a draft to take home and review. This needs to be in final form by the end of the month. Mr. Lemansky: I asked Steve to find out how many pages we are allowed. Steve said 3. Mr. Haebler: Where are we at with the agreement with Southbridge? Mr. Lemansky: The Southbridge town manager, Ms. Craver and Steve have spoken. A baseline was sent over. Robin is on vacation. ExxonMobil has got to be spending well over \$100,000 on engineering with respect to these water lines we are talking about; and McClure's bills are at around \$14,000. Without the agreement, ExxonMobil won't write any checks. We need the water lines in these five roads; the improvement on 169 needs to take place; and ExxonMobil now through Kleinfelder is working on that engineering. We need an agreement for the additional water to go up to 500,000 gallons.

