

Meeting Minutes
Charlton Water and Sewer Commission
Date: February 25, 2013

Location: 8A Worcester Road, office at the sewer treatment plant

Attendees:

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

Recording of minutes by Carol Goodspeed, Department Assistant

Meeting was called to order by Mr. Lemansky at 6:06 p.m. at 8A Worcester Road, the sewer plant. Mr. Spiewak: I make a motion to approve the following warrants: Charlton Gas & Market LLC for \$860.58; Verizon for \$442.43; National Grid for \$8,715.86; Osterman Propane LLC for \$1,165.45 for a total of \$9,881.31; Bigelow Electrical Co., Inc. for \$181.80; invoice #G3546--diesel fuel conditioner; Elderly abatement warrants: Title V accounts: \$430.50; Meter accounts: \$229.56; Commissioner payroll for February: \$400.00; seconded by Mr. Gagner. Discussion: Mr. Lemansky inquired about the diesel fuel conditioner. They are ½ gallon containers. Vote: Unanimous. Steve: Jody would know the answer to that question. Bigelow uses this. Mr. Lemansky: Please research to see if we can get this cheaper. Steve gave his office report. I forwarded a 93A demand letter by regular mail and certified mail to Liberty Mutual Insurance Company with respect to the hydrant damage. We have sent a letter/invoice billing to ExxonMobil via email and hard copy; I have since had an email from Ms. Craver requesting I bring the file up and discuss with her. I have fulfilled Exxon's request for three tie cards (Old Worcester, Morton Station and Muggett Hill Roads). It was reported to Steve that there was a broken hydrant at the corner of Northside Road and Route 20 which was being repaired by the town of Southbridge today.

The proposal for water samplings. It will be about \$450 a week. Steve provided paperwork to the commissioners. Mr. Lemansky: The new company across from Charlton Well – they do some type of water work. Please check it out. Steve and I met with Paul McNeil (on behalf of Honey Farms) with respect to the revised draft agreement (7-8 pages) which is in the attorney's hands at this time. They were making a commitment of \$24K; so we said, make the commitment for \$24K; we will do our best to get Charlton City on line. We have it capped at \$24K and we gave them the ability –they aren't looking for any releases – so make it as lean as possible as far as how to come up with the numbers and pro-rate people coming on and off... We understand it will be between \$3K to \$4K per quarter. We are hoping we are out of this by two quarters – let's just keep it simple. Paul felt that was reasonable.

We did ask McClure last week for a comparative to R.H. White to do the manuals; take samples at Charlton City; report them to the town of Southbridge. They'll get back to us tonight. Mr. Haebler: What happened to the other company besides R.H. White? Steve: That had to do with the lab samples. The town of Southbridge had the draft letter we were going to send to DEP. They will get back to us next week. There are 2 letters on the table from McClure to Heather Blakeley regarding the water line on Route 169. They were worried about stagnation. At last meeting, we voted to go forward with the 169 interconnection. Town of Southbridge and McClure discussed how to handle this. They did not want to shut down water going into 5E. There was a question as to type of pipe. They had proposed to put in a quotation from Chris (about \$100,000 to dig a test pit to determine what class pipe is needed so they can order live taps). Mr. Elliott: They've got plans. Steve: There's nothing on the plans or in writing regarding the type of pipe. Mr. Lemansky: What does this have to do with the activation of Charlton City? Steve: They were concerned about the dead end. Mr. Lemansky: The dead end is going to have the blowoff so it's not a dead end. Steve: The town of Southbridge has received the revised Charlton City activation letter and is hoping to respond back this week. I also received emails and telephone

calls from Kleinfelder regarding the new water line. We discussed the cattle crossing. They don't want to fill in the cattle crossing. The DVD has been returned with respect to the Stafford Street apartments. Jody and I will review this. I am working on the draft budget. We have a proposal for the annual report for your review. There is a Finance Committee meeting at the senior center on February 27, 2013 8:15 to 8:45 p.m. (Robin and Mr. Spiewak will be attending that); National Grid meeting at the senior center at 11 a.m. on February 27, 2013 to discuss emergencies and how to handle them; and a Mass DOT Highway District 3 meeting at the DOT on Belmont Street in Worcester at 9 a.m. on February 28, 2013. Mr. Haebler: Do we have to approve the scope of work if McClure is going to do it? Steve: Yes if you want them to do the water samplings. Mr. Lemansky: Southbridge's approval letter for the activation of Charlton City. Where does that stand? Steve: We do not have a response to that letter as yet. I sent an email out today to Chris and the town of Southbridge, and did receive emails back. Mr. Lemansky: The only items we had to address were: do we have the funds and the sampling which needs to be approved. Steve: Public water supply: We don't need to dig in any roads. Mr. Lemansky: The water line currently there needs to be activated; sanitized and dechlorinated; then flushed again, chlorinated and tested. During that time Joe we can get the final ok on the person who will be doing the sampling.

Mr. Lemansky: Joe and I had some conversations; and Robin had sent us an email regarding the town of Lowell. Mr. Spiewak: Is our position when we go before the Finance Committee to cross charge for common services? It isn't what Charlton is using. They base it on revenue, not on budget size. Charlton bases it on budget size. Our rate payers are paying an increased amount for shared services because we have debt. We pay off our debt, all of a sudden our debt allocation would drop. Our position in going to the Finance Committee is that we are going to use this. Debt is variable year to year. Steve: Handout given to commissioners: Looking at the revenue ratio which is .059389%; you will see the revenue of the town is 20 million two hundred thousand dollars; the revenue for our department is \$1.2M; that's where you get the percentage of sharing, which is how they came up with the figure of 10.34%. Mr. Lemansky: Lowell seems to be the fairest. This would level the cost a few years from now when the debt is gone as far as what we would be paying. The most consistent number we have is our income. Mr. Spiewak: It is unclear to me if there are other individual departments that would concur with that. I think it is all held at the town level. Their methodology may be the same. They may look at the bottom line budget for the rest of the town and say that it is accurate. We may be one of the few departments that carry debt. Steve: The GIS--we carried on our budget for a while. What came out recently was that the town has a proposal that is \$1,500.00 outside their scope. They were looking for support to come up with the additional \$1,500.00. This was to hire an assistant who would be able to get into a GIS seat so more work could get done. There would be no charge for the work to be done by Matt Franz. They were looking for a commitment from the town to contribute to this. Todd is good with this program. Steve: It was a plan that Todd had seen; and thought that it was good. Mr. Lemansky: We need to put sewer on that map. We have some of the water on it. The last time we paid Matt Franz \$700; but that was \$700 well spent. The system is in place; but we need to get Matt Franz' time to take it to the next level. I think we should commit \$300 to it if we have five other boards and committees are going to commit to it. Steve: Do you want me to action that tomorrow or the next day? Mr. Lemansky: Make sure we have it as an action item for the next meeting and a verbal outline as to what benefits we will have. Mr. Elliott: What are we getting? Some maps? Mr. Lemansky: Information has to be logged in. I think Todd can do a lot of that. Mr. Elliott: I thought that was done by the CMRPC. Mr. Lemansky: He did the initial water line. None of the sewer has been done. Is the sewer map overlay going to be such that Jody can go to a specific location and/or the building inspector will have access to it to get all information needed? Steve: We want to make sure we can get information in digital form; paperwork and hard copy. Mr. Lemansky: When Joe and I go there Wednesday night, we will make mention of it that if other departments are going to participate, we will say it is a tool that is well worth having. I think information will be taken off existing maps. Mr. Elliott: ExxonMobil is in the process of shooting and locating all of our manholes; removing manhole covers and making sure the inverts are correct. Mr. Lemansky to Steve: We want to make sure that we can get that in digital form from Kleinfelder regarding the design of Route 169. Steve: That started last week.

Review of the budget. Mr. Lemansky: We are in charge of our own budget; not for the indirect costs. We are responsible for adjusting our income to pay our expenses.

7:10 p.m. Frank Cavaleri, Woodard & Curran, and Jody St. George met with the commission. Jody gave his report. December: On Main Street, there were one or two properties that were not eligible to connect. There is a low pressure main there. When you have more than one grinder pump on a line, it goes to a three inch line in the road. January: The North Main Street pump station was cleaned out completely. Discussion with Jody about the materials that are clogging the sewer system (Masonic Home Road); Jody indicated that he is working with the people regarding the suspected source. Mr. Lemansky: We should draft a letter letting George know this information; that our operator has indicated to us that a fee of "x" amount of dollars will be charged; that it will be checked on a bi-weekly basis; and that every time a cleanout is done that they will be charged. Our recommendation is 'that there are mechanisms that can be installed on their property at their expense and then their people can go and clean them out'. Mr. Haebler: I suggest that we make it part of our by-laws and make it for the future. Steve, under Chapter 40N you have the latitude to do this. Jody: If you find that excessive waste is detrimental to the operation of the plant or becomes an environmental issue, you can put a plug in the line. Mr. Spiewak: They will do everything they can to remedy the problem. Copies of Mr. St. George's reports for December and January are attached hereto.

CPI adjustment: 1.7% past year—we'd like to use the CPI from September as contained in change order #6. Mr. Haebler: **I make a motion that we approve change order no. 6 to the Woodard & Curran contract with the Town of Charlton Water and Sewer Commission; and to have the administrator sign the change order on behalf of the Commission; seconded by Mr. Elliott. Vote: Unanimous.** Mr. Lemansky: Discussion of change order #7 regarding the jetting, inspection and cleaning of the sewers. Jody: We feel we should be able to do the more troublesome areas as opposed to the whole system again. I have been talking with Frank about using an existing tank for jetting so we can fill it and draw water from it. Mr. Spiewak: It bothers me that we are blowing off water all over the place. Mr. Lemansky: The original contract called for within a 3 year period....Jody: gravity sewer – 12 miles; 60,000 feet. Mr. Lemansky: How are we going to know that we have a balance of what's not going to be done because there hasn't been a problem; and how will we know we have a balance of effort? Jody will base it on jetting practices in the past; concentrate on the problem areas rather than doing the whole system. I would deliver a schedule to you every month as to how many feet were completed. Those numbers are contained in my monthly reports. Mr. Elliott: We had discussed at a meeting about TVing lines. Jody: We concentrated on the problem lines and agreed that they all did not need to be done. Mr. Elliott: They can be done for \$.50 a foot. Jody: That would have to be negotiated. Mr. Cavaleri: We don't have a camera, so we have a per foot cost. Mr. Haebler to Jody: Can you tell if there is a problem with a line just by pulling the manhole cover off? Jody: You can find a partial clog and if the water is moving slower than the next manhole downstream which is freely flowing, you know there is a problem. Mr. Lemansky: Why don't we act on change order no. 7 and we will agree to the exchange here; and this exchange--over the years, you will be reporting back to us. We will keep some type of an accounting. Jody: I will report to you every month. Mr. Lemansky: If you are in an area where there hasn't been a problem, do you every pour 200 – 300 gallons of water between two manholes and watch it flow? Jody: No. Mr. Lemansky: What you would be looking for is imperfections or inconsistencies in flow. You would know where there may be a problem. Mr. Elliott: **I make a motion that we accept change order no. 7 as it is and instruct the administrator to sign it; seconded by Mr. Gagner.** Mr. Haebler: The plan for 2013 – does that mean we will we revisit this next year? Jody: We can revisit it in a year if you'd like. It is a call for the commission. I will be reporting every month as I have been. Mr. Haebler: Use language: ...for the duration of the contract. **Vote: Unanimous.**

Flow and load adjustment: BOD and TSS limits based on pounds per day. Mr. Lemansky to Mr. Elliott: second change order no. 8 on the back; base contract: \$450. Contract limit: \$450 plus a 15% window; based on a composite sample. NPDES permit information is reported based on these. Mr. Cavaleri: As the flow goes up, there is no adjustment. Jody: We sample every week. Everything is based on milligrams per liter. With infiltration you get dilution. The pounds will always be the same. Mr. Cavaleri: There's no adjustment for flow; but it gets reflected in the pounds. Mr. Elliott: **I make a motion that we accept change order no. 8 and have our administrator sign it; seconded by Mr. Haebler. Vote: Unanimous.** Mr. Spiewak: Do we readjust the contract? Jody: We don't know what the fee is going to be. Mr. Lemansky: Frank may have to up his quote.

Jody: Change order no. 9: CoMag – we exceed the metals every January, February, some times in March and December; i.e., copper and sometimes aluminum. We ran the CoMag in January and February when it was coming on line. There was a great reduction in metals. We ran it during a second winter, the result was the same. We have had it on; no violations this year in January or February. There are extra chemicals when you don't plan on running a piece of equipment 5 months out of the year. That means extra ferric chloride; extra caustic, extra magnetite and more sludge in loadings. If you look at 2011; 2012 numbers, with CoMag running all year, the number in 2011 was 192,265 lbs.; and with no CoMag, it was 119,855. So that means there was a difference of 72,000 lbs. in 2011. I did the same comparison in 2012, and because we tweaked the system, we were able to get more satisfying results. We dropped our number from 72,000 lbs. to 43,000 lbs in 2012 by running it all year. Ferric chloride is \$.17 a pound x 43,400 lbs = \$7,403.00, extra that we wouldn't have spent had CoMag not been running when it shouldn't have. Monthly sludge production: no CoMag, we got 540; with CoMag the first year, we got 439; in 2012 it came up to 540; I took the 540 + 439 = average of 967 div. by 2 for the average or two loads extra of sludge (18,000 – 19,000 gallons each time); magnetite is about 8 lbs. a day x 152 days (winter = extra 1,200 lb of magnetite--\$890 to purchase and ship) from the year before, came up with an average number of 96,700 lbs. which gave me basically \$12,643 plus 10% markup for 2012. Two extra loads of sludge; when the truck comes: two truckloads for a total of 18,000 – 19,000 gallons; ferric chloride and extra magnetite. Sludge: If the sludge is thicker and contains less water, we can hold it longer. If you can get it thicker, it costs less to dispose of it at Upper Blackstone. **Mr. Spiewak: I make a motion to approve change order #9 and have our administrator sign it; seconded by Mr. Haebler. Vote: Unanimous.**

Mr. Lemansky to Jody: Does Tighe & Bond come here anymore? Jody: No. Mr. Lemansky: Any other towns doing this CoMag stuff? Jody: Sturbridge has CoMag and BioMag from Siemens Technology. Mr. Cavaleri: We are trying to have smaller plants work together with respect to operations. Mr. Lemansky to Jody: If we were to add something on, do we have any more space to add it on? Jody: I'd love to have a garage. Mr. Lemansky: I ended up talking with the people who own the property on the other side of the fence. The only area for expansion is there. How soon would we need to expand? Jody: We are still only at about half capacity. Mr. Lemansky: We would have to do a treatment plant down on the French River by Bay Path Road where there are good flows. What Frank had mentioned about dealing with the sludge: if we added additional pieces of equipment, do we have the space? Mr. Cavaleri: If you are going to get more users, you will get more sludge. Jody: It depends on what the payback would be.

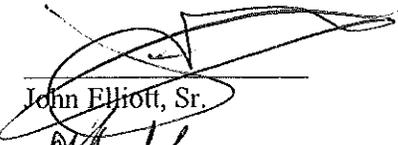
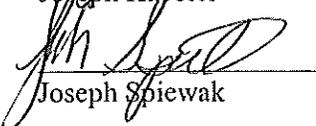
There will be a letter going to the DEP from McClure. Mr. Haebler: We approved what we had unless there were major changes. Steve: We gave him permission to sign the letter and move it through without substantial changes. Mr. Elliott: This was the letter Chris talked about at the last meeting. Mr. Lemansky: I'm having one more conversation with Mr. Nichols to see if his group would do that connection for us. It would happen quicker. The money would be the same. We would abate their costs so they would pay for it vs. Water and Sewer taking money out of our account and getting back our money through betterments and special legislation. Southbridge is on board. Southbridge and Charlton are requesting this. Steve: Chris indicated that you need to have everyone's signatures on the last page of his request. **Mr. Haebler: I make a motion that we accept the wording of the request for approval to activate the Charlton City water lines as dated February 25, 2013; seconded by Mr. Elliott. Discussion: Mr. Lemansky: This is the letter addressed to Ms. Lemerise, the Acting Chief of Drinking Water. Vote: Unanimous.**

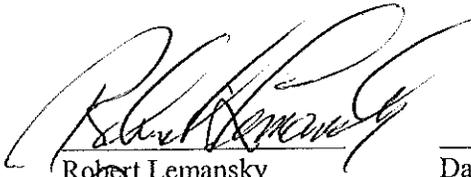
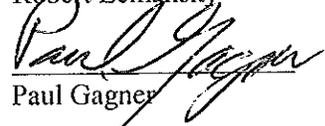
Steve: Discussion of ExxonMobil funds. Based on what we have committed, there is \$349,000 in there now. There will be a balance of \$178,000 if we pay for the blowoff; if we re-asphalt -- what we agreed to help Gerry out with when he re-does North Main Street – this is the only money we have got. The estimates are roughly an additional \$25,000 over the \$40,000 we have from the Burlingame excess. When you come up out of Muggett Hill and you turn right – that section of road has to be ground and then re-asphalted (about 350 feet). We have roughly \$40,000. Mr. Lemansky: You are saying that there is \$60,000 worth of paving. We committed to that section of Route 31. Mr. Haebler: I believe that Robin did not put money in for paving on the idea that it would come out of town funds. Steve: 4 Dresser Hill to the southern corner of the common. Mr. Elliott: All we were giving them was the permanent patch. Mr. Lemansky: Gerry was in agreement with it, but it was already done and the contract called for permanent patch. He was concerned about its stability over winter. We said come

springtime, we would take money and fix the street. Mr. Elliott to Steve: You need to look into this more. Steve: Based on the interconnection: latest estimate I have is around \$102,000 which covers Chris, the asphaltting, the valves and putting them in. That leaves us with the balance of \$178,000. Mr. Spiewak: What did we do with the leftover funds from the Freitas contract money? Steve: That's about \$40,000. That's going to highway to do what they are doing up there. Steve: We still have the eastern end to do.

Mr. Gagner: I make a motion to adjourn with our next meeting being March 11th and Carol shortened the time; instead of 6:00 p.m. to 10:00 p.m. from 6:00 p.m. to 8:30 p.m. (ending time: Steve was asked to shorten the meeting time to 8:30 p.m.); seconded by Mr. Elliott. Vote: Unanimous.

Meeting adjourned at 9:05 p.m.

 _____ John Elliott, Sr.	_____ Date
 _____ Joseph Haebler	<u>4-8-13</u> Date
 _____ Joseph Spiewak	<u>4-8-13</u> Date

 _____ Robert Lemansky	<u>4/8/13</u> Date
 _____ Paul Gagner	<u>4/8/13</u> Date

Charlton Water & Sewer Commission
37 Main Street
Charlton, Massachusetts 01507

January 15, 2013

RE: December Operating Report

Commissioners,

The treatment plant performed well this month and incurred no violations to the NPDES permit. It appears that operating the CoMag system year round has definite benefits as we have not violated any metals as of yet. We are optimistic that this trend will continue and are constantly striving to achieve the delicate balance between economic stability and competitiveness along with environmental compliance and sustainability. As always we will do our best to continue this trend of compliance going forward.

Treatment Plant:

One of the positive displacement rotary lobe blowers for EQ tank #1 had to be replaced. These blowers provide coarse air diffusion to this tank and are an integral part of the process by providing a homogenously mixed environment within the tank as well as distributing dissolved oxygen (D.O.) throughout. This is very important for the respiration of the bacteria that are the very beginning workhorses of the treatment process. D.O. also greatly reduces the potential for odors caused by septicity. The blower was replaced with a spare unit from our parts inventory and another was ordered and delivered for the same obvious reason. The cost to rebuild the blower was investigated and was determined that it was most definitely more cost effective to purchase a new one than rebuild the old one.

The last few weeks it has been discovered that upon transfer from Generator power to normal power during exercise, the fuse in MCC #2 has been blowing and consequently shutting down the treatment operation. We discovered two issues. The first was that the fuse was one size too small; the second was the fuse holder terminal was very loose which can cause the fuse to blow creating heat and therefore causing over-amping which subsequently manifests itself as a blown fuse. I ordered the correct fuse and tightened the holder and the problem has seemingly gone away.

Collection System & MTA Pump Stations:

The North Main Street Pump Station has been cleaned out completely. On 12/1 Helgerson was contracted to completely empty and clean out the wet well at this station. This was done in an effort to alleviate the continuous clogging issues at this location. There was speculation that a reserve of rags were building up and then being sucked up all at once causing the issues. This was not the case as the wet well was mostly clear of rags. This means that as the rag material comes into the station it is being consumed by the pumps almost immediately. We believe we have discovered the source of these rags and are currently working with the people of the suspected source.

Bigelow electric has been called in to perform a load bank test on the Generator at the North Main Street Pump Station as it has been smoking excessively. We are hopeful that this will remedy the issue.

During the water line installation at 4 Dresser Hill Road the sewer line was hit. This was a result of a mismarked dig safe mark out. The information that was available for this property was sketchy at best and not clearly shown on any plans as it was at the very end of an extended sewer line that was most likely an afterthought during the original sewer line installation. We have since modified the plans showing the correct location. The sewer line was repaired by the contractor and witnessed by plant personnel.

Miscellaneous:

There were three residential grinder pump alarms this month, one of which resulted in a clogged pump.

Conclusion:

This concludes the monthly operating report for December 2012. I would be happy to answer any questions the commission may have regarding this report or any other concerns.

Sincerely,
Woodard & Curran
Jody St. George

Charlton Water & Sewer Commission
37 Main Street
Charlton, Massachusetts 01507

February 11, 2013

RE: January Operating Report

Commissioners,

Once again the treatment plant obtained 100 % compliance with all NPDES parameters this month. We are exceptionally pleased with this ongoing trend and will make every effort to assure that it continues. It is only through the dedication and experience of the plant operators that affords this level of satisfaction and professionalism. Compliance is absolutely dependent on the knowledge and performance of the staff and Charlton is indeed lucky to have such an operations staff and the support of a compassionate, understanding, and knowledgeable parent company such as Woodard & Curran.

Treatment Plant:

The fuse that was replaced in MCC #2 has not blown since its repair and replacement. You may remember that upon transfer of the Generator to normal power (after its weekly exercising) the fuse would blow in MCC #2 thus shutting the panel down which in return shuts down the plant process. All seems well with the remedy and we will continue to monitor it for failure.

The process pH probes have all been cleaned and calibrated as has the turbidimeter.

The #2 Diversion Structure mixer was removed, cleaned, and reinstalled.

Collection System & MTA Pump Stations:

We have been diligently checking for the accumulation of rags in the manhole where the Masonic Home discharge enters the municipal system. This is the first time that this manhole was actually “clean” and free from rags. This makes the operations staff ecstatic. Hopefully the Masonic Home has located the source of these rags and put an end to the disposal of said rags into the municipal sewer system. We will continue to spot check this location for obvious reasons.

We were asked to investigate the condition of the manholes that were incorporated in the Karl Storz sewer extension as the possibility for the town to adopt them is nearing. All new manholes were opened and visually inspected for I&I, deficiencies, improper construction, settling, etc. The verdict is that the manholes we checked are just as good if not better than any in our system. Frames & covers are new and good, inverts are correctly constructed with no resistance, and the brickwork looks good. I would have no problem with the town adopting these manholes and collection piping as their own.

The North Main Street Pump Station has been load bank tested, however this preventative maintenance did not completely remedy the excessive smoking issue. When this generator was operated with fuel from a 5 gallon pail the smoke cleared up considerably. This indicates that there is an issue with the fuel such as water in the fuel or something similar. We have purchased a case of Diesel Fuel Treatment that includes a water conditioner as well as lubricants, etc. We are hopeful that this will remedy this unfortunate occurrence.

Miscellaneous:

Meter readings were conducted and the resulting data was delivered to the administrative assistant for billing.

There were five residential grinder pumps calls this month; four of which resulted in clogged pumps.

Conclusion:

This concludes the monthly operating report for January 2013. I would be happy to answer any questions the commission may have regarding this report or any other concerns.

Sincerely,
Woodard & Curran
Jody St. George