

**Meeting Minutes**  
**Charlton Water and Sewer Commission**  
**Date: March 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	N
Joseph Spiewak	Y		

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Recording of minutes by Carol Goodspeed, Department Assistant

Meeting was called to order by Mr. Lemansky at 6:05 p.m. at 8A Worcester Road, the sewer plant. Mr. Spiewak: I make a motion to approve the following warrants: National Grid: \$7,853.62; Osterman Propane LLC: \$836.64; Poland Spring Direct: \$3.58; total warrant: \$8,693.84; Verizon: \$439.94; Charlton Gas & Market LLC: period 2/4 – 2/26/13: \$825.64; Woodard & Curran: MTA samplings: \$435.60; year round CoMag operations: \$13,908.29; total warrant: \$14,343.89; Abatement warrant: 9 Burlingame Road: \$5,952.80; Commissioner payroll for March: \$400.00; McClure Engineering: invoice #10624: Charlton City water line activation; services 1/24 – 2/28/13: \$3,184.25; McClure Engineering: invoice #10625: Engineering support regarding betterments; services through the period 2/28/13: \$445.00; McClure Engineering, Inc.: invoice #10628: Honey Farms water line cost estimate and engineering support; services on 1/29/13: \$140.00; McClure Engineering, Inc.: invoice #10630: Services provided for period ending 2/28/13 regarding preparation of bid specification and assist with bid advertisement regarding the Muggett Hill Pump station: \$4,203.11; McClure Engineering, Inc.: invoice #10631: Services regarding the water system expansion: discussions and correspondence with town departments and Kleinfelder for period ending 2/28/13: \$7,949.50; McClure Engineering, Inc.: invoice #10669: engineering support regarding South Sturbridge Road/Route 20 interconnection; services through 2/28/13: \$5,340.85; Discussion: Mr. Lemansky: What's that for? Steve: That's what he's been doing for the past two months in preparation to get it out to bid. The bid price totals \$18,500. That should carry us through the bid. This is a partial bill. Mr. Lemansky: Depending on what happens in the next 10-14 days, this may not happen. We aren't going to do it unless we have good relationships; otherwise we aren't going to spend money for not. Warrant: Town of Southbridge DPW: cost of hydrant permit: \$100.00; seconded by Mr. Haebler. Mr. Elliott: They said they would do it for \$35,000. Steve: We have \$40,500 available money. Mr. Elliott: Gerry is requiring that they put calcium down. They bring water in to mix with it. Steve: As I understand it, it is water for the milling machine. Mr. Elliott: I think they will mix the calcium with water for good compaction. Vote: Unanimous. Steve: The contract for Southbridge with respect to Charlton's requirement to provide water. It needs to be signed. Mr. Lemansky: This is a contract for the paving. Gerry gave it to us. This says we're going to pay for it. We agreed to pay the \$100.00 fee. We'll discuss the hydrant (\$37,820) later. The commission decided to hold the two sets of February meeting minutes until the next meeting. We need more clarity, so we will hold discussion regarding S. Sturbridge Road and Route 20. Mr. Spiewak: That union, S. Sturbridge Road and Route 20, would co-mingle the infrastructures. Mr. Lemansky: It will be an additional link. We have one link, Cook's Farm on Stafford Street. In the future, if we were to get water out of an artesian well – there would be less bacteria. I think we should table S. Sturbridge Road for now. The commission agreed. Charlton City activation status. We are waiting to hear back from the DEP. This should have nothing to do with what's going on with the two towns. It is part of our initial IMA agreement -- \$100,000.

Muggett Hill bid opening: Steve: 17 copies of specs were given out; bids were opened on Thursday; 5 people showed up; the lowest bidder (around \$28,000); when they left the meeting, they were missing a non-collusion clause. Other bids were around \$50,000. I haven't heard from Chris. He was going to look into it. Mr. Lemansky to Steve: Have you looked at this agreement? Steve: They had agreed to \$24,000. They now want a tracking; i.e., they want a reduction seen for everyone who signs up. Mr. Lemansky: Steve and I met with Paul McNeil

and we went through the document. Steve, do we need to x 1-4? Steve suggested the commission read ¶ 17 and ¶ 18. Mr. Spiewak: ¶ 17 has got to go. Steve: There were conversations about connection fees. I think Paul is trying to protect himself or them against connection fees unless they are being leveled across the entire customer base. Mr. Lemansky: If we turn on Charlton City and don't have a clear understanding of when we're going to make that connection on S. Sturbridge Road, the blowoff will go on forever until we find a new supplier. Steve: They've limited themselves to the \$24,000 on the cap or a maximum of six quarters, whichever comes first. Also, if they get a lot of usage, the quality comes up; and the rate of blowoff comes down, they keep the balance of the money. Mr. Lemansky: We aren't going to take any money from them for which we haven't incurred costs. Mr. Spiewak: Wouldn't it be in our best interests to make the S. Sturbridge Road connection? Mr. Lemansky: We don't know if we make the connection whether they will turn it on. Mr. Spiewak: That connection would pay for itself – blowoff \$3,800 per quarter. Steve: It could be a maximum of \$7,000. Paul McNeil arrived.

6:37 p.m. Jody St. George gave his report with respect to the treatment plant for the month of February. We gave the Masonic Home two weeks to remedy the situation in the sewer manhole. We did check again and it was clear. We have been going up there once a week. We haven't had to pull a pump at the North Main Street pump station since we have been checking it. Steve: George had a meeting with the nurses group and a couple of other groups on Friday. Effective Friday, they stopped the disposal of wipes. A copy of Mr. St. George's report is attached to these minutes.

6:48 p.m. Paul McNeil of Williamson Environmental met with the commission. He gave out copies of an agreement which was written by the attorney for Honey Farms. Mr. McNeil: We took out a lot of complex things. He had put a lot of calculations in it. There was a lot of language that wasn't necessary. Initially, we used a figure of up to \$6,000 per quarter for the blowoff once things are connected up. We have a number of houses that are ready to connect up right away. We haven't submitted paperwork to Southbridge yet. I don't expect you to make any decisions tonight. My suggestion is that you just read through the agreement. Send your comments to Rob and then I can come back another time. Mr. Lemansky: ¶ 16 says we agree not to charge any additional connection fee (Paul--for us paying for the blowoff). Is ¶ 17 necessary? Mr. McNeil: They're willing to step up and pay so much for the blowoff. The betterment fees have nothing to do with the fees about which we are dealing. It was determined that ¶17 should be removed. Mr. Lemansky: We are warranting to them that we are not going to charge an additional tie-in fee for this specific area because of specific conditions because of the blowoff. We could charge \$5,000 to each property and put that money aside to use later. Honey Farms objective: they are saying that once we have all our connections made—'we are out of here'. Mr. Spiewak: They are trying to limit their liability. We know those properties aren't going to consume enough water. Mr. McNeil: They won't meet the requirements for the blowoff. I'll talk to the attorney about that. Last page: Is that what you will need for signatures? Will Robin need to sign this? Mr. Spiewak: The agreement: They are intermingling Southbridge and the town; I assume they mean Charlton. Mr. McNeil: They are aware that Southbridge is not Charlton. This isn't binding Southbridge as to what they need to do. Southbridge will be testing the lines twice a week while the blowoff is going off. It was agreed to remove ¶ 17; to look at ¶ 13 and possibly delete it. Mr. Lemansky: What about areas where there is no current or future service: Carpenter Hill and Gillespie Road further up. Installation of a loop? Mr. McNeil: A loop would probably help. Honey Farms isn't going to commit to that; but if we could put a simpler loop, they might be willing. Mr. McNeil will get back in touch with the commission.

7:13 p.m. Chris McClure met with the commission. First: Charlton City request for activation is at the DEP. The approval letter was in for review. Marielle Stone is back with DEP as Section Chief of the Drinking Water Program. She is away this week. It was approved and I should be getting something in writing. It's a matter of testing—flush and test. Southbridge's road permit has gone to the DEP. I provided Steve with a copy of the letter. The supplier is the Town of Southbridge for S. Sturbridge Road at the intersection of Route 20. Tom Cutler was on vacation last week. Chris left a message for Tom Daley and Heather Blakeley. Their signatures are required on the letter. The applicant would be the Town of Charlton and the Town of Southbridge would be the operator. This is for the permit to connect. The contract documents are all in order. Chris: The permit application going to the Mass DOT will need to have a traffic plan go with it. The insertion valve: 150 psi. No

one knew what the classification of the ductile iron pipe was in the area. We had to call for a test pit to determine pipe specs. When the Mass Ave pump station comes on line, we are putting in one insertion valve on the 10" line; and an 8" valve where the 8 and 10 come together. Communications have to be done live so as not to disrupt the water service to 5E. Dresser Hill/Burlingame Road—the paving with Matt's Broken Stone Company. Chris: They use water for milling. This is only milling, not pulverization. The road is holding up very well. Mr. Lemansky: They are looking for a signature. The only contract that we should sign is a contract of not to exceed because we don't have the money. Mr. Lemansky to Chris: Do we have a final number? Steve: \$35,700. Gerry said that's the price. We have \$40,500 in our account. Mr. Lemansky: Do we sign this contract for \$35,700 with not to exceed language? Chris: There is no police detail included in this. Steve: Highway said they would cover that. Our portion of the commitment is \$35,700 plus the \$100 for the water. Chris: There are water gates there. We will mark those out. Typically they can raise those with a crowbar. They will prop them up; then press them back down. We will have to get a quote on it. Steve: We have \$40,500. Chris: I don't think we should do inspections. That's Gerry's job I believe. Mr. Lemansky: There is \$4,800 left between \$40,500 in our surplus and \$35,700. We have 100 committed for the permit. **Mr. Haebler: I'll make a motion that we approve the bid price of \$35,700 for Matt's Broken Stone Company to finish the project at Burlingame; and authorize the chairman to sign on behalf of the commission; seconded by Mr. Elliott.** Discussion: Mr. Spiewak: The \$40,500 is left over from the Freitas Contract? The answer was yes. Mr. Lemansky: It will come back into the General Fund. Steve: We'll cover green sewer; Town of Southbridge—It's their water line and they will cover marking out of the water apertures. We will file a Digsafe. **Vote: Unanimous.** Mr. Lemansky signed the documentt.

7:36 p.m. Chris McClure: Muggett Hill. We had a bid opening last Thursday. Chris provided a breakdown of the five people who bid on it. Ricciardi was the low bidder. The requirement was to bid without the alternate rip rap. The alternative was to put down loam and stabilization material. Gauthier was the lowest bidder; but they did not include the required forms; the signed certificate of tax compliance; and non collusion documentation. Steve had budgeted for 2014, not for this year. He will have to request a transfer of funds for the May meeting. Chris: The contract says 60 days I think. I am reviewing bidder references for the contract that was awarded. New fencing will be installed at Muggett Hill. Steve: There is only about \$10,000 left. There is room in the capital budget to transfer money. It sounds like we will be done before June 30. Mr. Spiewak: We need to do a transfer. Mr. Lemansky: The warrant closed last Tuesday.

Chris: We took a look at 139 Osgood Road on a site plan, not a sewer connection plan. Chris gave a copy of his letter to the commission. The concept of the tie-in to the adjacent lot's sewer lateral was given conceptual approval. Based on what's provided here, I have a hard time recommending approval based on lack of information. The site plan doesn't provide sewer elevations or the sewer infrastructure. The plan does not represent information on record with us. Mr. Lemansky: When the upper lot was connected; aren't there elevations on there? Chris: Yes on the tie card but not on the plan. Based upon what I see here, I don't see an iron pin found on the front two corners. There won't be an easement taken on the adjacent property, so we are suggesting that the applicant have the front corners of the subject property staked by an R.L.S. prior to any work being done. The applicant will not have any 90° angles within that sewer lateral, etc. The applicant should provide cleanout boxes. 100' is standard typical length. Mr. Lemansky: We should mention that in our sewer by-laws. Chris: In speaking with Steve and the operations manager, it may be possible to install a 60° T "y" for connection to the existing sewer lateral. Instead of a manhole, they would put that T "y" and would not have to worry about infiltration. I need to look at elevations. He would have to fit a trench box in; excavate on either side will be a tight tolerance. There would have to be two cleanouts. I would expect the sewer line will come under a footing. Let's put the cleanouts in. Russ needs to go back to his engineer. Chris needs elevations. Mr. Sostero: I think the neighbor will cooperate with Jody about the option. Steve: Yes. Russ Jennings should have information to the commission by the end of the week. Chris: There is a difference between a lot—too much and not enough.

8:15 p.m. Chris: Water system expansion. The design for Route 169 is going forth. There's discussion as to the location of the pump station on Route 169. One of them was Stearns and another property that's for sale further

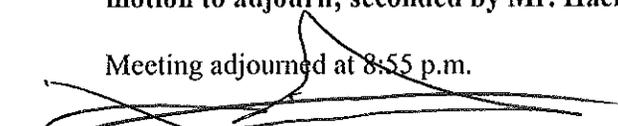
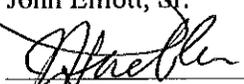
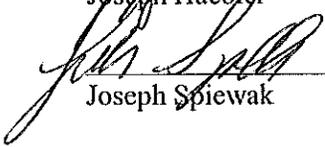
south. There would be some grading challenges. Kleinfelder wants to know about utility easements. I think we need to direct them to look for a location for the pump station. It will be a town owned property; but what's the process for a property taking? They are having an engineering company from Framingham come here to talk to local people – I don't know how much sense that makes. It is thought that Stearns is the better site. There has been discussion about paving the parking lot at Stearns. Mr. Lemansky: Do they have to follow zoning setbacks? Chris: I expect so. Steve: They need to leave room for fire pumps. Chris: If you pull in right next to the bridge, there is a flat area there. The commission needs to direct them. Southbridge wants a 10 x 30 building. The April 15<sup>th</sup> date is getting pushed off. They can't pull it together. They just got done with the survey. Meeting ended at 8:25 p.m.

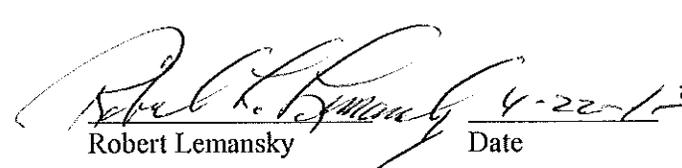
The commission briefly discussed their meeting date of May 20<sup>th</sup>. Since the town meeting begins at 7 p.m., the commission will plan to meet at 6 p.m.

Old Business: Steve has turned in the budget. Steve and Jody met with respect to imposing sewer fines and fees for sewer blockages (manholes and pump stations). Result: charge an administrative fee of 15%; that is for a 2 hour report time on the manhole; a 4 hour report time for a pump station. Rules and Regulations under Chapter 40N, you can set fees and fines. It is counter to what attorneys have told us. Once Chapter 40N is accepted, you gentlemen have the right to set fees and fines in the rules and regulations. The only requirement is: 30 days prior to establishing them, they have to be advertised. Mr. Lemansky asked Steve to set that in motion. Mr. Lemansky: The next meeting is at the town hall on April 8<sup>th</sup>. Mr. Haebler: I would like to know if we should just talk briefly about the IMA – go into Executive Session. Mr. Lemansky: If you want to, we can. Mr. Haebler: Is everybody up to date on it? Mr. Lemansky: Yes. Mr. Spiewak: I mean I have read certainly what's been said, but I would have no objections to going into Executive Session. Mr. Haebler: It shouldn't be long. Mr. Lemansky: OK. Then it is going to be Item... Mr. Haebler: No. 6 I think it is. 8:34 p.m. Mr. Lemansky: I have a motion to go into Executive Session under Section 6 for the purpose of discussion pertaining to real properties and things and such. Roll call vote: Mr. Elliott: I; Mr. Spiewak: yes; Mr. Haebler: yes; and Mr. Lemansky: yes. Mr. Lemansky: And to be clear, after we adjourn Executive Session, we will immediately go to close the meeting.

8:55: Mr. Haebler: I make a motion to come out of Executive Session for the purpose of adjournment. Vote: Mr. Elliott: Yes; Mr. Lemansky: Yes, Mr. Spiewak: Yes; Mr. Haebler: Yes. Mr. Spiewak: I make a motion to adjourn; seconded by Mr. Haebler. Vote: Unanimous.

Meeting adjourned at 8:55 p.m.

	_____
John Elliott, Sr.	Date
	4-22-13
Joseph Haebler	Date
	4/22/13
Joseph Spiewak	Date

	4-22-13
Robert Lemansky	Date
_____	_____
Paul Gagner	Date

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

March 11, 2013

RE: February Operating Report

Commissioners,

The treatment plant is still on track with 100% compliance this month. We are excited and will do our best to assure this trend continues.

**Treatment Plant:**

The huge snowstorm that dumped 30" on the plant on the 8th, & 9th of this month certainly took a concerted effort by all operators to accomplish the cleanup. It was days of plowing, snow blowing, and shoveling to make the plant and pump stations accessible but the operators diligence finally paid off. Good job to the operators who even though tired and wet stayed the course and got the job done.

We also have been busy with miscellaneous maintenance items that are randomly appearing. We repaired many of the plants exhaust fans as the isolation louvers were not closing properly. This allows cold air to flow into the plant when the fans are not operating. This should make a difference on the atmosphere in the plant. The CoMag process pH probe was malfunctioning and needed to be replaced and the Plant Water tank was drained and cleaned out.

The bearings on the Bio Filter Fan, at the Bio Filter, had to be replaced as they were noisy and preventing the correct operation of this blower. This was accomplished by plant staff and it is now operating correctly again.

Replaced two valves on the water feed side of the Sodium Bicarbonate tanks.

Our CoMag vendor has been bought out by Siemens but still retained the services of the original employees. There are constant upgrades that are happening with our CoMag system to optimize its treatment potential. All this is accomplished with little to no cost to the town thanks to the principle of experimentation.

Siemens has tweaked our system so that it is running great and recently had baffles installed in both trains "A" Tanks. They supplied the stainless steel baffles and hardware and the operators installed them into the tanks and then had them welded in. This was done after an experimental baffle made of wood was installed months ago. The baffle proved its worth and now we have the real baffles installed.

One of our oldest sludge mixers has finally failed and was removed and sent out for evaluation. This mixer has performed for over 15 years without incident and is now being looked at for repair or replacement. It seems as though the bearings were making noise and it was tripping out the switch which makes sense if there was excessive drag.

### **Collection System & MTA Pump Stations:**

The Generators at the Vine Street and Old Worcester Road pump stations were discovered to be not exercising for a week. Upon further investigation it was discovered that the digital exercise clocks needed to be reprogrammed. Once this was performed all returned to normal the following week.

One of the pumps at the 5E pump station was discovered to be very noisy. We removed the pump and found that the bearings seem to be bad. The pump was sent out for evaluation and possible repair or replacement.

We have been diligently checking for the accumulation of rags in the manhole where the Masonic Home discharge enters the municipal system. It was reported that last month the manhole in question was actually free from accumulated rags. Apparently this jubilation was premature as the manhole was checked on the 25<sup>th</sup> and was found to be almost clogged with rags. The operators once again manually cleaned out the debris and got the sewer flowing properly again. This must stop!

### **Miscellaneous:**

There were three residential grinder pumps calls this month; none of which resulted in clogged pumps.

### **Conclusion:**

This concludes the monthly operating report for February 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

