

Meeting Minutes
Charlton Water and Sewer Commission
Date: May 13, 2013

Location: Selectmen's Meeting Room, Town Hall

Attendees:

<u>Members</u>	<u>Present</u>	<u>Members</u>	<u>Present</u>
Robert Lemansky	Y	Joseph Haebler	Y
Joseph Spiewak	Y	Paul Gagner	Y
Alex J. MacKenzie	Y		

Recording of minutes by Carol Goodspeed, Department Assistant

Meeting was called to order by Mr. Lemansky at 6:05 p.m. The first order of business is warrants and commitments, approval as needed. Mr. Haebler: Point of order. At the first meeting, we have the reorganization based on the elections of April 30th. Mr. Spiewak isn't here yet; but once he comes, we should handle that and get that out of the way. Mr. Lemansky: I have that as the last agenda item; and I certainly would not do that unless we had a full board. Mr. Haebler: Mr. Chairman, I make a motion to approve the following warrants: Commissioners' pay: \$400.00; Ricoh USA, Inc.: \$142.27; Osterman Propane LLC; \$646.06; Poland Spring Direct: \$3.58; Zee Medical Inc. (first aid kits): \$103.95; AT&T: \$37.85; DNS (envelopes): \$150.00; Charlton Gas & Market LLC (recovered expense from Woodard & Curran): \$726.63; Woodard & Curran: contract operations for May: \$42,253.00; Woodard & Curran: Year 1 flow and load adjustments: \$15,613.00; Jennings Custom Homes Co., Inc.: (work on sewer line at 197 Sunset Drive) \$1,100.00; Jeff D. Helgerson Excavating, Inc.; \$450.00; Cosgrove & Blatt: legal services: opinion as to Southbridge water privilege fees; services in April and photocopies: \$1,206.70; legal services regarding the MTA land transfer regarding the ExxonMobil water line: \$36.25; seconded by Mr. Gagner. Vote: Unanimous. Mr. Haebler: I make a motion to approve that we approve the following senior citizen abatement warrants: 4th quarter user fees for meters only: \$229.92, previously signed by three members; and the senior citizen discounts for accounts not on meter: \$430.50; previously signed by three members; seconded by Mr. Gagner. Vote: Unanimous. Mr. Haebler: I make a motion to approve the minutes of April 22, 2013; seconded by Mr. Gagner. Vote: Unanimous. Mr. Haebler: I make a motion that we approve the Executive Session minutes of April 22, 2013; seconded by Mr. Gagner. Vote: Unanimous.

Mr. Lemansky to Mr. MacKenzie: I want to recognize our new member Alex MacKenzie who was recently elected to our board. I'd like to welcome you aboard. Congratulations. Also the re-election of Mr. Gagner on his third term. Congratulations Paul.

Steve gave his office report. A check was received for \$5,203.05 with respect to Carpenter Hill Road and the hydrant (paid in full). Road work – Charlton common, south and Dresser Hill – the Highway Department will be resurfacing on June 26 – 27. The last day of school is June 21 so there should be no issue. Mr. Lemansky: Please do a note to them – that in the northbound coming from Muggett Hill Road – when you get to the common, there is a little bloop there. I have made McClure aware of it. It is like a defect or maybe it is a pavement problem. Steve continued: Regarding the public water supply contract awarded to McClure to handle the testing requirements at Charlton City, Chris will be here this evening to report. Masonic Home: Three bills (\$400 apiece) have been sent with respect to rags in the sewer manhole on that road. Grinder pump installations: of the 40 we purchased, we have committed or installed 29; and 11 which should be committed and completed by the end of June. In the fiscal year 2014, I plan to order more pumps and continue the process. Sunset Drive (197): we had a clogged grinder pump on a low pressure line – those bills totaled \$1,550.

There is an employee assistance program. There are a number of benefits available and I have provided you with information on this. There is no cost and it is a confidential program. Next: edits on the rules and regulations. The target would be to have edits done by September so they are available to be voted on at the October meeting.

Old Business: With respect to Honey Farms, I have resent the draft proposal to the five of you for review. Steve went over the changes. Mr. Lemansky: McClure will come in and recommend that we go forward with the S. Sturbridge Road connection (\$130,000). We have determined that we can use funds available through the ExxonMobil account as to the improvement of the water flow. Should this be part of an infrastructure improvement; and at some time should we flop it over to the betterment portion of the cost? Steve: We have a legal opinion from Jeanne McKnight. We could make this an expense site specific to Charlton City. I believe the number of properties available to be surcharged would be 64 at \$2,000 would total of \$128,000. Should we be just taking those funds and using them; or try to recover these: 1. pile it on to the betterments; or 2. as properties connect, we would have the fee of \$2,000 for a connection fee. To Steve: What is Honey Farms doing? Steve: They are physically doing the connections and paying the permit fees to Southbridge.

6:25 p.m. Jody St. George of Woodard & Curran gave his report for the month of April, a copy of which is attached to these minutes. Mr. Lemansky commended Jody on the work performed at 197 Sunset Drive. Steve: Jennings did good work. Mr. Haebler to Jody: Will the work you are doing with CoMag save us money? Jody: Yes, if we cut back on ferric chloride. Magnetite – we want to recapture as much as we can. The baffles help tremendously. Jody concluded his monthly report.

6:43 p.m. Paul McNeil of Williamson Environmental: The last rendition of the blowoff agreement was sent to you about a week ago. Honey Farms agreed to take the quarterly amount and you could use it for the water and/or testing, whatever you needed it for: \$6,000 for the first quarter; \$4,000 for the next five quarters; and then \$2,000 for the last quarter. Mr. Lemansky: We were going through our agenda and began talking about the agreement, the situation in Charlton City; and our engineer will be here in about a half hour. It looks like we are going forward on Charlton City. We're struggling with what do we do with the \$125,000 cost? It will probably eliminate the need for a future blowoff. You may need it for a few days but not 90 days. Mr. Haebler: Wait until Chris McClure is here so we can hear his suggestions. Mr. Gagner: I think it should go towards the entire betterment costs because this connection is helping more people in areas other than Charlton City. Mr. Lemansky: We will need help with testing costs, etc. Steve: I think it will take 10 days or so for flushing, chlorinating, and re-pressure testing. Chris can explain the process when he gets here. Mr. Spiewak: How much main? Steve: 10,000 feet. Mr. McClure will be here at 7:30 p.m. to meet with us. If we agree with what Chris says, work will commence tomorrow. Mr. Lemansky asked Mr. McNeil to comment on Gillespie Road. Mr. McNeil: They are waiting to see how the rest of the connection process goes. Meeting concluded with Mr. McNeil at 6:55 p.m.

Steve: You have scheduled a meeting at the plant for May 20 from 6 – 6:45 p.m. and the town meeting follows. Mr. Lemansky: Leave it in place until a couple of days prior to that date. The commission began signing the documents with respect to the Muggett Hill pump station. Steve: We will schedule a pre-construction meeting.

New Business: Review and discussion of the permit application for water. Mr. Lemansky: In speaking with some of the people who go to get signoffs -- one of the major problems is that the electrical

inspector and the plumbing inspector don't hold regular hours; and as far as I know, their clerks are not allowed to sign on their behalf. Most of the water connections are on private property. We make a note that if they are working in the streets, then they have to notify the Highway Department. We need to add language that Inspectional Services need to be informed when work is to be done. We do our inspection and Southbridge will do theirs. Mr. Mackenzie: As far as the plumbing goes, we don't usually notify the Plumbing Department until after the service is done and the meter is given to the plumber for install. Once that happens, the information is then forwarded to the Plumbing Department. Mr. Lemansky: I'll entertain a motion to change the application package for a water tie-in. Mr. Haebler: Let's wait until we see the final application for a water tie-in before we vote on it. Steve: You can review it on the 20th. Mr. Spiewak: So when an applicant fills this out, we ask the applicant to go to the collector and the assessors. Is there any reason why we couldn't forward it to the appropriate boards and when we get them back, we contact the applicant? Steve: This allows the collector to check to see if any monies are owed on bills by the applicant prior to signing off.

7:17 p.m. Chris McClure of McClure Engineering: I congratulate Alex on his new position; and Paul's re-election. Steve: The executed documents are here and signed. I'll get the signature from the town tomorrow so work can be initiated on the Muggett Hill pump station. Chris will schedule a pre-construction meeting. Mr. Haebler: Are more than two commissioners going to attend? Mr. Lemansky: The new chairman could or should be there. If I'm available, I can be there. Mr. McClure: Charlton City flushing – scheduling with the town of Southbridge to open up the line tomorrow. This week I will take bacteria samples. There was discussion and review of bids received. E.J. Prescott came in with the lowest bid. They are a water works company. They came to work on the water line when Freitas needed an extension on the line. Everything looked top notch. They knew exactly what they were doing. Mr. Lemansky: All the design and engineering work will go through McClure using the company McClure has recommended. Mr. Haebler: Should we be voting on E.J. Prescott? **Mr. Haebler: I make a motion that we authorize Mr. McClure to use E.J. Prescott for the pressure testing and chlorination of the water lines in Charlton City; seconded by Mr. Gagner. Vote: Unanimous.**

Next, S. Sturbridge Road: Mr. McClure: The probable cost documents are done. We need permission from the commission to put this out on the streets. Mr. Lemansky: Chris, you will be writing a letter to Southbridge. Let them know what our plan is and that we are looking for them to sign off on the connection. The request for approval to activate was signed by the commission, the Town Administrator and the Town of Southbridge. Mr. Haebler: Do we have permission from the DEP? Chris: Yes. Southbridge has approved the design. **Mr. Spiewak: I will make a motion to allow Mr. McClure to move forward and go out to bid for the S. Sturbridge Road connection; seconded by Mr. Haebler.** Discussion: Steve: Heather Blakeley sent an email and it said that she talked with Chris Clark, and they are in support of this. I will forward this to the commission. **Vote: Unanimous.**

Mr. Lemansky: Paul McNeil on behalf of Honey Farms has offered to participate in helping with the cost of the blowoff in Charlton City. **Mr. Haebler: I make a motion that we accept the agreement between the town of Charlton and Honey Farms; seconded by Mr. Gagner.** Discussion: we will have the chairman sign off on that – add this to the motion. Motion restated: **Mr. Haebler: I make a motion that we accept the agreement between the town of Charlton and Honey Farms and that the chairman will sign off on that; seconded by Mr. Gagner. Vote: Unanimous.** Discussion: Mr. Lemansky: The cost recovery of the \$125,000 that we are spending. We want to include the money that Honey Farms is spending. Recovery: One would be a connection fee specific to Charlton City; and

the other would be adding to the costs of general betterments for the entire system. Mr. Haebler: I will suggest that we have the options printed out and work with Steve as to language. Mr. Gagner: It is about how we will recoup the costs. Mr. Lemansky: If we are going to consider Option 1--connection fee--we won't meet until June. If we were just looking at Option 1 and someone made a motion that we wanted to go that way, we could take it off the table now. **Mr. Gagner: I make a motion to take it out of the ExxonMobil fund. Mr. Haebler: Seconded for discussion.** Mr. Mackenzie: This relates to the 62 – 64 properties. Mr. Lemansky: Correct, if we were to take Charlton City and break down these properties, make those people responsible for the improvement costs, it would be about \$2,000 per property. Mr. Lemansky: Honey Farms has pulled 11 permits. Mr. Haebler: I want to hear what everyone has to say. I'd like more time to consider it. We don't have to make a decision tonight. Mr. Lemansky: We have been told by our counsel if it is site specific, it is o.k. Mr. Gagner: Can we take that off the board? **Mr. Gagner: I withdraw my prior motion and make a motion to accept option B where we would add it to the general betterment fund.** Mr. Lemansky: If we rule it out and someone pulls a permit when water is available and then consider doing the process to where we would have a connection specific to Charlton City, we would have people coming in under the wire. Do we want to replenish the money by charging a connection fee of \$2,000? Or we could do it by the betterment method. Do we want to take it off the table? Mr. Haebler: My idea was just to get the options in writing regarding how the betterments would be impacted v. the ExxonMobil fund; and be able to make a decision. What would we do with the ExxonMobil money if it were replenished? Mr. Lemansky: We all agree that the site specific is out. **Mr. Haebler: I make a motion that at the next meeting we have it in writing Option A--to take it out of the ExxonMobil fund or Option B--to add it to the cost of the betterments; seconded by Mr. Gagner.** Discussion: Mr. Spiewak: If you make the motion that way, you can't pay for this project out of the ExxonMobil fund. You are making it a binary decision of we are either going to take that fund or take it out of betterment fees. Mr. Haebler: You want to change the word pay to replenish. **Vote: Unanimous.**

Mr. Lemansky: The next thing is reorganization. I am not eligible or don't want to make myself eligible for chairman or vice chairman, and I would ask if our vice chairman has an interest. Mr. Gagner: I would throw my hat in the ring for vice chairman and ask if anyone else would like to do this. **Mr. Gagner: I make a motion that the vice chair move into the chair position; no second.** Mr. Lemansky: I am open to new motions. Mr. Spiewak: **I make a motion that we nominate Joe Haebler for chair; seconded by Mr. Mackenzie. Vote: Unanimous. Mr. Spiewak: I nominate Paul Gagner for vice chair; seconded by Mr. Mackenzie. Vote: Unanimous.** Mr. Lemansky: Clerk? **Mr. Haebler: I make a motion that we nominate Mr. Spiewak for clerk; seconded by Mr. Gagner. Vote: Unanimous.** Steve to Mr. Lemansky: You have been the spokesperson to work with the town regarding the water situation. Are you going to continue with that? Mr. Lemansky: Whatever the majority wants to do. It has been a task that I enjoyed. You can appoint a liason. Mr. Haebler: We probably won't be doing negotiations for a while.

7:55 p.m. Mr. Haebler: I make a motion that we go into Executive Session under M.G.L. Chapter 30A, Section 21, number 3: to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body; and number 6: to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, and to exit Executive Session for purpose of adjourning; seconded by Mr. Gagner. Vote: Mr. Spiewak: I; Mr. Mackenzie: I; Mr. Lemansky: I; Mr. Gagner: I; Mr. Haebler: I.

8:59 p.m. Mr. Gagner: I make a motion to adjourn Executive Session; seconded by Mr. Lemansky. Vote: Mr. Haebler: I; Mr. Gagner: I; Mr. Lemansky: I; Mr. Mackenzie: I; Mr. Spiewak: I. Mr. Gagner: I make a motion to adjourn the meeting; seconded by Mr. Spiewak. Vote: Unanimous.

Meeting adjourned at 9:00 p.m.

Joseph Haebler 6-17-13
Joseph Haebler Date

Joseph Spiewak _____
Joseph Spiewak Date

Alex J. Mackenzie 17 JUN 13
Alex J. Mackenzie Date

Robert Lemansky 6/17/13
Robert Lemansky Date

Paul Gagner 6/17/13
Paul Gagner Date

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DRIVE RESULTS

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Charlton Water & Sewer Commission
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May 13, 2013

RE: April Operating Report

Commissioners,

We are still remaining in complete compliance with our normal monthly NPDES parameters. The plant is operating very well and it seems like spring has finally sprung. This brings along a much more stringent list of parameters as we are now into our summer permit season. The winter season runs from November 1 through March 31 and due to the colder air and water temperatures the resulting intensity of our treatment is diminished as allowed by the Environmental Protection Agency (EPA). Our summer season runs from April 1 through October 31 which is obviously where we are now. The warmer air and water temperatures promote growth in the receiving water (Cady Brook) and can lead to adverse detrimental effects. This is why our permit becomes much more stringent with respect to nutrient removal. It is to protect our waterways and environment locally as well as throughout the state and country. Our discharge may seem minimal however when combined with the many other dischargers along the way to the ocean (in this case we ultimately end up in the Long Island North Basin, which is an extremely stressed basin according to testing and reporting by the EPA) there is a very real impact on the ecosystems in Long Island Bay. So we must comply with the parameters set forth and most of the time we are well below the acceptable limits per our permit.

Treatment Plant:

All is well at the plant and there has been much testing with regard to CoMag and its optimization. Siemens (formerly Cambridge Water Technology) operations staff has been in and out of the plant all month trying new things and doing a lot of testing. All of this at no cost to the Town of Charlton. Any beneficial results will be incorporated into our existing process in an effort to improve the quality of treatment. We want to thank the staff that has been here for all of their assistance.



Collection System & MTA Pump Stations:

Pump Station #3 located at South Sturbridge Road (basically across the street from our plant driveway) was found to have one of the two pumps not operating. This was discovered by one of our operators on a routine pump station check. He noticed that one pump had fewer hours than the other and tried to operate it in hand but it would not run. Upon closer investigation it was discovered that the thermal overload had been tripped (this is a safety device that kills power to a circuit when the circuit becomes overloaded) preventing the operation of the pump. We reset the thermal and tried to operate the pump manually but after approximately 20 seconds the thermal would trip again. After taking amp readings it was determined that either the motor was no good or the pump was clogged. We removed the pump to find a large, fibrous wipe lodged between the impeller and volute. This was obviously the culprit. After much pulling, picking, grabbing, tearing, splashing, and swearing we were able to remove the obstruction. We reset the thermal, checked operation out of the wet well and then reinstalled the pump. We confirmed correct operation by watching the wet well evacuate with said pump and returned the station to normal operating parameters. We have checked this station to ensure all is well and it is.

Pump Station #2 located on Route 20 East, A.K.A. Pump Station #1 5E, had one of its pumps sent out and rebuilt. We have received it back and have reinstalled it and it is operating fine. We have also discovered that both check valves were in need of maintenance. We disassembled the valves in place and repaired/rebuilt both valves to as close as original operating condition as possible. They are both operating fine now.

Miscellaneous:

There were eight residential grinder pump alarm calls this month seven of which resulted in clogged pumps.

Conclusion:

This concludes the monthly operating report for April 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