

Meeting Minutes
Charlton Water and Sewer Commission
Date: July 8, 2013

Location: Selectmen's Meeting Room, Town Hall

Attendees:

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

Meeting was called to order by Mr. Haebler at 6:03 p.m.

Mr. Gagner: I make a motion to approve the following warrants: National Grid: \$7,813.75; Poland Spring Direct: \$5.18; AT&T: \$37.75; Ricoh USA, Inc.: \$149.38; Town of Charlton: \$25.72; total: \$8,031.78; Vadar Systems, Inc.: contract for the period 7/1/13 – 6/30/14: \$898.65; Charlton Police Department: \$577.94; Hydra Tech, Inc: emergency ½ day leak detection: \$1,000.00; Lefort Electric Inc.: pump/controls changeout and permits at 5 locations: \$2,800.00; McClure Engineering, Inc.: #10762: Brookfield Rd bridge crossing break (5/17-5/20/13): \$601.25; Charlton City waterline hydrant flushing plus reimbursable expenses (5/7-5/20/13): \$4,825.22; Charlton City pressure test activities plus reimbursable expenses (5/1-5/31/13): \$8,092.46; total: \$13,518.93; McClure Engineering, Inc.: #10708: water system expansion (3/1/ - 4/8/13): \$14,052.50; McClure Engineering, Inc.: #10799: Charlton City waterline activation request; pressure test activities: \$21,806.58; McClure Engineering, Inc.: #10787: \$3,030.96; #10800: \$1,560.00; total: \$4,590.96; McClure Engineering, Inc.: #10798: Burlingame & Dresser Hill project closeout: \$225.00; Jennings Custom Homes Co. Inc.: hydrant repair on Rt. 20; and check valve issue at 177 Sunset Drive: \$691.35; total: \$2,821.83; Stonebridge Press, Inc.: South Sturbridge Rd project advertisement: \$294.00; Kopelman & Paige, P.C.: services through 4/30/13 regarding Southbridge water service agreement: \$133.00; Kopelman & Paige, P.C.: services through 5/31/13 regarding Southbridge water assessments: \$703.00; Abatement warrant for 24 Morton Station Road: \$11.67. Mr. Haebler: Do I have a second? Mr. Lemansky seconded the motion. Mr. Haebler: All in favor? Vote: Unanimous. Mr. Gagner: I make a motion to approve the minutes of June 3, 2013; seconded by Mr. Lemansky. Mr. Haebler: Any discussion? All in favor? Vote: Unanimous.

Mr. Gagner: I make a motion to approve the following items signed between meetings: sewer user fee for 151 City Depot Road: \$404.00; commissioner payroll for \$300.00; seconded by Mr. Lemansky. Vote: Unanimous. Mr. Haebler: We have these warrants that were on hold. My suggestion is we wait until Chris McClure is here to discuss them. The other commissioners agreed.

Steve gave his office report. Water: We are down to the last 900' of pipe which is mostly in the Charlton City area. Tuesday, there is a meeting scheduled at 10 a.m. with the leak detection group with respect to Route 20 and Route 31. The S. Sturbridge interconnection was advertised on June 26; and on July 10th, there will be a bid opening at 2 p.m. in the Board of Selectmen's office. We expect to have information on the results at our next meeting. I sent out to the commission the revised water application to everyone. Multiple calls were made regarding 4 Dresser Hill. We were told there was no leak there. The Masonic Home manhole has been clean for three weeks. The plant truck was advertised in the Telegram & Gazette and the Southbridge News along with the steel box. You have the bid results. Mr. Haebler: Chevy Cheyenne: The minimum bid was \$250; top bid was \$577; steel box: minimum bid was \$400; top bid was \$477. Mr. Lemansky: I make a motion that we accept the bid amounts as written; seconded by Mr. Gagner. Discussion: Mr. Lemansky: Does it include the tank or not? Steve: Yes; as is. Vote: Unanimous. Steve: Bay Path School design; proposed letter given to commissioners. Mr. Lemansky: I make a motion that we immediately forward the letter from our administrator to Mr. Alan Gordon in reference to the Bay Path site plan; seconded by Mr. Gagner. Vote: Unanimous.

Steve: I put together some quick notes under new business. Over the past two weeks, we have had two contractors who did things without notification to the sewer treatment plant. The most recent one is 131 Sunset Drive. We have been replacing pump systems in the town and collecting the old systems to build up our inventory so we can stretch the system for longer. The person who performed work at this property did not have a drainlayer's license or a disconnection permit. It appears that our equipment has been scrapped. We have lost the abilities to recover those parts and pieces. My suggestion is I bill that contractor for the price of a new system which is \$3,300.00 for our costs. Mr. Gagner: Does the homeowner have any responsibility in this? Who do we chase? Steve: The homeowner. If I refuse on your behalf to sign the occupancy permit, then they have an idle house. Mr. Gagner: Maybe he needs a little pressure from the homeowner. Mr. Lemansky: What was the other situation? Steve: Nylin. A gentleman came down to the treatment plant. Mr. Lemansky: I was there. Steve: He didn't get any permits. I explained the parameters to him. Mr. Lemansky: The guy is a professional engineer. I'm assuming he is knowledgeable and competent. He said he had no knowledge of the permits. Doesn't he have to get a signature from our office? Steve: I gave Jody permission to sign disconnect/reconnect permits in my absence. Mr. Lemansky: Does our department sign off on demolition permits? Steve will look into this. 6:27 p.m.: Mr. MacKenzie arrived.

6:30 p.m. Mr. Haebler: S. Sturbridge bids are to be opened on July 10, Wednesday at 2 p.m. Mr. McClure will be handling issues in detail with respect to Charlton City and Muggett Hill status. In your packet there is a change order due to the fact that National Grid wants the lines underground at Dresser Hill. We will discuss this with Mr. McClure. The road surfacing was done last week. Mr. Haebler: The IMA update. No new news. Mr. Spiewak will be back on Wednesday. Mr. Haebler: We should be reading through the by-laws. What I'd like to do for our next meeting is to do the first three sections of the by-laws; and for the second meeting in August we deal with the last ones. Steve: We need to complete any changes in our by-laws by early September. I have started reviewing them. Mr. Lemansky: We had made some changes hadn't we? Steve: Yes.

New Business: Mr. Haebler: Bay Path School plan. We have handled that. Next: New intern at the plant. There has been a proposal to take someone on – an engineering student and for them to be at the plant; sometimes go around with the Woodard & Curran people and observe. Anything to be said on this? Mr. Lemansky: The offer by the individual is for no pay. Mr. Haebler: Yes. Mr. MacKenzie: What is the liability to the town? Steve investigated that through the insurance group out of the administrator's office; they said there were no issues and no hazard to the town; but it was suggested that the individual sign a release waiver. Mr. Haebler to Mr. Lemansky: You called Deirdre Roney at the Ethics Commission? Mr. Haebler: I also spoke with her today. Rob, you said you had a friend who had a kid. That's how you mentioned it to me. Mr. Haebler: If it's somebody known to us – it is questionable whether we could do it or not under those circumstances. I'm not sure what we want to do with this. Mr. Gagner: Will this benefit him only; or would there be some benefit to the town? Mr. Haebler: We don't have an intern program. We don't have steps set up. I'm not sure what he or she would be doing. Mr. Gagner: This might consume a lot of time with Steve or Jody with no gain to the town. Mr. Lemansky: Jody said he would put him on the project of the GIS system. Mr. Haebler: If we're going to use someone who will benefit somehow, we are denying anyone else from doing it. At the senior center, they have to apply to work for a department. We haven't had the chance to interview this person. Mr. Gagner: How many hours? Mr. Lemansky: I believe it was 20 hours a week. Usually you receive applications and do interviews. Mr. Gagner: Will he be useful to the town and to Jody, or is it just for his benefit? Mr. Haebler: We would have to have a motion. Mr. Gagner: Before I vote, I want to hear Jody's take on this. Mr. Lemansky: We didn't put it out in writing. Mr. Haebler: We haven't even met this person yet. Mr. Haebler: Would it please the commission if we took a recess until Mr. McClure comes? **Mr. Lemansky: I make a motion to take a 10 minute recess; seconded by Mr. MacKenzie. Voted: unanimous.**

7:03 p.m.: Mr. Haebler: The Water and Sewer Commission will continue with their meeting. Mr. McClure: S. Sturbridge Road: the bid is due to be opened on Wednesday, July 10 at 2 p.m. I will be on vacation. Dennis will represent my office. Kara will be opening the bids at the town hall. Mr. Lemansky to Chris: The letter that went

out to Southbridge? Chris: There has been no response to the letter. Charlton City: Chris passed out information. All the lines successfully passed except 900' of the 12" main. We attempted to test on June 27th. He continued with his report. We will need to do some leak detection. When this is going to occur, Southbridge will open up their lines at midnight, allow the section to pressurize so we can maintain 120 p.s.i.; with that pressure, Prowler has said they shouldn't have a problem locating the leaks. Testing will occur tomorrow night. Al came out. We have 3 hydrants: Stafford Street & Rt. 20; Carpenter Hill & Rt. 20; one across from Ted's – the old hair salon. There are no in-line gates there; but there are isolation gates that would shut off the stuff going up Carpenter Hill Road; stuff going west toward the treatment plant; and the isolation gate going toward Stafford Street. Mr. Haebler: At some point they found some valves they did not know were there. Chris: They've checked the area to make certain there are no valves. There weren't any old valves. There were proposed service connections; but no proposed in-line valves. With respect to Muggett Hill, there have been some delays. The contractor could not get National Grid to tie into an overhead line to a permanent stanchion overhead. Mr. Lemansky: The value of the change order? Chris was asked to break it down. \$3,136.22; trenching from the existing power; operator and laborer: \$450; utilities: \$50; electric: \$2,200; 2 personnel; conduit; number of wires. Mr. Haebler: One day? Chris: Yes. We'd give them until July 29. Some cost will be involved for the original power drop; three phase power. National Grid will need to do the underground electricity. Mr. Lemansky: He's adding his materials (\$2,200) and subtracting what he had included for the overhead. Why did he need copper when we have aluminum which is working fine? Chris: He's adding his materials. Mr. Haebler: I'll entertain a motion for change order #1. Mr. Gagner: I make a motion to accept the change order for \$3,136.22 for the additional cost of running the electrical service underground instead of overhead; seconded by Mr. MacKenzie. Vote: Mr. Haebler: I; Mr. Gagner: I; Mr. MacKenzie: I; Mr. Lemansky: No. Mr. Gagner: I make a motion that the chairman do his signature on the paperwork for this; seconded by Mr. Lemansky. Vote: Unanimous.

Chris: Data loggers: There were some wiring issues with pump no. 2 at N. Main Street. The electrician came to install the last logging device. The hour meter readings showed that the pumps were running and there was a potential issue with the data loggers. We went back out on April 1 to review the status of that and call the manufacturer. We downloaded the data at that time and compiled it; gathered a little more information. It took until May 23 for the data loggers to come back; they were installed and at that time we downloaded another set of data. There were issues with two of them; repairs were made free of charge. Mr. Lemansky: Who will benefit most from this data? Chris: All of them were installed; we have data from October – May 23. We are a little over budget. These are your assets and you will benefit the most. Chris: We enter data using Excel spreadsheets. Mr. Lemansky to Mr. Haebler: Aren't we in the middle of fielding quotes as to collecting the data and putting it into a report form? Mr. Haebler: I believe that we are. Steve: We received one quote from Woodard & Curran and one quote from McClure. Mr. Gagner: How many days of information can the data logger store? Chris: 80,000 points – depending on the frequency of the collection and how often the pump runs. You would probably get a year and a half. Mr. Lemansky to Mr. MacKenzie: Do you use these on a daily basis? Mr. MacKenzie: Unless you are well versed in everything...it's checks and balances with my guys...what stations are having issues...more in a flow meter format; influent into the town. Chris uses a different system than I do. Mr. Haebler: We have a couple of bills we have been holding. We would like an explanation. Mr. Lemansky: We have gone over budget on the data loggers. Chris: Yes, based on what I have told you, for the items we have done that were necessary--I'm using my junior engineer at \$65.00 an hour, a cost savings to you. Mr. Haebler: The commission would like to be notified when we're about to go over budget so we have a heads up on this. Chris: S. Sturbridge Road. This project began in August of last year; began as a conceptual design going to Southbridge for review. They had some comments; it then went to private bid with approval from the DEP. In my haste, and to accommodate the commission, I worked to get this out. Mass DOT permits are a lot more expensive. Now they require traffic control plans. The original concept of the insertion valve was prior to the potential expansion of the water system which was going to involve the addition of a pump station. The operating pressure wasn't high enough. Mr. MacKenzie: In reading the spec for the insertion valve (there are a couple of different types of insertion valves), as long as they meet AWWA Chapter 15.5 standards, what does it matter which type goes in? Chris: The operating pressure before we started talking about the expansion of the

water system was about 140 psi. Once the pump station was designed, during peak periods, the hydraulic analysis showed pressures up to 170 p.s.i. Most insertion valves are rated for 150 p.s.i. We wanted a valve that was going to meet the demands. It wasn't a typical permit application. We had two entities to deal with. It has been useful that the town administrator has been assisting in the bidding process. Meeting with Chris ended at 6:58 p.m.

Jason Dubois of Bertin Engineering; Jeff Richardson: (regarding 133 N. Sturbridge Road). The 8" main runs down Osgood Road and heads east toward N. Sturbridge Road. We are showing the potential location of the 6" sewer pipe that heads toward the Nylin property--the commission viewed a plan. Down N. Sturbridge Road—there is a 6" line somewhere between the edge of the pavement and the town right-of-way; it goes to the intersection of Osgood Road and N. Sturbridge Road. There are a few cleanouts in place. We have an as built that doesn't seem to be completely accurate based on the string ties that we used to locate them. If the commission is willing to accept the additional 6" line, 6 houses and the barn across the street could be connected. If the commission is ok with the 6" line, we'd go in with the camera, determine the depth of the pipes, and view any laterals in place. Mr. Lemansky: Lot 65? Mr. Richardson: That one is connected. We'd like to connect Lot 7. There would be an easement across 2A to service 1A. Mr. Dubois: The easement would possibly be just across a corner. Mr. Lemansky: You are looking for a sewer extension. The standard would be an 8" main. The existing main would need to be changed from the 6" main. Mr. Richardson: At the foot of Osgood Road, we want to add a third manhole. We want to avoid digging in the street. Mr. MacKenzie: With three manholes, this has the potential to become a sewer main. Mr. Haebler: It has to be consistent with the rest of our system. Mr. MacKenzie: The line should be moved far enough to tie into the manhole. Mr. Richardson: We were hoping this would be the end of the line going the 650', and it would be done. Any other expansion would be in the road, not in the shoulder of the road. Mr. Lemansky: If we are going to allow something, it needs to be proper infrastructure to add to and not have to rebuild the line. Mr. Gagner: It's got to be an 8" line. A lot of houses on that road have the potential of tying in. If it's up to code, there won't be issues later. Mr. Haebler: The general consensus is that the line needs to be an 8" line. **Mr. Lemansky: I make a motion that we allow the current lateral that extends up N. Sturbridge Road to the home address of 133 N. Sturbridge Road be revised from a 6" line to an 8" line with manholes properly installed, including a manhole properly installed at the intersection of N. Sturbridge Road and Osgood Road, seconded by Mr. Gagner. Vote: Unanimous.** Mr. Lemansky: We'll probably do a peer review of the plan and go from there. Mr. Haebler: We'll keep one copy of the plan and wait for the revised plan.

Mr. Haebler: This is a matter of obtaining permits. You need to obtain a permit before digging. In our by-laws we have to give a warning. If it is not heeded within a certain amount of time, there are hefty fines involved with this. We want to get things done properly so that the whole system is not compromised. We have had enough issues with infiltration and inflow. Mr. Lemansky to Jeff: You heard from Jody. As far as your knowledge of the demo permit and permit for the disconnection – you were aware or not aware of it? What did you need to sign off with Steve? Mr. Dubois: I got the demo permit from Kurt. Steve: It was explained to Mr. Dubois that he needed to obtain a demo permit which is issued by Kurt Meskus which he had not done. Steve to Mr. Dubois: At no time did I tell you that before you dug into the property, you needed to contact this office. At no time did I say to you that you needed a drainlayer's permit in order to tie into sewer; and at no time you claim that I never mentioned the by-laws? Mr. Dubois: I remember you signing it and saying call you so that someone could come look at it when it was opened up. Steve: Before you even dug into the ground, you needed to make an appointment with somebody at the sewer plant to come there before you started anything. When it was opened up, they needed to come back and they needed to come back before you backfilled it. Mr. Dubois: I remember you saying to call when it was opened up. Steve: You need to call us. We need to be there. We didn't get a call...we received a telephone call at the plant office from a passer by saying there was digging going on there. Steve: Any contractor that has ever come into the facility, we are there to help. The issue is you need to call us. You are better off to call us 10 times than not call at all. Mr. Dubois: I did not know about the disconnect permit. If I had known about it I would have gotten it. Mr. Lemansky: Part of the issue right now is that the equipment that was on the building is gone. When we replace old equipment with new equipment, we are taking the old

equipment and putting it into inventory so we don't have to spend a lot of money. The assumption is that when you go for a demolition permit with the sewer administrator; you do a disconnect between the pump and the house. Our administrator would have told you that you needed a permit. Mr. Dubois: I suggested to the homeowner that the alarm be taken off the house; but she wanted it left in place. Mr. Haebler: Any other questions? There were none.

Mr. Gagner: I make a motion to approve the following McClure Engineering bills regarding S. Sturbridge Road and Route 20 intersection: services from March 1, 2013 to March 29, 2013: \$14,988.75; and S. Sturbridge Road for the period March 30 – April 30 for \$5,620.62 and \$1,977.50 for the Charlton water activation plan for a total of \$7,598.12; seconded by Mr. Lemansky. **Vote: Unanimous.**

Mr. Haebler: Is there anything else we have to do? Mr. Lemansky: Executive Session for 5 minutes. Mr. Haebler: Should we do that without Mr. Spiewak? I don't know what we have to talk about more than we have already said. When Mr. Spiewak is back, I'll talk to him. We might have to have an emergency meeting; and see if he can make one more attempt to contact Southbridge. That's what he said he was going to do.

Mr. Gagner: I make a motion to adjourn with our next meeting being July 22 at 6:00 p.m. at the sewer plant; seconded by Mr. Lemansky. **Vote: Unanimous.**

Meeting adjourned at 8:25 p.m.



Joe Haebler

8-5-13

Date



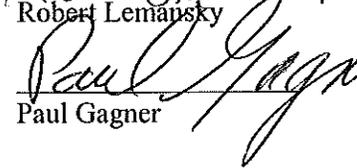
Robert Lemansky

8/5/13

Date

Alex Mackenzie

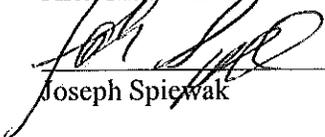
Date



Paul Gagner

8/5/13

Date



Joseph Spiewak

8-5-13

Date