

Meeting Minutes
Charlton Water and Sewer Commission
Date: July 22, 2013

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

Attendees:

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

Recording of minutes by Carol Goodspeed, Department Assistant

Mr. Haebler: I'd like to call the meeting to order by Mr. Haebler at 6:05 p.m. and we are at the sewer plant. I would like to suspend order of business and take old business item #4 Honey Farms agreement status with the town administrator. We have three copies here; there are just a few changes; it has been signed by the town administrator. Paul McNeil from Williamson Environmental met with the commission. He indicated that the only major change was that 10 Power Station Road was added. Honey Farms has agreed to pay to hook up the fire station, and pay for labor and materials. You will need to pay any other fees. Mr. Haebler: I read through it today. Ms. Craver has already signed it. I need a vote to accept this; and if you want me to just sign it; or we could all sign it. **Mr. Lemansky: I make a motion to accept the agreement as written and as approved by the town administrator; and the motion will include the authorization for our chairman to sign on behalf of our entire commission; seconded by Mr. Gagner. Vote: Unanimous.**

Mr. Gagner: I make a motion to approve the following warrants: Poland Spring Direct: \$3.58; Charlton Gas & Market LLC: \$612.28; total: \$615.86; E.J. Prescott, Inc.: purchase of four MXU ports and four meters: \$1,389.09; Commitment warrant for work service surcharges for the 4th quarter FY 2013: 5E: \$63,961.91; 6W: \$10,251.76; total: \$74,213.67; McClure Engineering, Inc.: #10788: S. Sturbridge Road/Route 20—services for 5/2/13 – 5/30/13: \$1,060.20; #10801: Charlton City waterline activation; services for period ending 4/30/18: \$2,090.50; total: \$3,150.70; McClure Engineering, Inc.: #10802: sewer pump stations – data loggers; engineering for the period 4/1/13 – 6/11/13: \$1,320.41; Kopelman & Paige, P.C.: services through 6/30/13 with respect to the Southbridge agreement: \$19.00; Quill Corporation: \$108.61; Northeast Battery: \$22.36; and Woodard & Curran (contract operations for July): \$42,253.00; total: \$42,383.97; Verizon: \$429.52; Abatement warrant for 36 Carpenter Hill Road: \$171.80; Commitment warrant for grinder pump violations: 57 Old Worcester Road: \$100.00; 223 Sunset Drive: \$100.00; and 210 Sunset Drive: \$220.00; total: \$420.00; seconded by Mr. Lemansky. Mr. MacKenzie arrived, and was given the warrants to review. Discussion: Mr. Lemansky to Steve: When was the last time we went out and shopped for meters and sensors? Steve: I don't think it has been done in my tenure here. Mr. MacKenzie: We need to confirm that those are four digit reads to the right of the decimal; if not, the MXU's will either burn them out or not function. Steve: I don't have an answer as to compatibility. The commission discussed the E. J. Prescott warrant. **Vote: Unanimous. Mr. Gagner: I make a motion to approve the minutes of June 17, 2013; seconded by Mr. Lemansky. Vote: Unanimous. Steve: Relative to meters, it is my understanding that as of January, the brass meters will no longer be acceptable. Mr. MacKenzie: Everything will be lead free by January going into the system. Anything in the system or in stock, as long as it is in the system and out of stock by December 31st of this year, it is grandfathered in. Mr. Lemansky: The units we just bought won't be able to be used unless they are installed prior to December 31, 2013. Mr. MacKenzie said he would get quotes from E. J. Prescott and one other source. **Mr. Lemansky: I make a motion to reconsider the Prescott warrant;****

seconded by Mr. Gagner. Discussion: Carol checked the box we had which contains the old style meters. **Vote: Unanimous.** Mr. Haebler: We are reconsidering the Prescott invoice. Steve has no problem with sending the old style meters back. Mr. Haebler: Now we have to vote whether to send these back and not pay the bill. Mr. Gagner: See what E. J. Prescott says when Steve calls before we make that decision. Mr. Haebler: I would like a motion to hold the bill and let our administrator do some research. **Mr. Lemansky: I make a motion that we hold the bill and let our administrator do some research on the liability of those meters; seconded by Mr. Gagner. Vote: Unanimous.**

Steve gave his office report. Pressure testing continues in Charlton City. Town of Southbridge has offered to help us out with the blowoff of four manholes. They are holding 120 p.s.i. in the lines. Honey Farms agreement was signed. The S. Sturbridge interconnection bids are in. Low bidder was A. Martin & Sons (\$73,180); references were checked. The procurement officer agreed. The award belongs to the Water and Sewer Commission. Mr. Haebler: We'll take that up when Jody arrives. Next, is the commission satisfied with the e.d.u. methodology? Mr. Haebler: That was agreed to by town meeting vote. Betterments: Attorney Abraham \$175 an hour; Matt Abraham: \$115 an hour. We will review the current properties in the Charlton City area. McClure will be providing the assessors with maps so an abutters' list can be put together and provided to the assessors. Deb Ceccarini is on vacation this week, so a meeting will be put together when she returns.

6:28 p.m. Jody St. George of Woodard & Curran read his May monthly operating report for the sewer treatment plant. Mr. Spiewak joined the meeting at 6:33 p.m. Jody indicated that the most pressing issue currently is the lack of bugs in the sewer system since the last two weeks of June. The plant had 9.2" of rain. The commission revisited conversation which took place at the July 8th meeting regarding 133 N. Sturbridge Road. A copy of Mr. St. George's report is attached hereto. Meeting with Jody ended at 7:18 p.m.

Mr. Haebler to Steve: Please continue with your office report. Steve: George Senerth and I are to talk on Tuesday. We received an email from a sewer customer. He had a leak in his swimming pool. He indicated that almost 9,600 gallons of clean water leaked out of their swimming pool. They have asked for an abatement. They are on the Southbridge water line. They came up with a computation of 9,695 gallons. Steve: My suggestion is I will take a picture of the pool, do my own calculations on it; and report back to you.

Mr. Gagner: Betterment process. Using the edu method. I'm not comfortable with that for businesses or people with meters, in particular, businesses with meters. Another alternative is to bill people double what their meters say which is fair, rather than an unknown amount. Mr. Haebler: We will get to that under old business. S. Sturbridge Road/Route 20 interconnection. We have a letter from Dennis Rice at McClure dated July 18 which was sent to Robin. Steve: I was with Robin today. She had read the recommendations and was in support of what McClure had done. Mr. Haebler: The price for this was \$73,180. I think the next lowest bid was \$78,000. We were originally thinking \$120,000 - \$130,000. **Mr. Lemansky: I make a motion that upon receipt of an affirmative letter from Southbridge relative to South Sturbridge Road once connected, will be connected to their system; we would then go forward with awarding the contract to this company; seconded by Mr. Gagner.** Discussion: Mr. Spiewak: Just a point on that motion. You said North, but I believe you meant South. Mr. Haebler: Let the record show South Sturbridge Road. (The word "North" in the motion was changed to "South".) Mr. Haebler to Steve: Do we have a request for a letter from Southbridge? Steve: The request was written by McClure; addressed to Heather Blakeley; copy to the town manager; copy

to us and I believe a copy to Robin Craver. The letter is still in Chris' hands because we never took a vote to send it. Mr. Haebler: So this motion would authorize that letter. Any further discussion? All in favor of the motion? **Vote: Unanimous.**

Mr. Lemansky to Mr. Haebler: Charlton City. The line right now is holding 120 lb. of gas pressure. Steve: Boxes: 1 – 5 were cleaned out today. Mr. Haebler: Before you all were here, we did the Honey Farms agreement which has the addition of the fire station. We voted to sign off on it. Paul McNeil was here. Steve: I am down to three grinder pumps. I need permission to order 20 more. **Mr. Spiewak: I make a motion we authorize the administrator to purchase 20 new complete grinder pump systems; seconded by Mr. Gagner. Vote: Unanimous.**

Mr. Haebler: The betterment process for water. We called Mark Abraham and he's willing to put together a proposal and final details for the DOR. Steve outlined this in his letter on Thursday night, July 18. Today, we made a joint call to Mr. Abraham with Ms. Craver at the town hall. (Previously stated in these minutes: His hourly rate is \$175.00 an hour for him; \$115.00 an hour for Matt.) The map will be produced by Chris McClure for the five new streets; and delivered to the assessors' office. They will produce an abutters' list for each. Mark had agreed to call to Kathleen Colleary, Division Director of the DOR with respect to a letter. Ms. Craver had a call into Kathleen Colleary to run that letter as to our principle and how we go forward. We talked to Deborah Ceccarini who was on vacation—she is looking at the hard dates: August 1 and October 1. Mr. Haebler: What was Mark Abraham's take on the letter? Steve: We went through the list of properties. He agreed with the process. He will come up with a scope of work that the commission can review. Steve: If I can get maps from Chris McClure to the Assessors office tomorrow, they can have an abutters' list for me by Thursday. Mr. Haebler: I'll entertain a motion for Steve to go forward using Mark Abraham for this process. On page 20 of the material put out on August 2, 2011, the town meeting did vote for the unit method. Mr. Lemansky: Do we have the original contract and scope of work? Steve: Yes. Mr. Lemansky: The first time, we paid him \$15,000. Wasn't he supposed to come up with a plan or just the special legislation? Then we hired him again and paid him an additional amount – what was that scope of work; and also the scope of work we want him to do now...he's the expert. He has access to a betterment book which had useful references regarding specific questions. We need to just ask him specifics as to what he will charge. Mr. Haebler: We are going through this now because we don't have the IMA signed yet and we don't have the contract with Exxon yet. So we are looking at estimated costs. Mr. Lemansky: We will assume that the six mile infrastructure will happen; and instead of the current people on line – we will take the total number of properties - 354 and spread the expense out. Because we have already paid interest for 11-12 years, that interest is part of our current costs. Whatever we appropriated on the town floor plus the interest that we paid makes that number larger. Mr. Haebler: We need to get the scope of work to Steve on this. All we have to do is get the signing of the agreements done; and then the process can begin. Mr. Gagner: Bay Path is supposed to open a year from September; and supposedly Chris Clark has agreed to get water to Bay Path. Steve: I don't have a scope of work right now. What needs to be done is we need to verify the 184 number; identify the abutters' list; identify an estimate which may need to be done through McClure. Mr. Spiewak: The DOR cares about the total cost of the project; the debits and the credits; estimate of everything that will be spent; and what will be reimbursed. If we're going to include the six miles of pipe, do we have the cost of that? Steve: Exxon was trying to get that out to bid. Chris and I were looking at a number of \$10,000,000 - \$12,000,000. ExxonMobil was saying \$8,000,000. Mr. Haebler: We need to verify the number of properties and then do the letter to DOR. Mr. Lemansky to Mr. Haebler: Don't we need the assistance of Abraham to go over our letter to make sure all is in proper form and that it has a high likelihood that it will be accepted? Mr. Haebler to Steve: Will he verify the figures of the Assessors?

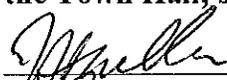
Steve: Yes. I gave him some numbers. Mr. Haebler: He will validate our information, and help with the DOR. Would he accompany Ms. Craver to the DOR if need be? Steve: That's what I suggested. I will put the scope together; run it by Ms. Craver; run it by them; and by us. Mr. Haebler to Steve: When do you think we'd have the scope of work? Mr. Haebler: We need to give authorization to Steve to get this ball rolling. Steve: Debbie will be back on Monday. The dates she had indicated were August 1 and October 1 for getting the betterments to the people to be collected in 2014. Mr. Lemansky: I would think the optimum way to do this: Plan A: 184 we can do today; Plan B is Plan A plus the 6 mile loop. If we do Plan A, with our special legislation, how much can we tweak the \$ amount so we can save some of it to put over to the other 200 people that we will do in Plan B? Mr. Haebler: I think you have to do everything all at once. Mr. Lemansky: You can't redo betterments. Discussion: Steve: If you segment this into Phase 1, you'll come up with a betterment of about \$30,000 over a 20 year period. Then if you come up with a cost for Phase 2, ExxonMobil – that cost will be \$0. Mr. Lemansky to Steve: Abraham is the one who developed the special legislation. Steve: I looked at the project as \$5M plus \$10M; treat it as one project; bill 1/3 of the people...Mr. Lemansky: What does Abraham know? Steve: The letter I sent to him he supported, but it needed tweaks on the numbers. Ms. Craver wanted to bill everyone who currently has water, 100%. We are setting the foundation today for going forward. Mr. Lemansky: If we want to include 450 properties now, how do we do that? We need to ask Attorney Abraham. Mr. Haebler: With his status, he'll carry a lot of weight with the DOR. **Mr. Lemansky: I make a motion to have Steve acquire more information on what has been discussed here, and include a scope of work that we have developed for Mr. Abraham; and Steve is to report back as soon as possible; seconded by Mr. Spiewak.** Discussion: Mr. Spiewak: We need to recapture all of the costs. I understood that we have the potential for adding the cost of S. Sturbridge Road. Steve: We'll have to give Abraham the list of properties. Are there properties in the middle of a swamp? Those properties can't be bettered. Mr. Haebler: I believe that Deborah Ceccarini already identified a lot of those. Mr. Lemansky: One of the things that Dave Press and his group from Kleinfelder had to do was to identify all of the properties and come up with a gallon amount; and submit those numbers to DEP. They also had to determine who was in which of the watersheds; who was and was not on sewer. They have put together a good scope of that and I believe they can share that information with McClure. Steve: I talked to Maura at Kleinfelder. She did not have numbers at that time. Mr. Lemansky: The GIS maps are on the town's website. Mr. Spiewak: So we have to come up with a calculation for the properties? Steve: The methodology is to come up with an edu. It is usage driven. Mr. Spiewak: So have we voted to establish what we're going to do; or are we looking for a recommendation from Abraham? Mr. Lemansky: McClure has a better handle on what's going on in town. He has the maps. McClure will come up with an edu number. When Sandy was working on this with Pete Boria, they asked Rich Cox to help them with the existing commercial and industrial sites so he could apply Title V. In generic terms, they determined that commercial use is 3.7 'edu's. For the vacant ones, they took a passive approach and said, if the zone is community business, it's a house lot every 150'. Mr. MacKenzie: So for every 150', you are getting billed for 1 edu which equates to what? Mr. Lemansky: It depends on the piece of property. The edu cost will be relative to how many there are to the total costs. If you have 300' of frontage and 3 acres, you get billed for 2 edu's. When it comes to betterments, it is the improvement of the property. It is based on what is there at the time and how much it was improved. Originally they allowed large property owners to step forward, say they only wanted 1 edu; and no extra ones; and they said it was ok. Mr. Haebler: The edu method was done by town meeting vote. **Vote: Unanimous.**

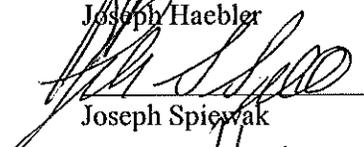
Mr. Spiewak: Time is of the essence. Mr. Haebler: We would probably have to have a special meeting maybe next Monday. Mr. Lemansky: Can we discuss the option of doing nothing? If we do nothing, another year will go by to where Charlton has the debt service that needs to be paid with no income to

offset the monies going out. Mr. Haebler: ...and no money in water stabilization. Steve they have enough money to pay what's due in a couple of weeks (about \$275,000). I will ask that question. Mr. Lemansky: The first 4-5 years of this debt service that was paid on an annual basis came out of the general fund. When Konoco came in, \$1.8 million dollars; and later, \$200,000—what has happened is that monies have come out of that account to pay that debt and run the water budget. Mr. Haebler: Everything is town voted. Mr. Gagner: It would be nice to have the additional streets done. It would solve a lot of problems; and make for good will. As Rob said, maybe we should do nothing right now. This stalemate with Mr. Clark has got to end. Mr. Lemansky to Mr. Haebler: Has there been any movement? Mr. Haebler: I may call him tomorrow. He has to present the IMA to the town council. That's where it stands now. I don't think engineering is an issue. I'm hoping that he would give us the areas that he feels differently about, and sit down with him. Mr. Spiewak: I would not support doing nothing. I would support assessing 100+ houses that already have water. Assuming we had a total estimate for the project divided by a total including all of the additional streets; I would not support a betterment for those houses that have nothing in front of them at this point, but include them in the calculation but no assessment. Mr. Haebler: The old concept is that you get the IMA signed with ExxonMobil. That way you have a commitment. I hear what you are saying. Mr. MacKenzie: If ExxonMobil falls apart, what do you do? Mr. Spiewak: Without a signed agreement, this process would be yesterday's newspaper.

8:25 p.m. Data loggers: Mr. Haebler to Steve: Where do we stand on this? Steve: We had two quotes: one from Woodard & Curran (\$1,000) and one from McClure (\$800). Mr. MacKenzie: What are we doing with this data? Mr. Lemansky: It is a benefit to our operator, who will be able to judge inflow; and also determine the malfunction of a pump. They use the SCADA system. Steve: They didn't have a way to correlate runtimes. What we were trying to do was to identify the I/I. **Mr. Spiewak: I make a motion that we authorize McClure to do it for \$800 a quarter and provide us back a report and soft copy of the data; seconded by Mr. Lemansky.** Mr. MacKenzie: I'm a firm believer going to the pump stations and collecting the data. **Vote: Unanimous.** IMA update: Mr. Spiewak: I have heard nothing. Mr. Haebler: I'll give them a call. Mr. Lemansky: Mr. Chairman – could you get back to us? Mr. Haebler: By-law review – the hour is getting late. Mr. Spiewak: I would like to push this off Mr. Chair. Mr. Haebler: Why don't we just have a workshop where we only discuss the by-laws. Mr. Spiewak: If we require a special meeting during the next week, let's include the by-laws in the discussion. Mr. Lemansky: One of the things that concerned me was the Bill of Sale we gave to the Masonic Home. When you look at the by-laws, there was no need to have given them a Bill of Sale. Mr. MacKenzie: The town only owns the main. We've got to get away from the laterals. Mr. Lemansky: It would be the manholes. Mr. Haebler: There is just 1 item we need to review in the by-laws that the By-law Committee wants us to review which I will provide to all of you. The Bay Path School plan? Steve: No comments back. Mr. Haebler: Nothing back from the Planning Board? Mr. Lemansky: Mr. Chairman, could we ask our staff to find out what the gallon amount was for the original Bay Path School? There was a specific amount of gallons allotted to them.

Mr. Gagner: I make a motion to adjourn with our next meeting being August 5, 2013 at 6 p.m. at the Town Hall; seconded by Mr. Lemansky. Vote: Unanimous, Meeting adjourned at 8:39 p.m.

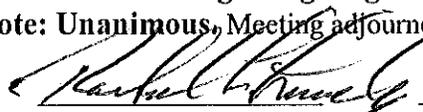


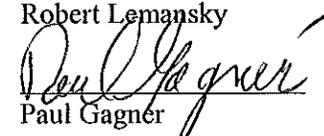
 Joseph Haebler


 Joseph Spiewak


 Alex J. MacKenzie

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 Robert Lemansky


 Paul Gagner

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8/19/13
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COMMITMENT & INTEGRITY
DRIVE RESULTS

Woodard & Curran
Charlton WWTP
37 Main Street
Charlton, MA 01507

T 508-248-4699
C 508-922-1599
F 508-248-7197



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

June 17, 2013

RE: May Operating Report

Commissioners,

The treatment plant is operating well and exhibited no normal permit parameter violations. We have just concluded our retest of the recently failed toxicity round and are awaiting the results. The diluent (Cady brook) had failed which is considered a failure for the whole test. This unfortunately requires a complete retest of the whole assay. Hopefully the brook will pass this time and that will complete the quarterly requirement.

Treatment Plant:

One CoMag clarifier and train was taken off line to inspect and also exercise the other CoMag train so it does not sit dormant for an extended period. Upon cleaning the clarifier tank bottom it was discovered that the rake arms were not adjusted correctly and scraping portions of the clarifier bottom which is constructed out of steel. This scraping has actually worn the epoxy paint off and has been slowly diminishing the thickness of the metal due to the scraping action. I was able to obtain a device that can measure the thickness of the metal with a probe that is put on the bare spots. We found that the metal was only compromised approximately 1/16 of an inch and the metal bottom was originally 1/4 inch steel. In speaking with a few engineers about this dilemma it was unanimously decided that this minor material loss would not compromise the integrity of the structure if stopped now and remedied. W&C staff immediately adjusted the rake arm so that no contact is made on the tank bottom but rides above it minimally. The next step was to clean and prep the areas that were scraping and reapply a two part epoxy coating to seal the wear spots. Pictures are displayed on the cover of this report and more are available if needed. We are confident that this issue is resolved and was completed by staff at no extra cost to the Water & Sewer Department.



We replaced the mechanical seal on one of our plant water pumps. Upon normal exercising of equipment we discovered that the off line secondary clarifier behind the building would not operate correctly. We discovered that the motor that drives the rake arms was not functioning. We checked the power going to it and found that to be fine. The problem was that the motor was bound up and would not run to engage the drive on the rake arms. I was able to attach a small pipe wrench to the motor shaft and with very little effort was able to turn the motor. We then replaced all guards and put power to the motor which began operating correctly and at normal Amp draw. We let it run for a few hours, checked it again and called it good.

Collection System & MTA Pump Stations:

The Masonic Home is still being monitored for debris in its discharge manhole. At least once a week (usually Mondays) operators remove the manhole cover in the street and check to see if there is debris present. If there is, the operators manually remove it and dispose of it. We then notify the Administrator and he bills the Home for violations.

The operator on call received a phone call from the Police Department on Thursday, May, 16 late afternoon about a possible leaking sewer line that traverses the bridge over Cady Brook at the intersection of Power Station Road & Brookfield Road and leaking directly into the brook. The operator responded immediately to find that it was in fact a water line that was leaking and not sewer (thank goodness for many reasons).

We notified the Police of our findings and directed the concern to the Administrator the next morning who acted on it immediately.

Miscellaneous:

There were four residential grinder pump alarm calls this month one of which resulted in a clogged pump.

There were six residential grinder pump conversions to the new system this month.



Conclusion:

This concludes the monthly operating report for May 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

A handwritten signature in black ink, appearing to read "Jody St. George".