

**Meeting Minutes  
Charlton Water and Sewer Commission  
Date: December 16, 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
Alex J. MacKenzie	Y	Paul Gagner	Y
Joseph Spiewak	N		

Mr. Haebler: I'd like to call the meeting to order. Beethoven's birthday. It is 6:10 p.m. and we are at the sewer plant. Joe Spiewak will not be here tonight; and Mr. MacKenzie has not yet arrived. Mr. Gagner: Mr. Chair, I make a motion to approve the following warrants: Miscellaneous warrant: Alarm Works: \$244.98; Ricoh USA, Inc.: \$142.27; AT&T: \$46.49; Osterman Propane LLC: \$212.50; total: \$646.24; Woodard & Curran: contract operations for the month of December: \$42,253.00; Jennings Custom Homes Co. Inc.: manhole repair on route 20 eastbound: \$2,300.00; mini excavator plus labor to accomplish repair at 197 Sunset Drive: \$997.50; total: \$3,297.50; The Abrahams Group: professional services from October 5, 2013 through project completion: \$1,500.00; Cosgrove & Blatt: legal services from November 1 – November 30 with respect to the water betterment charged to the Charlton Housing Authority: \$123.25; Commissioner payroll for December: \$400.00; Abatement warrants: 2 Center Depot Road: 3/29/13 – 7/1/13: \$633.37; and 7/1/13 – 9/30/13: \$1,711.50; seconded by Mr. Lemansky. Mr. Haebler: All in favor? Vote: Unanimous.

Mr. Gagner: I make a motion to we approve the minutes of November 4, 2013; seconded by Mr. Lemansky. Vote: Unanimous. Mr. Gagner: I make a motion that we approve the minutes of November 18, 2013; seconded by Mr. Lemansky. Vote: Unanimous. Mr. Gagner: I make a motion to approve the minutes of December 2, 2013; seconded by Mr. Lemansky. Vote: Unanimous.

Steve's report: Honey Farms update: There were 8 applications processed and completed. They are finishing up now; complete for this building season and will begin again in April – I believe they have 22 left to do. Steve: There were 34 on the list who signed up saying they were ready to hook up. He was lacking 6 signatures. The frequency of water betterment telephone calls has lessened. The water line in front of the pump station on Route 20, we have had some conversation with the Mass DOT. They are considering pressuring testing that line. I have provided information requested by them. Mr. Lemansky: When the chairman and I visited that site, we were emphatic that they were to do it; and the engineer on site committed to doing it. Mr. Haebler: I don't think they had the authority to commit; but they did agree with us. Steve: We have had a request for information I am assuming from POG Realty Trust for information regarding the agreement between ExxonMobil, the IMA, pertaining to land by the water tank. Mr. Lemansky: I think when they made their deal, they weren't thinking about betterments. They can't be exempted. On Northside Road, we have to abate them. Mr. Haebler: We can't abate until there is Special Legislation. It has been addressed. There have been calls and emails from the town's insurance company regarding the incident on Route 20 at the manhole. I believe it has been addressed. A letter was received by the town. Steve: At the scene of the accident, there was no statement made. If the trailer truck kicked up the manhole, they need to contact us. We have the plate number. There was a meeting several days ago regarding the false alarms at the plant. The fire marshal, the building inspector, Jody and Joe Cebula from the alarm company were there. Several ideas were discussed. The issue is the humidity. The recommendation has been made to install a water sealed unit

installed at a cost of \$1,661.43. They have to put in a sealed detector. Mr. Lemansky: From what I've read, they only cost \$200 or \$300. Steve: Dave Woods wasn't here, but his boss was. Mr. Lemansky: What did the fire specialist say? Steve: By code, we have to have smoke detectors in the ductwork because it is over 2,000 cfm... Mr. Lemansky: What did they say about putting a heat detector in there? Steve: They said that wasn't an option. Mr. Haebler recognized Mr. Breault.

6:27 p.m. Mr. Arthur Breault from Southbridge Savings Bank met with the commission. Steve did the calculation based on the size of the building; number of employees and what was actually used. What I asked you for was what was physically in the building. There are 6 employees; also there are two bathrooms and a kitchen sink. Jeff Tasse put a meter in the way he always does; and Southbridge didn't like it because it wasn't in full containment. There's a backflow on the irrigation system. They want it on the other side of the backflow for the water line coming in. Mr. Lemansky: So they required a backflow even on the 1" line; so you have the meter and the backflow. Once the backflow is done and over with, Southbridge should be out of the picture. Mr. Breault: They want the default meter on the other side of their backflow so there's no contamination going back into the town water. The irrigation people put a backflow on the outside where it comes into the building. Southbridge wants the default meter installed on the backflow inside the building for full containment. Mr. MacKenzie arrived at 6:38 p.m. Mr. Haebler: We have a suggested abatement. **Mr. Lemansky: I make a motion that we approve the abatement for the location of 2 Center Depot Road; seconded by Mr. Gagner. Vote: Unanimous.** Mr. Breault: On the betterment – there's going to be an abatement on that. Mr. Haebler to Mr. Breault: We can't abate until 100% of the assessments are done. The calculation was done on the total area of the parcel which is 9.75; Debbie did the overlay, the wetlands; and we have 3.2 acres of usable land. We had a bill of \$35,065.09 so she's sending it over to Alan for a re-calculation. Steve: I can speak to this, but it's unofficial until it is addressed by the Betterment Committee. The total betterment was \$70,130.00. After the processing he described, it is \$25,668.97. He will see an adjustment when the balance of it comes up; and that will be an adjustment of around \$50,000. Mr. Breault: On Bertin's site plan, they only show 2.02 acres. The Assessors have an overlay they do over the land. It shows the wetlands. She came up with 2.2 acres. Mr. Lemansky to Mr. Breault: Talk to Mike Loin. Meeting concluded at 6:42 p.m.

Steve's report: 197 Sunset Drive: The owner is receptive to cooperating with us with respect to providing a flushing process. He is more than happy to work with us. Ricoh: Our 4 year lease expired in September. The people who quoted it indicate to us that we are on a state contract. Because of that, we will get the lowest price. We don't have to go out for multiple bids. We can have the unit replaced with a newer unit, same type but a newer model, and there is no economic disadvantage to us. We'll have a three year contract for parts and labor. The fourth year of the contract will cost us an additional \$13.+ a month. Keeping it for the fourth year, you get one or two service calls in a year. Steve suggested we get a new lease and a new machine: it will be \$141.36 a month (146,729 total counter) Mr. Lemansky: How many copies are considered to be trouble free and/or what's the real life of the machine? How many copies are there on that machine? Steve asked for an extended lease or a buyout or a finance program. Because it is a state contract, we can't extend the lease or purchase it. Mr. Lemansky: How many times has the machine been serviced? Steve: Once a year at least for a cleaning. In the past year, it would have been a \$350 issue – they replaced the photo contact unit plus the service call. The lease paid for itself with that one service call. Mr. Lemansky: What do we spend on ink? Steve: We purchase toner from Quill. If the machine quits, they bring us another machine. Mr. Lemansky: In order to make decisions, you need information. Steve: I can take the file out and look through the paperwork. Mr. Lemansky: If you buy a new machine, it is warranted for three years. Then you determine whether you want to trade in the current machine and get another one. I suggest

we put this off until our January 13<sup>th</sup> meeting. Mr. Haebler: Is this doable? Steve will ask. Mr. Lemansky: Worst case scenario--go to Staples for \$99 -- buy a Dell copier. Steve: A color copier on this machine adds about \$10,000; and the maintenance plan drops from a 3 year plan to a 1 year plan. Mr. Haebler: We will postpone this until next meeting.

Steve: Discussion about 5 Main Street – I don't know if they are coming here tonight. They have requested a place on the agenda for the following meeting if they don't come this evening. 5 Main Street was a two family home and is now a one family home. They were charged for 2 edu's in the amount of \$16,400. They have paid 1 edu off; and because of the change in the house and their fixed income – they are looking for forgiveness of the final \$8,200. I have verified information with the assessors' office. It is in fact a single family home. I told them the abatement process would have to have been done within six months of the assessment being made; but they asked that I plead their case to the commission. Mr. Haebler: We need to look at the law. Mr. Lemansky: At the time of betterments, the betterment authority followed all their rules. The assessors' office assessed it as 2 edu's, a 2 family. If there was a home that had 1 edu; and they added a wing to their house, they would have to pay a privilege fee. If it works one way, why doesn't it work the other way. I want to be fair. We can always listen. Are our hands tied because of statute?

7 p.m. John Perkins, Bob Snow and Todd Girard. Our town planner, Todd Girard, gave a presentation to the commission of the Sampson Road layout. There is vernal pool. It is a work in progress. Also, there is a field area where sports can be played and the area is ADA accessible. Mr. Girard continued: The cost for a septic system for this piece of land would be prohibitive. We are here to ask about the feasibility of connecting to water and sewer. Mr. Snow had spoken with Steve who advised him that there is the ability to connect to sewer. There is a "Y"; i.e., two access points to the sewer line. There is a regulation that sewer would have to go the length of that property. It would be an 8" line. The commission did not see any issue. Mr. Girard: We will need fire suppression. There is a field—we will have astroturf with pellets underneath it; ice skating; a splash pool, good lighting; a recreation trail all around; an amphitheater concert area, a camping area. One of the neat things on this plan is we are looking at the feasibility of solar. We have a multi-use building (100' long and about 60' wide). The fire department and police department would like to use it for an emergency location if they needed to come together. Fields have been designed to be landing zones if necessary. I was asked to speak with at the senior center for additional ideas. One of the things we would have is a high demand for water and sewer. Mr. Girard: A pretty big septic system would be required. Mr. Haebler: Do you need anything else from us? Bob: If there is water and sewer there, that's progress. Mr. Haebler: Southbridge wants year round use; they don't like dead ends. Steve: There appear to be two sewer access points. If we are going to go Sampson Road, there is a requirement that sewer must run the length of the property (8" line). There is a "y" to the property; but no pulls and ties. Mr. Lemansky: The sewer line abuts the access road – the sewer line is in that portion of the easement but not in the road; so you could break into the sewer line there. Mr. Haebler: What side of Route 20 is the water line? Steve: On the north side of Route 20. Mr. MacKenzie: You'll need hydrants if it's going to be a central location for an emergency. Hydrants aren't just for fire support. Mr. Lemansky: If a building is under 7,500 square feet in general and subject to the use, you don't have to sprinkle a building in this town. Mr. MacKenzie: It's not up to the town. It is under NFP25 that dictates that. My suggestion is to speak with the fire chief. Todd: I would like the maximum gallons we can get. Mr. Lemansky: From October to March, what's going to go on there? One of the offsite issues here is taking the left hand turn coming from the east. You have the option of going Berry Corner Road. Mr. MacKenzie: What about a solar field? It was mentioned that this would be expensive. Mr. Perkins discussed the uses for the various areas of the property and was asked for a timetable. Mr. Haebler: Town meeting? Mr.

Perkins: We are still getting input. We had meetings with the Mom's Club, anyone to do with children, and seniors. This is larger than we originally planned for this project. We will have age appropriate playgrounds. Everything we have done so far hasn't cost the town anything. We just wanted to know if we would have access to water and sewer. Mr. Haebler: Southbridge doesn't like dead ends. Mr. Gagner: You wouldn't use more than 10,000 gallons per day would you? Meeting concluded at 8:05 p.m.

Chris McClure of McClure Engineering met with the commission regarding the sewer connection at 9 Trolley Crossing Road. Since Mr. Smith was in, I thought it a good idea to talk with you. Steve and Jody have reviewed this. Just tapping into the main – one of the things we don't have is the lack of standards that you have for a sewer system. Alex: What do they want to use? Chris: We can cut in the connection or use a saddle. I was going to leave it up to the contractor. Both are acceptable. Mr. Haebler: What does saddle mean? Chris: A saddle is a clamp that goes around the main of the pipe and then you core a hole into it and then insert your pipe that way; or you can cut a "t" in and it becomes an integral part of the pipe. We are doing a camera inspection. It is a long connection: 500' across their property. We have designed drop manholes for it—they will own and be responsible for maintenance; and there's a commercial application, so we put three drop manholes in. It is all gravity fed. There will be water run at the same time. That has to go through Southbridge. The sewer needs to be done now. We have a permit with the MA DOT--the line is behind the guardrail. Steve: We aren't going into the road, so I can issue a trench permit. He has approval to tie in as long as he has the proper paperwork. Steve: I think they paid \$17,100. Mr. Haebler: As long as it meets regulations. Chris: We're just looking for a simple connection to your main. You folks go out and inspect this connection from the beginning to the end. Steve: Yes. Chris: The well currently services four buildings: 9 Trolley Crossing, 25 Trolley Crossing, Savers Bank and Webster 5. There is a proposed technical meeting with Southbridge and Charlton at 3 p.m. I have been in contact with the DEP. They wanted to be sure there was enough technical information provided prior the meeting. I was asked to contact Peter Caldorazzo of Dewberry. I wanted to provide you an email communication from him. He is not coming. He doesn't have the time. He has been trying to contact Chris Clark and Heather for a year. Mr. Lemansky: Will he release his model? Chris: Basically he isn't talking to me by phone. Unfortunately, technical aspects can be discussed, but no decisions will be made. Mr. Haebler: What's the big thing about not releasing this information? We paid for it. He was so late in getting it to us. Mr. Lemansky: If you don't specifically say it when you hire an engineer indicating you want all the work in digital format, they'll give you the plans but not their work. You have to be very specific. Chris: I always provide stuff electronically. Mr. Lemansky: When we were at the library and Peter Caldorazzo was there when everyone was in the room, he said to Southbridge that they needed to put another tower in their town; and Chris spoke up saying—you mean Charlton; and it was said that they needed to do it in Southbridge. Chris: Heather's major concern is the technical aspects of getting water movement through this new section. Mr. Lemansky: Chris, get information from Peter Caldorazzo. Who does modeling? Chris: I don't know anyone offhand. Peter has the iteration he did for the expansion. He was getting paid by Kleinfelder. Mr. Lemansky: How do we deal with Southbridge as to going forward to do this project? We will need to address the residency problem; but right now we can take the 60,000 – 80,000 gallons and throw it against the school loop to get the school loop going.

Chris: Based upon my discussion with her – I think we can come up with what technically they want; ask Peter to do iterations; but without that Marielle isn't going to put her support behind this with the current connection rate and usage rate that she has seen in town. Mr. Lemansky: We have had enormous results with the re-routing of the water. This school with re-routing can make us able to still have potable water in town and do this project. Chris: I don't know how to convince her otherwise.

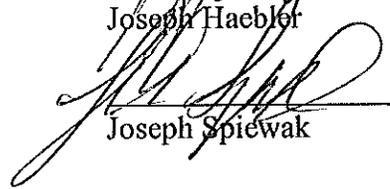
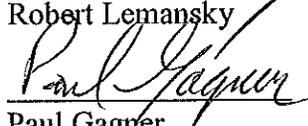
We were able to do our own internal model for S. Sturbridge Road because it was on a small scale. Time is of the essence and we need to present proposals. Mr. Lemansky: In order for us to go through with getting this project off the ground this spring, they need to accept the fact that we are going to take 80,000 gallons and throw it towards getting this infrastructure in and directing the water path so that we actually force those lines to be cleaned. Chris: I was hoping that with Peter's support, I wouldn't have to put forth that effort as it seems the iteration is there. **Mr. Lemansky: I make a motion that we ask McClure Engineering to work on the modeling of the school loop as soon as possible; seconded by Mr. Gagner.** Discussion: Mr. Gagner: Peter says he's very busy. Is he looking for funding to support the time he puts into this? Chris: The message I got was that ExxonMobil is going to pay for it. The minute someone told me that, I would put somebody on this. He had to have run one for the designs. Mr. Lemansky: Robin's phone call to Dewberry has got to fall on some major ears Also he came in with that cutoff loop to the tank. Chris: He says he has been trying to contact the towns. Mr. Gagner: Should we hold off on this motion until we see if Robin has had any success with phone calls or put this in place anyway? Mr. Lemansky: I think it should be in place. Chris: I have to get some things in place for Wednesday meeting. It's important to get information on usage from the state. Heather is going to provide me with quarterly usage for the residents in town and additionally I think it is important to get the total flow for Southbridge and Charlton which will allow us to see the all around turnover for the tank. Chris to Mr. MacKenzie: The early stages and the quantity of water coming into town, and the fact that we haven't been officially approved for fire flows, would it be objectionable to close inline valves on the main line to direct water in a manner to push the water to a high end user? Mr. MacKenzie: I was under the understanding that you didn't want to use the directional system because if there is something catastrophic, you would end up with a greater catastrophe than it should've been. Yes, it is viable thing to do if you have a high end user. Chris: Does feathering a valve work? Mr. MacKenzie: The flow will go where the flow goes. We try to make sure our valves are open. Chris: Because of the potential for the low residual down there, we could direct it; but in the future there may be larger users on Route 20—that would facilitate additional flow down there. Mr. Lemansky to Mr. MacKenzie: When the pump in Southbridge is on pushing water into our town, this is where I see the push as far as circulation. Most of the water is going to our largest user out west, and some to the tank. Mr. MacKenzie: The tank is asking for water, not the user. This is why you have a transmission part of the system and you have a distribution part of the system. Your water coming from the station going to the tank is on a transmission main. There's nothing else tapped off of that main, or very little. The water coming in is going to the tank and then getting distributed out. Mr. Lemansky: In our town, the transmission line continues past the tank and then comes out on Route 20. That's a transmission line. What we're saying, take that transmission line and force the transmission to go east instead of west. It will go through the school loop and through the center and then it will go out to Route 20 at CVS and then go west. The reason why it's going to do it is because the pressure in the pump than the pressure in the tank. Mr. Haebler: We have a motion on the floor for McClure to do the modeling or until such time as we receive something from Peter Calderazzo. **Vote: Unanimous.** Motion carries (8:02 p.m.) Mr. McClure: Who is going to attend the meeting on December 18? Rob, Rick Swenson, Robin Craver should be there. Mr. Lemansky will attend. Mr. Haebler: It was meant to be a small meeting. I'll be working; Mr. MacKenzie: I'll be working; and Joe is not available for a while. Chris: If you have questions, I could pose those to them--Selectman Chairman Swenson and Rob's perspective. The question is how to get water to those people. Mr. Haebler: The biggest issue is will it work for that water going through the system? Chris: And how willing are they to employ solutions that would assist this in that in the short term vs. the long term? We're saying that the solution may not be the most appropriate operational solution. Mr. MacKenzie: Why don't they put a swing check on that at some point that restricts the flow in only one direction—why don't they just do that; and you could make a redundant main if something happened with the gate valve. Mr. Lemansky:

The swing check would force the water to go in one direction. Chris: We know that the build out is going to come. Mr. MacKenzie: There would have to be a design done of a bypass. That seems like a simple solution. You put in a manhole so it can be maintained. Mr. Haebler: Do we have anything more to talk about for Wednesday? Chris: No – anything comes up, have Steve contact me. Chris concluded his meeting with the commission at 8:10 p.m.

Old Business: Mr. Haebler to Steve: The first thing we have to deal with is the false alarms. We have a quote of \$1,661.43; and that is for what? Steve: That is to put in a waterproof sensor into that duct. There are no guarantees that this is going to cure it. This is the best guess from our service provider, the fire marshal, and the building inspector. There was a smoke detector. Another option: instead of putting the detector which is required by code into the 4 foot duct, is to install several ducts with smoke detectors installed at required locations. Steve: The detector is required by code—anything that has over a 2,000 cfm distribution must have a smoke detector in the duct work. Mr. Lemansky: The duct work should be pulled down to be closer to the floor; and air grabbing ducts to be up in the air. We need to think long range. Mr. Lemansky: I make a motion that we go forward with the expenditure of \$1,661.43; seconded by Mr. MacKenzie. Vote: Unanimous. Mr. Haebler: Humidity in the plant; that does need to be looked at. Steve: I talked to a maintenance person we use. He has provided good service on our HVAC issues. He has agreed to give us some suggestions to address our moisture issues. We can go to Woodard & Curran. They must have done something in this regard. Mr. Lemansky: Or Tighe & Bond who designed this plant. Mr. Haebler: Let's go with this first approach. Then we can have some better information. Next: List of meeting dates. Steve: Mr. Haebler noted that Memorial Day was one of the Mondays, so I have corrected the schedule. Mr. Lemansky: I make a motion we accept the dates as printed; seconded by Mr. Gagner. Vote: Unanimous.

Mr. Gagner: I make a motion to adjourn with the next meeting being at the Town Hall on January 13, 2014; seconded by Mr. Lemansky. Vote: Unanimous.

Meeting adjourned at 8:18 p.m.

 _____ Joseph Haebler	<u>1-13-14</u> Date	 _____ Robert Lemansky	<u>1-13-14</u> Date
 _____ Joseph Spiewak	<u>1/13/14</u> Date	 _____ Paul Gagner	<u>1/13/14</u> Date
_____ Alex J. MacKenzie	_____ Date		