

Meeting Minutes
Charlton Water and Sewer Commission
Date: March 10, 2014

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	N
Joseph Spiewak	Y	Paul Gagner	Y
Alex J. MacKenzie	Y		

Mr. Haebler: I'd like to call the meeting to order. It is 6:15 p.m.; it is March 10. I have been thinking about suggesting the meeting begin at 6:30 p.m. or 7 p.m. Mr. Haebler read the agenda and advised that the first scheduled appointment this evening is at 6:35 p.m.; warrants, commitments and approvals as needed; minutes for approval; the office report. Steve presented the Annual Report to the commission by Woodard & Curran; old business – the budget. The meeting on the 2015 budget will take place with the Finance Committee on the 15th. We will discuss town meeting articles and tracer costs; and miscellaneous business not known at the time of the posting. We may have to go into Executive Session to discuss ongoing negotiations with the issue of bringing more water into town.

Mr. Gagner: Mr. Chair, I make a motion to approve the following warrants: AT&T: \$46.38; Ricoh USA, Inc.: for 3/19/14 – 4/18/14: \$142.27; Osterman Propane LLC: \$2,259.76; American Printing and Envelope Company: \$79.00; and Carol A. Goodspeed: petty cash reimbursement: \$39.94; total: \$2,567.35; Woodard & Curran: year round CoMag 2013: \$13,398.24; flow and load adjustments: \$18,838.00; Total: \$32,236.24; Woodard & Curran: contract operations for March: \$40,151.75; R&M: \$2,500.00; total: \$42,651.75; Commissioner payroll for March: \$400.00; Kopelman & Paige, P.C.: sewer legal with respect to 5 Main Street: \$57.00; Kopelman & Paige, P.C.: water legal: Southbridge water service agreement: \$1,843.00; general legal services regarding water and conflict of interest law: \$551.00; miscellaneous disbursements; \$65.10; total: \$2,459.10; Abatement warrant: 56 Lakeview Drive: \$70.00; Abatement warrant: 19 Masonic Home Road: \$1,813.56; seconded by Mr. MacKenzie. Mr. Haebler: 19 Masonic Home Road. Why is this so high? Steve explained that the property was on Title V; then a meter had been installed in 2010; but the installer never contacted our plumbing inspector so it wasn't read. The plumber inspected the meter three years later and since it was mechanically running, we got a reading of all of the water from 2010; so she received a bill for \$2,614. She would have double paid. She is getting a credit of \$1,800. **Vote: Unanimous. Mr. Gagner: I make a motion to approve the minutes of February 24, 2014; seconded by Mr. MacKenzie. Vote: Unanimous.**

Steve advised that there was a meeting with the town of Southbridge, the town of Charlton and the DEP at the Marlboro facility. What they were doing was taking issues of Southbridge down to Marlboro. The conclusion was that they are doing everything right and some suggestions were made. The tracer study was started Monday. They turned off the fluoride on Sunday. Steve: We are in day 8 of the tracer study. Tests are being done at 5 a.m.; 1 p.m.; and 9 p.m. The residuals have been historically between 1.16 and as high as 1.39. The key thing is that the fluoride hasn't dropped out – it is the same as it was a week ago Sunday. Steve spoke with Chris today as to what we need to do. If this goes into next week, are we going to approve more money to continue and complete the tracer study or not? The desire of the board to continue at the end of the 14 days or not needs to be noted and some provisions will need to be made so that if we run into the 14th day and don't want to suspend that week and have to start all over again. Mr. Haebler: We can discuss this further later. Steve: ExxonMobil is

still evaluating the funding for the tracer study. Some calls are still coming in about betterments but fewer than they were. Steve advised that he had received the accident report from the Police Department about the manhole cover. It took about three months for the report to be filed. The new copier is in and you can scan in color; i.e., maps. It does not print in color; but I can save things in color to send to the commission. Computers need to be replaced; no more Windows XP--support ends at the end of the month. 5 Main Street – we sent a letter out to them regarding forgiveness they requested. We are working on additional lighting outside the plant building. There is an all boards meeting on April 8 at the Senior Center. We have received the check from Honey Farms. It covers everything we paid out to McClure Engineering for the blowoff at S. Sturbridge Road. There will be a bill coming from the Town of Southbridge; we will forward it to Honey Farms. Vine Street – pump chamber – could not get it to evacuate. A pump truck was necessary. They went there Friday morning and were there until 5 p.m. The pipe was frozen. (17” of frost)—area runs under the asphalt driveway. It is not in my opinion the owner’s responsibility.

6:30 p.m. Next item is the budget. Mr. Haebler: Steve and I met with Robin this morning; and this is the suggested budget to the FinCom. Capital and Replacement: We need to do as much as we can in this year’s budget so we can reduce the amount for next year. Steve and Jody are working on this. Grip blower: \$1,000; capital outlay has gone from \$475,000 to \$262,088. The EQ blower for EQ 2 & 3 is a \$1,600 item; the EQ pump for 2 & 3 is an \$8,500 item. They will be removed and rebuilt if possible; you send the equipment out for evaluation; and if it is over 60% of the cost of a new one, then you buy a new one. All of those items would come before the commission. They are looking for an air compressor right now and a pressure washer – a composite sampler would be \$6,000. The Burlingame pumps because they are a \$10,000 item (they are submersible), it would be the intent to run that station on one pump and send that one out for repair. A new one costs \$10,000. The probe: \$1,500.00 for the Headworks building (there are 3 of them – we would buy one anyway). Hycor: ultrasonic flow sensor; that is something that they need to do. We would move forward in April or May and have the furnace replaced. Cost approximately \$8,000.00. We have had it for two years. HVAC inspection: incorporated with the dehumidification of the building. Stevens Park pump that we want to buy will also service Glen Echo. Plant heaters: we go through one or two a year. The asphalt driveway: if we are going to do this and there is water coming down – I would offer – the water drain just outside the door and the manholes are sinking – they need to be raised. They are a tripping hazard. Steve: We are looking at 20 grinder pump purchases. Mr. Haebler: How much would that cost? Steve: About \$162,000. If we drop the asphalt out, we are at about \$100,000. Please send us a copy so we know what’s going on. Anyone have any comments? Should we do these on this year’s budget? **Mr. MacKenzie: I make to approve the capital expenditures in this year’s budget; seconded by Mr. Gagner. Vote: Unanimous.** Mr. Haebler: We need to decide whether we want to go to the FinCom or not. Steve: I would post it for 7 p.m. Mr. Haebler: Should we go before the FinCom? If we don’t have a problem with the budget, I see no need to go before them. Mr. MacKenzie: I see no problem with it. Mr. Spiewak arrived at 6:40 p.m. Mr. Haebler to Mr. Spiewak: We voted to do capital and replacement in this fiscal year. Steve: We discussed with Robin Craver today—the water fund is broke. Mr. Spiewak: There is still a question about how we transfer funds between the monies that have been collected and offsetting this? Steve: The money would come from the general fund. There is an article on the meeting in May for sewer and water. Mr. Haebler: Do we want to approve this or do we want to go to the FinCom on March 19th? Mr. Spiewak: Given that we have discrepancies between what we have and what the FinCom has, we should have an audience with them. Our retained earnings – big difference between what they recommended and what we are asking for. Mr. Haebler: There is one discrepancy that I see in the school enterprise fund—expenses and revenue. The expenses are more than the revenue by about \$2,000. **Mr. Spiewak: I make a motion that we schedule a time with**

the Finance Committee on March 19; seconded by Mr. Gagner. Vote: Unanimous. Steve: I'll target it for 7 p.m. It will be posted.

6:46 p.m. Jody St. George and Frank Cavaleri of Woodard & Curran met with the commission. They presented their annual report. Mr. St. George read his monthly operating report for February indicating how hard personnel work to prevent infiltration. The plant is in compliance for this month. He discussed projects needing to be accomplished at the plant. Mr. Haebler: When you get that list get it to us. This is a good place to spend capital money. Mr. MacKenzie: Are there any specs on our structures – construction standards and/or...? Jody: We have sewer by-laws. Also there are some sewer manholes that need work around them. Work will be done in the spring. We are still seeing grease issues. A lot of the incidents are repeat properties. Jody presented a diagram of a manhole and explained how the pieces fit together. The frame is made of cast iron. If the pavement begins to break up, the manhole could actually come off. Issues will be addressed this summer. I wanted you to know the importance of doing repairs timely. We are making a list as we visit the manholes. He asked commissioners to advise him should they see any issues in their travels. Mr. MacKenzie: Are there any specs on our structures? What we use--rubber and ductile iron pieces for where the cover meets the frame and they seal up tight. Jody: How you guys choose to fix it is fine. I can't make decisions for the commission. I would be happy to do what is necessary to repair manholes. Mr. Spiewak: Repeat calls for grease...grinder pump alarm call sheet? Jody: On my MOR you will see a page listing grinder pump calls and reasons for the calls. Mr. Haebler: I agree with Mr. Spiewak's idea of sending a personal letter to these people; and then we should meet to develop a regulation about this. The next thing would be a fine. Jody read his Annual Report. He reported that readings at the plant have been in compliance with acceptable parameters, and indicated that the MTA will always be a load on the plant. Dehumidification of the plant is a top priority. One of the issues is in winter, there aren't enough areas to plow the snow to. Baffles were installed in CoMag. CWT purchased the baffles on their dime. Simon who has been at the plant many times developed the CoMag system. When he is here, he never makes a wrong adjustment. I want a year without violations. Jody continued his report. Infiltration and inflow are ongoing processes. Infiltration is water that leaks into the system. Inflow is water that is put into the system illegally; i.e., sump pumps, roof drains. There's a big difference. Mr. MacKenzie: What about a smoke test? Jody has looked into it. He provided a five year capital plan. Mr. Haebler: I find your presentation good. The commission was happy with Jody's report. Mr. Haebler: You keep us informed and it has been a pleasure working with you the past six years. You are a gentleman and have been a pleasure working with you. Jody: I serve the town. Everything I do is for the town of Charlton. Mr. Haebler: You've done a great job. The moratorium is gone. We haven't had a tremendous number of people signing up; but the plant can handle it. Jody: Our average flows are about 210,000 gallons a day. I have five RBC's running. Mr. Cavaleri: How is the overall plant? Is the mold gone? Mr. Haebler: I haven't had a large number of people wanting to hook up; 210,000 g.p.d. We are permitted for 450,000 g.p.d.

Discussion about 6 Vine Street: there was 8" of frost in the ground and the pipe was frozen; the pump wouldn't evacuate the chamber. The pump tank is 30' from the lake. They had to cut the pipe and snake it; then repair the pipe once frost was removed; and turned the pump back on. This occurred around 8:30 on Friday night. The property has been tied in for 6 years. Mr. Gagner: Where is the check valve? Jody: Near the road. There is no air in the line. Mr. MacKenzie: Could you steam the line and gain access to the discharge pipe? Jody: The discharge pipe is about 3-1/2' deep. The access hole is very small. Pressure lines drop into a gravity sewer line. Check valves were a requirement. Mr. Spiewak: Can you put a cleanout in there? Jody: Every time the pump starts up, the pipe will fill in. If

this happens again, what are we going to do? It will be expensive. We need to come up with something. This is the only freeze in 15 years. There is one other situation. He had a grinder pump; there was a little bridge at the end of the driveway which was exposed. The commission concluded their meeting with Jody and Frank at 7:40 p.m.

Next, discussion of town articles. Mr. Haebler: I got an email from Ms. Craver today. Would we consider starting to put special legislation in and do abatements on the 50% betterments? It was suggested by Mark Abrahams. I'm not sure when the deadline for town warrant articles is. Mr. Spiewak: I think it would be helpful to the residents who have been affected by the betterments. We expressly excluded that in the special legislation. It is worth pursuing.

Discussion about the tracer study. Mr. Haebler: Costs for the administrator. In this building checks have had to be done at 5 a.m., 1 p.m. and 9 p.m. Steve has had to be here at 5 a.m. and 9 p.m. each day. Would we consider paying him some overtime on this for gasoline and time? I asked Steve to put together his costs. Mr. Gagner: I thought the Charlton Police Department was going to man the 5 a.m. and 9 p.m. times. Steve spoke with the Chief and explained that he would have to take one of two officers off their normal responsibilities to be at the town hall. It is a two week process and will be about a \$1,500 bill. Mr. Gagner: I'm ok with it after the 15 day period finishes running. Steve: It needed to be done so I did what you asked. Mr. MacKenzie: When does the study end? Steve: We anticipate two weeks; and we were going to get the fluoride to zero. As of Monday, the fluoride had not moved. If we get to 14 days, do we extend the time for another week? Are we able to get half way through? If the fluoride goes away, can we extrapolate that backwards? Chris McClure was going to talk to Southbridge. What do I do next Sunday? Do I authorize them to keep going? If you stop then you have to start from the beginning. Calderazzo ran a turnover study in Charlton, they did not do a study in Southbridge. **Mr. Gagner: I make a motion to give Steve the ability to extend the tracer study if necessary past the 14 day mark so if needed, he has it; seconded by Mr. Spiewak.** Mr. Haebler: At the meeting on the 24th we can take any action we need to at that point. **Vote: Unanimous.**

Mr. Haebler: We are pretty much to the end. We did have a meeting with Southbridge last Tuesday. We should go into Executive Session. We need a motion to go into Executive Session; and come out of Executive Session for the purpose of adjourning.

7:51 p.m. **Mr. Gagner: 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 bargaining or litigation position of the governmental body; and to exit Executive Session for the purpose of adjourning; seconded by Mr. Spiewak. Roll call: Mr. Gagner: I; Mr. MacKenzie; Mr. Spiewak: I; Mr. Haebler: I. We are now in Executive Session.**

8:15 p.m. **Mr. Gagner: I make a motion to adjourn Executive Session; seconded by Mr. MacKenzie. Roll call vote: Mr. Gagner: I; Mr. MacKenzie: I; Mr. Spiewak: I. Mr. Haebler: I.** Mr. Gagner: I was going to make a motion to adjourn the regular meeting. The motion was going to be to have our next meeting excluding the budget meeting on the 19th to commence at 6:30 p.m. Does that need a motion?

Mr. Haebler: I'll entertain that motion for the meetings to commence at 6:30 p.m.; seconded by Mr. Spiewak. Mr. Haebler: All in favor? Vote: Unanimous. Mr. Gagner: I make a motion to adjourn with our next meeting being at 6:30 p.m. on March 24, 2014 at the sewer treatment plant.

Meeting ended at 8:16 p.m.

Joseph Haebler
Joseph Haebler
4-7-14
Date

Robert Lemansky
Robert Lemansky
Paul Gagner
Paul Gagner
4/7/14
Date

Joseph Spiewak
Joseph Spiewak
Alex J. Mackenzie
Alex J. Mackenzie
7 APR 14
Date

COMMITMENT & INTEGRITY
DRIVE RESULTS

Woodard & Curran
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Charlton Water & Sewer Commission
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Charlton, Massachusetts 01507

March 10, 2014

RE: February Operating Report

Commissioners,

Treatment Plant:

The plant is in compliance once again this month. The snow, ice and extreme cold we have been experiencing has certainly tested our capabilities but we have persevered kept everything operating properly. The plant is certainly in need of some capital improvements which we have been discussing at our meetings. The big one is the need for a competent dehumidification system within the process area. This is being looked at and will have to go out to bid, however a specification will need to be developed so that all bidding contractors can price competitively, but the same. Another big issue is the plant and headworks gutters. These are in dire need of repair/replacement. All of the seams are leaking which in the winter translates into HUGE ice flows completely down the walls and up to 10" thick. We have sealed and resealed the gutters in the summer time to no avail. There are also areas where the gutters are completely rotted through which complicate things even more in colder temperatures. A perfect example is the corner of the Administrators office nearest the driveway. There is a large rotted out hole that dumps rain and subsequently ice onto the entrance walkway and driveway. All of the gutter shortcomings need to be remedied when warmer weather finally arrives. The driveway is certainly beginning to show signs of duress with heavy cracking, separations, and lifting. This driveway is now over 20 years old and is showing its age.

We have continued with our maintenance throughout the winter and as of late we have replaced the batteries in the UPS (uninterrupted power supply) in MCC #2 as they were exhibiting signs of failure as well as many smaller items throughout the plant.

We had a few days in February where the temperatures actually got into the 40's and somewhat softened the extreme ice flows that had been building. The operators took this opportunity to scrape, chop, shovel, etc. and almost completely removed it all. Unfortunately the cold came right back and it is starting to build again. Hopefully spring will arrive soon and remove this annoying trend.



Collection System & MTA Pump Stations:

A resident called with concerns about a couple of manholes near his residence that are beginning to deteriorate. Plant staff immediately investigated this report and found that the information relayed was indeed accurate. These two manholes are pictured on the February Monthly Operating Report (MOR) cover for your viewing. We have deemed them competent enough to wait until more co-operable weather for repairs at which time a contractor will be selected. We will also be on the lookout for other manholes with issues that need addressing in the hopes that a comprehensive list can be developed for repairs. This winter has certainly taken its toll on the roads and subsequent infrastructure. Broken pavement and cracks around manhole frames can certainly contribute to infiltration especially if the seal between the manhole frame and chimney is compromised (please see attached diagram). Perhaps a viable contractor can provide a lump sum quote for all manholes needing repairs.

Miscellaneous:

There were 4 residential grinder pump alarms this month 2 of which resulted in heavily clogged pumps (old style system) and one which was a result of extremely heavy grease build up (new style system). It seems that the new systems are certainly operating well however NO system will accommodate extreme grease nor do we want it in the tanks or at the plant.

Conclusion:

This concludes the monthly operating report for February 2014. 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".