

Meeting Minutes
Charlton Water and Sewer Commission
Date: May 5, 2014

Location: Selectmen's Meeting Room, Town Hall

Attendees:

| <u>Members</u> | <u>Present</u> | <u>Members</u> | <u>Present</u> |
|-------------------|----------------|-------------------|----------------|
| Paul Gagner | Y | Robert Lemansky | Y |
| Joseph Spiewak | N | Shabana S. Gagner | Y |
| Alex J. MacKenzie | Y | | |

Mr. Gagner: I'd like to call the meeting to order. It is 6:47 p.m.; and it is May 5, 2014—Cinco de Mayo. Shabana Gagner and Mr. Lemansky were in attendance. Mr. Gagner: A good thank you to Joe Haebler for meetings he attended last year with the DEP, ExxonMobil and the Town of Southbridge. He's well deserving. Mr. Lemansky: Good job – well done – he had a lot of value to this committee.

Mr. Lemansky: We have the payroll in the amount of \$1,461.95; AT&T: \$45.80; Woodard & Curran: \$6,404.89; Lefort Electric: installing new pump controls and grinder pump: \$560.00; quarterly senior citizen discounts for \$202.00 and \$451.50; seconded by Ms. Gagner. Mr. Gagner: Any further discussion? There was none. Mr. Gagner: All in favor? Vote: Unanimous. Mr. Lemansky: I make a motion to approve the minutes of the meeting of April 7, 2014; seconded by Ms. Gagner. Vote: Unanimous with the exception of Joe Spiewak who is not present.

Mr. Gagner inquired about sending a letter about pipe size to Southbridge. Steve indicated that he sent a letter to the Town of Southbridge looking for reduced water feed diameters. Steve: I asked for information on 2", 4" and 6" pipe. We are looking for their blessings. They will have to go through the expense and take up the old lines. Mr. Gagner: I would like to have everyone present. I talked to Mr. Spiewak. He is fine for us to do this. Mr. Lemansky: I would like to postpone reorganization until Mr. MacKenzie is here so that he can participate with us. Steve gave his report advising the commission that our meter reader was giving us some issues and that he was looking into getting a loaner to be borrowed from E.J. Prescott so that readings could be completed, as a battery pack was not available.

7:03 p.m. Mr. St. George of Woodard & Curran gave his monthly report for March. With respect to 6 Vine Street, he had not explanation for what had happened there. Mr. Lemansky: With the high volume of flow, would it be wise to go to our data loggers to determine which of our pumps are taking on the most water? Jody: Data loggers are read every quarter and they spell out everything. Mr. MacKenzie arrived at 7:13 p.m. With respect to the humidity in the plant, Mr. Lemansky suggested Jody check with local companies in the area who deal with that issue. Mr. Gagner suggested Jody check with Woodard & Curran and ask that they write a spec. Jody advised that sludge tank 3 was clogged up completely and said he was going to have that tank pumped. He called a contractor to snake the line and try to break up the clog. He indicated that the only way to drain it is through the sludge pump. Mr. Lemansky: Can you use reverse pressure? Jody: We had 100 p.s.i. It is a positive displacement pump.

Mr. Gagner: I spoke with Joe Spiewak and he suggested we go ahead and reorganize. Mr. MacKenzie had spoken with Mr. Spiewak also. **Mr. Lemansky: I make a motion that Mr. Gagner serves as Chair; seconded by Mr. MacKenzie. Vote: Unanimous. Mr. Lemansky: I make a motion to appoint Alex as Vice Chair; seconded by Ms. Gagner.** Mr Gagner to Mr. MacKenzie: Will you

accept? Mr. MacKenzie: Yes. **Vote: Unanimous. Mr. Lemansky: I make a motion to appoint Mr. Spiewak as Clerk subject to his approval; seconded by Mr. MacKenzie. Vote: Unanimous.**

Mr. Gagner: Payroll and paid time off for Steve. Who signs the forms for these approvals? Usually it goes before and then they designate a particular person to sign them. Mr. Lemansky: Past Practice? Mr. Gagner: Usually the chair has signed; and if unable to do so, then the vice chair. Mr. Lemansky: So moved – that's my motion. Mr. MacKenzie and Mr. Spiewak aren't available during the day. Mr. Gagner is. Mr. MacKenzie: I could make myself available early.

Police detail: Mr. Gagner to Steve: You were going to research it. I'll research those and circulate my findings to the commission. Mr. Lemansky to Steve: Can you give us an answer as to when the work took place. Steve: I have work from 2010, 2012 and one just recently. Mr. Lemansky: Do we need to come up with a statement from our department that within a certain period of days it may or may not be paid. Steve: I talked to the lieutenant and he said it will not happen again. Mr. Lemansky: If our department calls up and asks for detail, sometimes there is confusion as to who the bill should go to. Mr. Gagner: The practice lately is that the contractor should pay for the police. Repair work we might not have that choice. Usually a smaller amount of money. Mr. Lemansky: I'd like to talk about a vote we took on the indirect costs at the plant. To Steve: When we were going through our budget items, did we vote on a 2-1/2% increase? Our budget is independent of the town's budget; we have an Enterprise Fund which is independent and self-sufficient. We take money in and pay expenses out. During the year we do take part of services which is the tax collector when we run 2,400 bills a year. We use the assessors' office with respect to property mapping; making sure when betterments are paid off or put on. We use the accountant daily or weekly and those loans have to be serviced. The treasurer who does almost all of the work with loans; the town accountant does our payroll and keeps our accounts in order. They all do a great service to our department. Was the town administrator not dealing with Southbridge and Exxon-Mobil? For these services the town hall charges the Water & Sewer Commission our direct costs. Mr. Lemansky: This year our board voted that the indirect costs should be no greater than 2-1/2%. We derive our funds from 606 customers--(\$118 each they pay for indirect costs for the Charlton Water & Sewer Commission using the various departments). The Finance Committee is suggesting that our indirect costs increase by 31% more to be \$95,968. What will happen is come May 19 on the town floor, I will attempt to open the budget and bring up this exact amount which I believe isn't equitable and that we should be passing within the budget the amount of \$71,621 plus 2%--\$73,000. I think a 31% increase is unwarranted. Mr. Gagner: It has to be approved by town meeting.

Mr. Gagner: The next scheduled meeting is May 19, same night as the semi-annual meeting night and the alternatives are to meet at 6 p.m. at the sewer plant and adjourn by 6:45 p.m. to go to the town meeting on time or to meet on Wednesday, May 21st for our regular meeting. What would the board prefer? Mr. Lemansky: It is tight for Mr. Spiewak. Also difficult for Mr. MacKenzie. Mr. Gagner: We shouldn't have much on the agenda for that evening. Alex: I could be here for 6 that night.

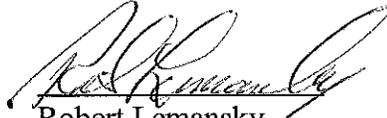
Steve: We have the preparation for the town floor and some housekeeping items to address. Mr. Gagner: I'll entertain a motion to meet one day or the other. **Mr. Lemansky: I make a motion that we meet on the 19th at 6 p.m. at the plant; seconded by Mr. MacKenzie. Vote: Unanimous. Mr. MacKenzie: I make a motion to adjourn; seconded by Mr. Lemansky; Vote: Unanimous.**

Meeting adjourned at 7:55 p.m.



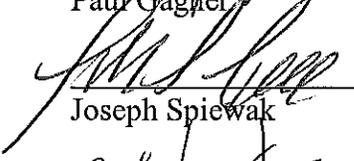
Paul Gagner Date

6/9/14



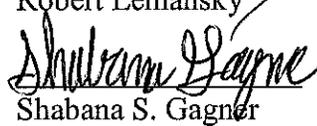
Robert Lemansky Date

6/19/14



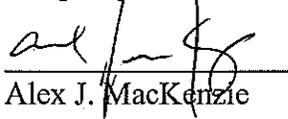
Joseph Spiewak Date

6/9/14



Shabana S. Gagner Date

6/9/14



Alex J. MacKenzie Date

9 JUN 14



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

April 14, 2014

RE: March Operating Report

Commissioners,

Treatment Plant:

The plant has once again maintained 100% compliance throughout the month of March. We are now going into our summer permit season which brings much lower effluent discharge parameters. We are hopeful that this trend of compliance will continue throughout the year and will do our best to assure the environment remains uncompromised by diligence to the treatment process.

We experienced higher than normal flows this month due to the amount of rain we experienced. The middle of the month saw rain with complications due to snow melt from warm weather which increased our overall flows however the real rains came at the end of the month with over 3 inches of rain in 2 days. This elevated our flows drastically which caused effluent numbers to climb to 527,000 on the 30th and 645,000 on the 31st. Luckily our operators are very diligent and made preparations for this anomaly negating any detrimental effects to the plant or environment.

Maintenance this month included replacing the drive belts on the Grit Blower in Headworks and RBC #7, replacing the Sodium Bicarbonate dosing line to D.S. #2, installing a switch for the raw polymer mixing pump, installing a double switch for the Sodium Bicarbonate mixing & dosing pump, and designing, constructing and installing a splash curtain along the side of RBC #7 in an effort to keep the equipment and floor clean. The switches were installed to save the outlets and the plug ends. We used to plug & unplug the cords from the outlets for the polymer mixing pump and the bicarb mixing and dosing pumps. These tasks are done daily so over time the outlets and plug ends would become scarred with burn marks from the spark of installing and removing the plugs. By installing these switches that scenario has been remedied.

Collection System & MTA Pump Stations:

We experienced an unusual anomaly at 6 Vine Street this month. An operator was called in after hours to respond to a routine grinder pump alarm. Upon diagnosis the operator found that the pump was not discharging and not clogged.



Another pump was obtained and installed to find the same circumstance. Obviously the pump was not the problem. I was called for advice and told the operator to triple check all components of the system to assure all valves were open, no visual breaks or obstructions, etc.

When I was called back and informed that all seemed normal, I instructed the operator to retain the services of a septage hauler to evacuate the tank, which was full to the top, and perhaps allow the resident to make it through the night until we could readdress this in the morning and daytime. The operator was at this property for 4-5 hours and could do nothing else in the dark. He instructed the resident to extremely limit his water usage and we would return in the morning to decipher this issue. To make a long story shorter the discharge line from the pump to the street was frozen and not allowing for the tank to empty. After much deliberation we hired a contractor, dug up the line at the road, found it to be frozen approximately 25 feet in for approximately 15 feet. We then called another contractor with a micro jetter (the discharge line is only 1.5 inch pipe) to break/melt the clog of ice. Once unclogged, the pipe was repaired and the system was up and running again.

With the warmer weather approaching we are gearing up to begin our selected jetting program once again. We will clean and inspect as many sewer lines as possible given the opportunities throughout the summer months and will report and document any deficiencies discovered.

Miscellaneous:

Grinder pump conversions have thankfully begun once again. This will help to increase our spare parts inventory of unavailable parts and allow us to continue to provide service to the residents that are still on the older systems.

There were four grinder pump alarm calls this month, 1 of which resulted in a clogged pump.

Conclusion:

This concludes the monthly operating report for March 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".