

**Meeting Minutes**  
**Charlton Water and Sewer Commission**  
**Date: June 9, 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	Y	Shabana S. Gagner	Y
Alex J. MacKenzie	Y		

Mr. Gagner: I'd like to call the meeting to order. It is 6:30 p.m..

Steve: The Mass DOT pump station westbound and east bound. They will pick up the mess once they finish asphaltting of the highway. Mr. Lemansky: IT group—replace the office computers. When is that happening? Steve: Next week. Steve: I'm still putting together specifications – looking for them to fix manholes both at the plant and on Burlingame Road. The meter reader is fixed and ready (from a \$5,000 bill to a \$25.00 bill). Steve: Two HVAC companies: One company has seen a floor plan.

Steve: I had 21 S. Sturbridge Road looking for support for tying in of a sewer line of a proposed house. I have talked to Southbridge as to how they will approach it. I ....They are looking for water and sewer as long s there is one lateral. Jody is ok with that – a letter should come from this department. Mr. Gagner: I will entertain a motion to send him a letter of consent. **Mr. MacKenzie: I make a motion regarding 21 S. Sturbridge Road that Steve drafts up a letter allowing for the permit to go forward; seconded by Ms. Gagner.** Discussion: Mr. Spiewak: Without an engineering plan – they need to go through proper engineering. I would add to the motion: **...contingent to an engineering plan. So moved.** Discussion: Mr. Lemansky: The only issue here is we are adding another step to what everyone has the right to do. After the fact, they issue the as built. There are going to be two buildings connected here. Steve: One building is already connected. Mr. Lemansky: Can we put this off until Jody arrives? Mr. Spiewak: How frequently do we have two buildings on one property? This person says: 'I want to add another tie in.' I don't want the owner to have to get an engineering plan. They have to follow our rules.

**Mr. Spiewak: I make a motion to approve the following warrants: National Grid: \$7,861.66; AT&T: \$44.81; Osterman Propane LLC: \$2,380.63; Ricoh Americas Corp. c/o Ricoh USA, Inc.: \$204.79; American Printing & Envelope Co., Inc.: \$164.00; Quill Corporation: \$65.10; Town of Charlton: \$22.88 (case of paper); fuel for truck: \$314.93; petty cash: \$30.13; Carol A. Goodspeed: mileage reimbursement: \$33.60; total: \$3,260.87; Slim's Sewer Service: invoice #10614; drain cleaning and line snaked at 8A Worcester Road: \$225.00; Lefort Electric Inc.: invoice #1280: installation of voltage vision indicator lights at 11 pump stations: \$3,130.00; Lefort Electric Inc.: invoice #1281: re-fasten meter socket at station 8 pump station on Glen Echo Shore Road: \$65.00; and #1283: pump/controls change out and residential permit cost at 31 Lakeview Drive: \$560.00; total: \$625.00; Woodard & Curran: invoice #108896: Sulzer Pump Solutions Inc.—pass through costs regarding the Glen Echo Shore Road and Stevens Park Road pump stations: \$1,898.64; Woodard & Curran: contract operations for the month of June: \$40,151.75; R&M: \$2,500.00; and MTA samplings for the period ending 4/25/14: \$253.00; total: \$42,904.75; McClure Engineering, Inc.: #11124; water system expansion; correspondence;**

research; attendance at various meetings: \$7,496.25; reimbursable expenses: \$12.66; and #11266; water system expansion – engineering support for the period ending 5/31/14: \$1,653.75; reimbursable expenses: \$5.75; total: \$9,168.41; Xylem Water Solutions U.S.A., Inc.: new pump; \$6,563.36; Town of Southbridge: tracer study: \$4,845.00; Kopelman & Paige, P.C.: general legal services for the period 4/14/14 – 4/29/14: \$1,368.00; water project assessments: exchange email with administrator regarding an alleged invalid assessment for a property not supplied with a lateral: \$19.00; total: \$1,387.00; Abatement warrant: 56 Lakeview Drive: \$70.00; Commissioner payroll for June: \$400.00; seconded by Mr. MacKenzie. Vote: Unanimous.

Mr. Lemansky to Steve: What happened to the monthly billing practice of McClure? Steve: It is difficult to recall something that happened back in December. We should receive bills within a month from the time of service. Mr. Spiewak: I make the motion that we approve the minutes of April 24, 2014; seconded by Mr. Lemansky. Vote: Unanimous. Mr. Spiewak: I make the motion that we approve the minutes of May 5, 2014; seconded by Mr. Lemansky. Vote: Unanimous. Mr. Spiewak: I make a motion to approve the minutes of May 19, 2014; seconded by Mr. Lemansky. Vote: Unanimous.

Mr. Spiewak inquired of Steve: Do we only have one reader? Steve: Yes. It takes six 1-1/2 volt batteries to equal 9 volts. I have a proposal that can be discussed. Mr. Lemansky to Mr. Spiewak: We need to have things that are up and running; and also have a backup plan. Mr. Gagner: Re-building of the pumps: June 30 is the end of our fiscal year. Steve: They will give us a bill so that we can encumber funds before the end of the fiscal year. We have funding for this.

7:12 p.m. Jody St. George of Woodard & Curran met with the Commission and read his reports for the months of April and May. Jody: We inspect pumps annually. If a pump needs service, I send them out. Mr. Lemansky: The pump is made out of a motor and a pump. Jody: 9 out of 10 times, the motor is fine. If the pump isn't that old, we clean and oil it. Most of the time the volute which is the outside of the pump is fine. We would replace the impeller and the wear rings when necessary. There will always be sump pumps in low lying areas. Mr. Gagner: Do the data loggers indicate that we are having a problem with a pump? Jody: Yes it would – more run hours. We are very diligent about visiting the pump stations. If a pump has the same hours for three weeks, it's not exercising; then there is a problem. On the pumps that aren't pumping out as much, it may be a sign that the pump is wearing but can also be that there isn't that much water to pump out. Pump hours do matter. Mr. MacKenzie: It's never a SCADA issue? Jody: No. Very rarely. In the whole system, I found two pumps that were wired backwards only on the emergency generator. The station kicked on. My generators exercise under load I thought. This one apparently had never exercised under load. The pump started but was running backwards. We switched the two leads at the generator and all was fine. Mr. MacKenzie: What creates the rotation from lead to lag? Jody: It's on a 24 hour basis and happens automatically. Mr. Spiewak: Steve, can you make sure that McClure gets readings on the data loggers for these and gets them to Jody. Mr. Lemansky to Jody: On S. Sturbridge Road, there is an applicant who is going to construct another building on his property. It's already connected and he is going to do a tee "y". Would you recommend there be an engineered plan for that or do we tell the homeowner that he needs an engineered plan; or is it up to a licensed installer? It might be just the installer. If this is a standard hookup, why would we want to add a \$500; \$800; or \$1,000 bill to his other costs? Jody: You have to be sure that the pitch is right. The past practice has been for you to have an engineering plan and you protect yourself by hiring a licensed drainlayer. I think that would be fine. We have another property right now that has two lots owned by the same person with two buildings going to one grinder pump

sewer which I've got a big problem with because you can't have two individual map-block-numbers go into one common sewer. If the guy wants to sell one of those lots, who is responsible for the sewer? This sewer was put in place with a cottage on the lot; and now I'm hearing that the cottage is going to be knocked down and a big house put up, thus having two big houses going to one sewer. I have a big problem with that. Mr. Lemansky: Is there enough space for two lots? Does he have frontage and square footage? Steve: I haven't seen an application from the Building Department for approval. Jody: There are two separate map, block and lot numbers. Mr. Lemansky: The answer should be no. Mr. Spiewak: When someone goes to pull a permit for a new building, that's not going to work. Jody: It shall have to come before this board to get an approval to build; but have separate sewer connections. Mr. Gagner: We had already made a motion and had not voted on it. We said it would have to be approved by an engineer regarding S. Sturbridge Road; and that it needs to remain a single lot. I think there is plenty of frontage there. You only need 50' of frontage. If you have enough area in the back, you can get a variance; but I don't know what the acreage requirement is. Mr. Lemansky: 50' of frontage and 5 acres in the back. It has to go through the Planning Board. Jody: I think it should be said it will be ok as long as it remains as one lot. Mr. Lemansky to Jody: Congratulations on your compliance with the NPDES permit. Mr. Gagner and all of us thank you.

Mr. Gagner to Steve: S. Sturbridge Road: I understand they now have a schedule. Steve: Yes. Mr. Gagner: We talked about the coring holes on Muggett Hill, Morton Station and Old Worcester Roads. New proposed work hours: As we know, the town hall starting July 1 is going to eliminate Fridays. The people are making up those Friday morning hours on other days of the week. We thought it didn't affect our sewer plant because we maintain certain hours for the window. Steve: The savings that they are going to experience at the town hall is not going to be seen at the plant because the treatment plant has to be open seven days a week. My feelings are there should be no change in our hours. Mr. Gagner: I am all for keeping the hours the same as they are. I don't think we need a motion. Mr. Lemansky: Status quo. The other commissioners agreed.

Steve: Monitoring of the alarms. Mr. Spiewak asked me for the breakdown of the costs which I had done. Before we had the new system put in, we paid for security, fire and operational alarms; and they were done through three different services. These services wouldn't talk to each other; we went to a single service monitoring so all three are read. We are paying \$300 a year. We get a 12<sup>th</sup> month free if we pay the annual cost timely. We're saving about \$80 a month. The town is also looking into employing this same company to service their needs. Steve: Route 20 – pump station east of Oxbow Road. McClure Engineering found 3 gate boxes that were ground over. Mass Highway has been notified; and they will replace them. We also found a lateral not known or plotted; and it will be applied to the asbuilt drawings. Mr. Gagner: The schedule for the rest of the year. It looks fine to me. Mr. Spiewak: The dates for us to meet should be September 8 and 22; October 6 and 20; November 3 and 24. Mr. Gagner: Should we change that to November 17? Mr. Gagner to Steve: Tell us about money you have in the budget this year to buy 20 additional grinder pumps. With the costs that we have incurred tonight, we will have \$181,000 in the capital budget. Steve: We're down to 14 pumps within the house now; and we wanted to keep 10 on hand for emergencies and backups. They are about \$2,500 apiece and \$500 to install. Mr. Gagner: \$130,000 to rebuild pumps. Is 20 enough? What happens to the money if we don't use it? Steve: It goes back into the Enterprise Fund. We started this program three years ago; and the idea was to redo all of the 200 pumps so we could eventually turn the maintenance back over to the homeowner. DEP said we needed to come up with a maintenance program. If the pumps were all new, with a 10 year plan at 20 pumps a year, that equals 200 pumps.

Mr. Gagner: We need a motion to approve that money. Do I hear a motion to approve approximately \$50,000 for 20 new grinder pumps? **Mr. Lemansky: So moved; seconded by Mr. Spiewak.** Discussion: Mr. Lemansky. Those funds are coming out of the 2014 budget. From the point of view of keeping the incidence of clogs down, why weren't we planning on buying 20 new pumps next year? Steve: Because the budget was reduced. The capital budget has been allocated based on certain information we had. We have \$100,000 set aside for the HVAC system within the plant. The balance that was left was spoken for. Mr. Lemansky: We could have increased our budget to buy pumps. Mr. Spiewak: That was a vote of the commission because we had the money this year. Mr. Lemansky to Steve: My recollection of why we couldn't have the sun set on the sewer department being responsible for the pumps that are out there: I believe that the main criteria of why we had to maintain the pumps was that as long as we were servicing the debt, we had to maintain those pumps. Once the debt service is over 20 years, the sun can set on our obligation in maintaining those pumps, and we can pass the responsibility over to the homeowner, with the caveat that we give them a maintenance plan or some place to go; and the pump system that's there is relatively brand new. That's the information that came back from the DEP.

Mr. Gagner: Public water for 16 Worcester Road – the diner – to Steve: You have spoken to Southbridge – where would they be tapping it in? Steve: The issues we discussed were the 12" line; and the fact that the line won't have the turnover to activate the 12" line. This particular property has property frontage on Carpenter Hill Road which has an 8" line. When I looked at the plan, they own on the corner so the need for an easement has gone away. How and what can we do to connect the 8" line? I asked the property owner to talk to the people across the street and people down the hill westbound to see what their level of interest would be to get the volume of water. He was looking for an answer to what our feelings were for them connecting to water. Mr. MacKenzie: Who owns the 12" line? Mr. Lemansky: We do. It's our water line but it dead ends just before Route 169. The most logical thing to be done would be to get 5 or 6 property owners to connect; and we as a commission would support their going to Southbridge and hope there would be enough turnover. I believe the laterals are all in—a total of 5 or 6. There are properties that really need water. The good thing is that more people are connecting. Steve: There have been 206 connections plus the recent connections on Trolley Crossing Road. Mr. MacKenzie: They are our lines. Mr. Spiewak: There is a lateral on the property off the 12" line.

Mr. Gagner: We never voted on the motion we had open regarding 21 S. Sturbridge Road with a second. We were going to add the phrase "as long as it remains a single lot" – and with no engineering. **Mr. Gagner: All those in favor? Vote: Unanimous.**

Mr. Spiewak: Mr. Chair, I believe last year we did a review for the administrator. Mr. Lemansky: The administrator does a review of the assistant. These weren't done last year. Mr. Gagner: I'm not in favor of it personally because to my knowledge, the only one who is required to be reviewed each year is the town administrator. I have to do whatever the commission would like to do. Mr. Spiewak: Personally I will go on record and say I believe that we should do a review of our administrator on an annual basis. Mr. Lemansky: I agree with Mr. Spiewak; it isn't destructive. It is constructive criticism. It points out where our administrator is shining and where improvement is needed; and we could work with our administrator to set up goals. Mr. Gagner: I think it was two years ago that Mr. Haebler and myself got together and worked on modifying the questions to make them more suitable for someone working at the treatment plant than perhaps at the town hall. We passed these around and asked for opinions; but we received none. **Mr. Spiewak: I make a motion that we do a review of our administrator; and have it completed before the end of July; seconded by Mr. Lemansky. Vote: All in favor**

except for Mr. Gagner who was opposed. Mr. Lemansky: I look at it as an obligation and I think it is a document that needs to be in the file. Mr. Spiewak: This isn't a witch hunt. There were lots of positives this past year. Steve worked the extra, extra hours when we were doing the tracer study. It's a positive for the administrator. The commissioners that come after us will have files to look at. Mr. Gagner to Steve: If you can dig up the review form we had two years ago, give a copy to Mr. Spiewak and anyone else who wants it before we formally fill it out. Mr. Gagner: Any other business this evening. Mr. Lemansky to Steve: On this email that came from clerical contract negotiations--is this something that we would have to follow if the clerical people voted to accept this? Steve: I had a conversation with the town administrator; and she said that it has no impact on Carol. Ms. Gagner left the meeting. Mr. Lemansky to Steve: So Carol will be following what contract? You and I had this discussion during the week. If a holiday falls on a Saturday, it is observed on a Friday. That is a misstatement. According to the Secretary of State's website, if a holiday falls on a Saturday, that's when it is observed. Mr. Spiewak: I believe the existing clerical contract says that if a holiday falls on a Sunday, you observe it on a Monday; and if it falls on a Saturday, it is observed on a Friday. This was just done to adjust in the event that the town hall/library were closed. Mr. Lemansky: I agree that if it is negotiated, I am fine with that. They negotiated the Friday after Thanksgiving off, then fine. If that was what was negotiated, then fine.

Mr. Gagner: Adjourn anybody? 7:50 p.m. Mr. Lemansky: I'd like to jump into Executive Session. Mr. Lemansky: 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 negotiating position of the public body and to exit Executive Session for the purpose of adjourning; seconded by Mr. Spiewak. Vote: Mr. Lemansky: I; Mr. MacKenzie: I; Mr. Spiewak: I; Mr. Gagner: I. Mr. Gagner: We are now in Executive Session and off the air.

8:28 p.m. Mr. Lemansky: I make a motion to adjourn Executive Session; seconded by Mr. MacKenzie. Vote: Mr. Lemansky: I; Mr. MacKenzie: I; Mr. Spiewak: I; and Mr. Gagner: I.

Meeting adjourned at 8:28 p.m.

Paul Gagner                      7/7/14  
Paul Gagner                      Date

Robert Lemansky                      7-7-14  
Robert Lemansky                      Date

\_\_\_\_\_  
Joseph Spiewak                      Date

Shabana S. Gagner                      7-7-14  
Shabana S. Gagner                      Date

\_\_\_\_\_  
Alex J. MacKenzie                      Date

COMMITMENT & INTEGRITY  
DRIVE RESULTS

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Charlton Water & Sewer Commission  
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May 12, 2014

RE: April Operating Report

Commissioners,

**Treatment Plant:**

The treatment plant still remains compliant with its NPDES permit this month. We are certainly setting a trend of compliance this year and remain hopeful that this will continue. The process is stable and performing well, as are the pump stations and collection system. We will continue to strive for complete compliance, continue our preventative maintenance on equipment and work diligently to provide an aesthetically pleasing appearance throughout the system and plant.

We have been continuing our maintenance around the plant with some drive belt replacement, equipment oil changes and checking oil levels, and replacing bad bulbs in the plant and on equipment. Equalization pump 3B has alarmed on an overtemp fault ceasing its operation. We have removed it from service, visually inspected the accessible components (looking for something obvious such as a clog or broken part which could cause the overtemp alarm), replaced it with a spare pump, and will send it out for evaluation and repair. The shaft spins freely indicating there is an internal issue so the pump will be diagnosed and deemed economical to repair or not.

The commission has requested that some light source be available for their meetings at the plant as the parking lot is dark and is a safety hazard. The available yard lights are all on the same switch which is not readily accessible as it is inside the chemical room in the process area. This area is off limits to unauthorized, unlicensed personnel making it all but impossible to use the aforementioned lights as a source for safe, illumination during the commission meetings. I suggested that a single switch be installed on the light pole at the parking area thus providing a means to operate this light at will. A light switch has been installed on the light pole next to the parking lot so manual operation of this light is now possible for meetings. This should alleviate the safety issue associated with poor illumination.

## **Collection System & MTA Pump Stations:**

Work is being performed at all the pump stations inside and out to bring them into our spring / summer frame. This will continue on an as available time frame.

P.S. # 7 (Burlingame Road) had its pumps pulled and inspected. These pumps are the largest in the collection system and had to be removed by a contractor. These pumps have provided uninterrupted service for approximately 7 years and were ready for a PM inspection. One pump was found to be barely within acceptable wear parameters and the other was already out of design specifications. These pumps are very large (60 HP and 2100 lbs. each) so we decided that these will be repaired on site. The pumps are in need of rebuilding and luckily were discovered before failure and/or needing replacement. Work is scheduled to begin in the next month. This will be a capital expenditure from this year's capital budget.

Meter readings were accomplished this month after the acquisition of a working meter reader. Operators attempted to perform their contractual duty however shortly into the route the reader failed to operate and the reading had to be postponed for a week. Unfortunately the meters that were already recorded had to be read all over again with the new reader but it was all accomplished within two weeks of the original scheduled read date so there were no detrimental effects.

## **Miscellaneous:**

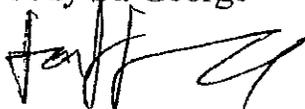
There were two grinder pump alarms this month both of which resulted in clogged pumps. Three grinder pump conversions were accomplished this month. Thanks to our Administrator and Mr. Lefort.

## **Conclusion:**

This concludes the monthly operating report for April 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



COMMITMENT & INTEGRITY  
DRIVE RESULTS

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June 9, 2014

RE: May Operating Report

Commissioners,

**Treatment Plant:**

Once again the treatment plant remains in complete compliance for the month of May. The beginning of this month saw elevated flows due to the rains we received however the plant remained in compliance thanks to the hard work of our operators. In this case the plant experienced flow increases from 52% to 90% with normal flows of approximately 220,000 gallons per day (gpd) and elevated flows of 418,000, 340,000, and 335,000 gpd. Many process changes must be made and monitored throughout these times to ensure correct treatment is being maintained and our operators accomplished this flawlessly. Our flows have since calmed down to almost normal patterns however we remain diligent in the event of severe weather. The operators here take great pride in protecting our receiving water and work very hard, especially in inclement weather, to ensure there is no contamination introduced, even under extreme circumstances.

The sludge waste line was clogged where it exits the building just before the Sludge Holding Tanks (SHT) and needed to be unclogged so normal wasting procedures could continue. The operators worked feverishly to break down plumbing just inside the building where it exits, in an effort to unclog the pipe. This could not be accomplished from this direction so the only other way to snake this line was from where it empties into the SHT and be aware and diligent of the tank, its contents, and potential for negative impacts on the plumbing and the operator in the tank. This obviously required a Confined Space Entry (CSE) and it also served as our Health & Safety (H&S) CSE Drill for our annual requirements. We called a contractor with a power snake of applicable size and after venting the underground tank and providing constant atmosphere monitoring it was deemed safe to enter. I personally went into the tank on a tethered line and worked the snake until the clog was released.

Maintenance included pH probe calibrations (5 locations), fire extinguisher inspection & maintenance, move a caustic line to enhance the process, acid clean bicarb discharge line, and unclog Turbidimeter drain. We also changed a bio filter effluent fan motor as it had failed.

## **Collection System & MTA Pump Stations:**



P.S. # 9 (Stevens Park) was discovered to have one of its two pumps show higher run hours than the other. Upon further investigation we found that this pump would not evacuate the wet well in a reasonable amount of time. This indicates that the pump could be partially clogged or just worn out and given the age of this pump it would seem like the latter. We pulled the pump, inspected it for clogs of which we found none, and installed a new spare we had at the plant and the station is once again operating correctly. We will send this pump out for a repair evaluation and either repair or replace it.

There were numerous inspections for the sewer tie in at 9 Trolley Crossing. This tie came from the gravity line on route 20 Eastbound and had to be saddled onto the line as there was not a stub for this property. The line then goes cross country for some 1500 feet requiring the installation of numerous manholes before it reaches the building which houses a few offices. Because of the complexity and distance of this tie we did multiple inspections so the contractor could backfill the trench as they progressed without hold up or a dangerous long open trench. The tie is completed however there were three septic tanks located on the property which have since been pumped and decommissioned.

We also have performed a dig safe for 27 Trolley Crossing at the end of the month. This is the Webster Bank across from Howletts Lumber and they will be tying into the sewer next month along with water. Their tie is also from route 20 Eastbound however a stub was left for both water & sewer so it should not be as complicated as the previously described tie at #9.

## **Miscellaneous:**

There were a total of 6 grinder pump alarm calls this month 3 of which resulted in clogged pumps.

## **Conclusion:**

This concludes the monthly operating report for May 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", is written over the typed name.