

Meeting Minutes
Charlton Water and Sewer Commission
Date: July 7, 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 welcome you to another exciting meeting of the Charlton Water & Sewer Commission. Today is July 7, 2014; it is 6:35 p.m.; and right now we have Mr. MacKenzie and Mr. Lemansky are absent. They are both expected to join us shortly. We will pay some bills and Mr. Spiewak will read the warrants: **Mr. Spiewak: I make a motion to approve the following warrants: National Grid: \$8,983.81; next one: Quill Corporation: \$18.98; AT&T: \$46.62; Carol A. Goodspeed: petty cash reimbursement: \$26.84 for a total of \$92.44; Woodard & Curran: pass through costs: \$7,854.00 (Steve: When Woodard & Curran does things for us, they by contract have the abilities to mark it up by 10%; they developed about 1-1/2 years – 2 years ago a pass-through where if something comes up, they can pass it through with no markup.) Kopelman & Paige, P.C.: general legal services on 5/10; 5/12; and 5/14: \$399.00; associated document copying and postage: \$14.00 for a total of \$413.00; Elderly abatement warrant: 145 Glen Echo Shore Road: \$21.00; Abatement warrant for: 25 Lakeview Drive: \$49.47 – transfer to meter; 5 Osgood Road: \$82.95 – transfer to meter; 85 Sturbridge Road: \$73.23 – transfer to meter; and 1 Meadowview Drive: \$10.00 which was an overcharge; total: \$215.65; the MTA work service invoices for April – June for: 5E: \$25,843.67; and 6W: \$15,216.73; total: \$41,060.40; Vadar Systems, Inc.: annual contract for 7/1/14 – 6/30/15: \$898.65; Woodard & Curran: contract operations for July for a total of \$42,651.65; seconded by Mr. Lemansky. Vote: Unanimous. Mr. Spiewak: I make a motion that we approve the corrected minutes of June 9, 2014; seconded by Mr. Lemansky. Vote: Unanimous. Mr. Spiewak: I make a motion that we approve the minutes of the June 23rd meeting; seconded by Mr. Lemansky. Vote: Four in favor. Mr. Lemansky abstained.**

6:40 p.m. Steve gave his office report. Honey Farms Charlton City water connections: the target start date is the last of July, first part of August. There is a meeting scheduled at the treatment plant for Wednesday at 11 a.m. Attendees will be: Paul McNeil (the contractor the job was awarded to which is Whitewater); the Chief of Police; Highway; yourself, Mr. Gagner, myself, and if there is another commissioner who wishes to attend, they are welcome. We didn't post it as this information came to me today. Water connections continue at 9, 15, 25, 28 and 35 Trolley Crossing Road. There were telephone calls made to DOT about the pump station on the Oxford/Charlton line. Follow-up calls regarding humidity at the plant. I have nothing further on that. Copies of the data logger summary were sent out to commissioners; and Jody and I are in the process of reviewing this (37 pages). A reserve fund transfer was processed with respect to the water and sewer salary account for the sum of \$460.00. I spoke with the Chairman last week; it was signed off and turned in to the town accountant for processing. Mr. Gagner: Steve, when we talked about the humidity at the plant, in addition to getting companies that would take care of the humidity; we were also looking into the possibility of having solar panels and/or skylights installed at the plant: Is there anyone who we know of who is qualified to give us an educated guess as to how effective solar panels or skylights would be? Steve: Today I opened a circular from Woodard & Curran. I spoke with Frank Cavaleri who produced a company in

Lowell and one in another city close to Lowell whereby they had put a solar energy system in and had netted \$100,000+ a year to the city. I asked Frank Cavaleri--is there something we could put on the roof or in the yard; whereby if we could not pay for all of our energy over a year's time, could we recoup something in less than three years. I don't have an answer back. Mr. Lemansky to Steve: Going back to the humidity issue, where are you with the people you contacted? Steve: I had one who returned my phone calls back. I called him. He has a disk with plans; and I left a message for him this morning asking for information back prior to our meeting; but haven't heard back. We are looking at sky louvers which would potentially help with the humidity; looking at the possibility of solar power to reduce our energy costs, and then skylights. Mr. Gagner: Looking into solar power was to provide heat for the plant during the wintertime so as to eliminate the humidity. Solar panels are supposed to be the same as skylights.

Mr. Lemansky: The data loggers? To Steve: I received the email on Thursday from McClure Engineering. Mr. Lemansky: That's the total package. Steve: Yes. Mr. Lemansky: It is pretty thorough as far as the explanation from McClure Engineering as to what's happening. It takes a lot of study in order to determine where the problems are. To Steve: When those data loggers were installed, did you put together a three-ring binder of the product and the information on the product? Steve: No, but I can put that information together. Mr. Lemansky: It should be in a binder because there will be people who come after us. The information that we received last Thursday was for quarter number 1. We are starting quarter 3. Why is it taking so long to get the information? Shouldn't the equipment have been checked to make sure everything was working within the first three or four weeks? Is McClure Engineering the only one who knows how to read these things? Steve: Yes. Mr. MacKenzie: A lot of these flow meters and flow sensors and sonar devices do not convert into any other kind of Apple or Microsoft programs. Mr. Lemansky: I asked Steve from the beginning when we purchased these, we had to get documentation. We had to get software. We own the software. If McClure has it on their computers, that's great. We should have it on our computers. One of our employees maybe should read up and learn how to do it. Mr. MacKenzie: It's a lot of intricate measurement settings, and it is all done through a laptop; and going back and verifying; you have to measure your flows; and once you get a benchmark—it's a pretty involved process. Once it gathers all that data and you download it into a device, then there is a conversion process and that's a long process. Mr. Lemansky: The reports I have been reading -- it is runtimes of the motors; so it's an electronic reading of when the motors ran and when they did not run. If it's a \$400 laptop and you end up plugging it in with a USB cable, I don't see why we have to wait six months and a week in order to get the first quarter's report to find out that six of these things are not operating. We spent money for these things to give us information. We need to react to these things quicker. These things need to be read sooner and Steve, I think we should have read through it. If we were to just do this ourselves or put this task on to Woodard & Curran, they would need to determine what they would need. Steve: I have asked for this quarterly. Mr. Lemansky: We need to find someone else who can do it; or we need to speak with McClure to request we get the information sooner. Steve: There are still some data loggers that aren't working, or out being serviced. Mr. Gagner: Is McClure doing something to rectify this? Steve: It was supposed to be done under warranty, but I don't have that information confirmed yet.

Mr. Gagner: We have letters written to owners of properties at 21 S. Sturbridge Road and 13 City Depot Road. Steve sent them out. Work at 13 City Depot Road is starting tomorrow morning. They expect to complete the work in three days. Mr. Gagner: At the last meeting we had a person come in who has property bordering Route 20 and he got a bill for a water betterment; and the question was should he pay it or be allowed not to pay it, the thought being that seeing there was no lateral across Route 20 to his side of the property—the law reads if water is available, you can be served a

betterment. He is saying that because it is on the far side of Route 20, it's not available. We talked it over last week and decided that it can cost up to \$80,000 or more to get a line underneath Route 20 to tap into the main, and it's financially not available to him. What roads would you be able to cross and not have a financial hardship? What if it were Masonic Home, where would we set the limit as to what makes something available or not available? Mr. Lemansky: As far as creating a standard, whenever you have a four-lane, divided highway, I think one can make the statement that it is certainly cumbersome in order to make that connection. As far as two lane roads with no divided highway...you know it when you see it. I think 20 is an issue. Steve: Commissioner Lemansky got hold of me one day last week, and had a conversation about 5 or 6 items we were looking to validate and verify. I got a message back today that said when I could cut some time to meet with them, we'll go and investigate those five or six areas which should give us answer. I responded that I would be available on Tuesday, Wednesday afternoon, Thursday afternoon, Friday morning or any day next week. I would expect that within the next two weeks, that information will be available. Mr. Lemansky: That information that Steve is trying to obtain is vital in making a determination as far as this issue is concerned. We should put this off to the side until we have that information. Mr. Spiewak: I also asked Steve to send something out. Steve: I did. Mr. Spiewak: Since the Special Legislation specifically excluded the abatement process, I found one option which we would need to validate through our legal system which would allow us to re-vote within two years a betterment. Originally when the sub-committee voted on betterments, we included Northside Road and those properties that were agreed by the town not to be bettered. Then we re-voted those betterments to zero. It's a possibility that we may be able to use that route to correct this situation if the commission feels we should. I did research availability, and I can tell you that it's all over the place. The thought process is never that there is this significant expense to connect to water or sewer that you should be able to be within some number of feet; and if there is a challenge, you can go through the abatement process. At this point, we may want to look to Jeanne McKnight and ask her opinion as to whether that would be an option. Mr. MacKenzie: Has it been a standard that everyone gets a service pipe? Mr. Gagner: There has been but the law reads if water is available. It goes down Route 20, but the line is on the opposite side of the road. The thought was that financially, water was not available to him. There would be a significant expense for this man. It gets very expensive to cross Route 20. Recently, the cost was over \$80,000 for the apartments to go across Route 20. It isn't as simple as it sounds.

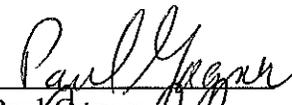
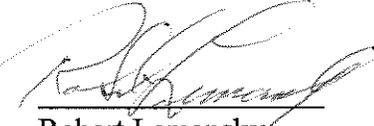
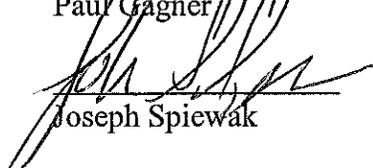
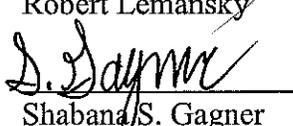
Mr. Lemansky to Mr. MacKenzie: The standard in the past is that this Board has made every attempt when a new water line is coming in to have our in-house engineer go and research properties and try to determine, even if they could be sub-divided, to where we would try to provide laterals. Ten or twelve years ago on Route 20, there were larger properties where a lateral was put in and then they got re-subdivided. Now you have new lots with no laterals. Also, people being human, some of them were missed. We have no obligation that I know of when construction is imminent to where we are required to put them in. We try to do our best to accommodate everybody.

Mr. Gagner to Steve: New business. You have here year end closing. Steve: We have until July 15. I'm in the process with Jody and seeing what projects I have got out there so I can summarize those so I can encumber funds. We had work done at S. Sturbridge Road. The contractor has sent through, and it has been approved by McClure Engineering, a contractor's application for payment #3, and the change order which included the laterals that were put in over there. If you want to review this tonight, you can give the Chair permission to sign this at the office tomorrow when we have had a chance to go through the rest of it. The outstanding balance for the pay req is \$11,495. We have a retainage which we will hold for 30-90 days of \$3,644.90, which I'll have to encumber for when we release this and the work is completed. Mr. Lemansky: Has the engineer authorized that the work has been completed

satisfactorily? Steve: Yes. Mr. Lemansky: What was the total amount of money that we appropriated for that job? What was the total bid price and what was the final cost? Where are we? Steve: Just about even. We appropriated around \$75,000; and the bid came in at \$73,180. We have spent to date \$65,780 and we have to add to that \$11,495. The retainage is included in the computation. Mr. Gagner to Steve: You said the bid came in at \$73,180; and we have given them almost \$56,000 and owe \$11,000 more which comes to \$66,000. Steve: Plus the \$3,644 when it is finally paid up. Mr. Lemansky: So we are under budget and this includes the extra laterals. Steve: Yes. Mr. Gagner: I need a motion for the Chair to sign this. **Mr. Spiewak: I'll make that motion; seconded by Mr. Lemansky. Vote: Unanimous.** Mr. Lemansky: Based on that connection, do you have any feedback from Southbridge as far as water quality going west? Steve: I do not. Mr. Lemansky: Do you have any feedback about water quality in Charlton City? Steve: I haven't specifically asked that question; but relative to the letter I wrote to 21 S. Sturbridge Road about the house up back, in the conversation, it was said that the water quality is fine. I didn't ask about the western end, and I did not ask about the water quality in Charlton City. That conversation has been had by Paul McNeil because he is about to connect up 8 more people. I will ask the question.

Mr. Gagner: Anyone have anything else and does anyone have the need to go into Executive Session tonight. The consensus was no. **Mr. Spiewak: I make a motion that we adjourn the meeting with our next meeting being held on Monday, July 21, 2014 at the treatment plant at 6:30 p.m.; seconded by Mr. Lemansky. Vote: Unanimous.**

Meeting adjourned at 7:08 p.m.

 _____ Paul Gagner	<u>7/21/14</u> Date	 _____ Robert Lemansky	<u>7-21-14</u> Date
 _____ Joseph Spiewak	<u>7/21/14</u> Date	 _____ Shabana S. Gagner	<u>7-21-14</u> Date
_____ Alex J. MacKenzie	_____ Date		