

Meeting Minutes
Charlton Water and Sewer Commission
Date: January 11, 2016

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	Gabriel J. Berthiaume	Y
Alex J. MacKenzie	Y		

Mr. Gagner: Welcome everyone to another exciting meeting of the Charlton Water & Sewer Commission. Today is January 11, 2016 and it is approximately 6:40 p.m.

Mr. Spiewak read the warrants. **Mr. Spiewak: I make a motion to approve the following warrants:** Verizon: \$110.88; Osterman Propane LLC: invoice #PR094659 (12/15/15): \$554.46; Osterman Propane LLC: invoice #PR095557 (12./29/15): \$773.37; American Printing & Envelope Co., Inc.: invoice #182780: yellow perforated bill paper: \$97.00; AT&T: \$44.22; Town of Charlton: case of paper: \$23.11; ReadyRefresh by Nestle: invoice #05J0438222671: \$3.68; total: \$1,495.84; Woodard & Curran: contract operations for January: \$40,933.00; R&M: \$2,500.00; MTA sampling for the period ending 11/27/15: \$397.65; total: \$43,830.65; Bigelow Electrical Co., Inc.: invoice #G23007: work at the treatment plant: generator technician: service call to evaluate Cummins generator etc.: \$420.00; propane fittings: \$46.70; 50/50 pre-mix antifreeze: \$14.10; environmental compliance service charge: \$7.70; mileage: \$15.00; total: \$503.50; RPM Heating & Air Conditioning: invoice #3817: invoice #3817: Fan and PVC Job for RBC covers; billing for completion of installing all fans with speed controls and all PVC to exterior of building; total estimated cost per cover: \$1,850.00; new price with labor saved on install--\$1,600.00; was paid check on 10/17/15; balance due: \$5,100.00; Industrial Pump Sales & Serv. Inc.: Invoice #31215239-IN: replacement pump for the 5 East pump station: \$5,770.95; freight: \$268.60; total: \$6,039.55; Lefort Electric Inc.: invoice #1332: installation of floats at bottom of pump chambers to detect flooding in case of blowout at 5E and 6W pump stations; wire to dialer: \$520.00; 1 float with 50' lead: \$55.00; 1 float with 20' lead; total: \$595.00; Commitment warrant for MTA 5E for the period 10/1/15 – 12/31/15: \$39,050.81; and Commissioner payroll for the month of January: \$400.00; seconded by Mr. MacKenzie. Discussion: Mr. Lemansky to Steve: R & M? Steve to Mr. Lemansky: It is a monthly allocation. In the contract it can be forwarded at your discretion ??? Steve: It is 12 months into \$30,000. Mr. Lemansky: Did they spend exactly \$2,500? Steve: They rationalize that at the end of the year. To Steve: The \$30,000 a year??? Steve: For whatever the contract needs deem necessary. We are able to spend \$24,999. Above that, they have to come to us. Steve: I think it has worked out very well. Jody provides a spreadsheet at the end of the year. RPM and Lefort Electric underbid. **Vote: Unanimous. Mr. Spiewak: We have minutes of the December 7th meeting. I make a motion that we accept these minutes as printed; seconded by Mr. Lemansky. Vote: Unanimous.**

Steve's report: Under water, we processed the paperwork to zero out a particular betterment. Letters were sent to the Collector's Office and the Assessors to remove the betterment. We are still trying to define and make process for the water privilege fees. There were a number of questions that came through that I had gone back to circulate out the 2007 March votes from the town meeting. Sewer has basically four accounts: Sewer Enterprise Fund; Operating Budget; a Betterment Fund and a Privilege Fee Fund (amount not set as yet). With respect to the water privilege fee, they had not set up a water privilege fee account. I approached the Assessors' Office regarding the privilege fee for Gillespie Road

properties. We need to determine what the privilege fee will be. I got a request from the town administrator saying that when we set up a privilege fee, we have to enumerate the fees. I sent that out to the commissioners. What do we want to do relative to the water works? There are prices for different size valves. I'm looking for guidance. Mr. Lemansky: I thought we already voted on privilege fees for water. Mr. Gagner: I think we have in some cases. We don't have a fund to put this money in. Robin has suggested that we have monetary values associated with all these fees before we set up the privilege fund. Mr. Lemansky: When the betterments were established, they were to be established at a percentage not to exceed 50%. At one of our meetings, we did vote a privilege fee amount, and didn't we say the privilege fee would be the same for water? I'm looking at Dewberry's notes. On the second page, it says Charlton noted they would be charging a privilege fee of \$4,500.00 per unit and that's not correct. Mr. Gagner and Steve talked about this this morning. Mr. Lemansky suggested looking at past minutes with respect to privilege fees. You will find that we did vote a privilege fee in. Mr. Gagner: Southbridge charges a \$2,000 connection fee. We have to decide whether to adopt that fee or not. Mr. Lemansky: According to the IMA, we are receiving 15% of that connection fee. Do we want to charge our customers a Charlton fee and a Southbridge fee? Mr. Spiewak: I'm not in favor of that. Mr. Lemansky: We have already committed to following Southbridge's rule. Mr. Lemansky: After talking with Chris McClure at our last meeting, the plan is no longer to set this up in a way to where we go to their pump station and then use all of their infrastructure; but to stay in the subdivision road, go up the road from that main, connect the buildings individually; and have laterals coming off there. Mr. MacKenzie: Is Southbridge's service connection going to be related to the 4" main; or is it going to be each individual unit times 30. Mains will stay in the right-of-way. Mr. Lemansky: Correct. They want to get the subdivision road accepted at town meeting.

6:57 p.m. Mr. Spiewak to Steve: What else are we looking for beyond privilege fees? Steve: The only thing I was thinking of and looking at Southbridge's rates is acceptance of that as published with definition that these are the rates. I was asked to provide a list to Ms. Craver; and she asked that it go through our legal counsel. Mr. Spiewak: The water operator establishes all of the fees except for the privilege fees. I have no interest in assessing fees other than the privilege fees. Mr. Berthiaume: Aren't we responsible for emergency breaks? Steve: Yes. Mr. Spiewak: We have two sources of income right now. Part of the IMA has 15% of connection fees and we get a portion of retained earnings. Steve: Would those breaks be able to be taken from privilege fee acquisitions? Mr. Gagner: When are we going to get these percentages? Steve: At the end of June each year they are supposed to do an accounting as to what monies are coming to us; and any costs to us (the water main break on Route 169)—if there is \$100,000 coming to us, \$25,000 would be deducted from that for the break. I will continue to ask for an accounting.

Steve continued. Calls and scheduling for grinder pump replacements before the snow flies. I continue to keep in touch with Meredith Dimani who is our contact person and she is the permit writer. Mr. Berthiaume inquired whether the RBC's run all the time. Steve: The fans are working. We have cut the speed of the ceiling fans. It feels better in the plant with them running. We continue to work on sewer rates. We did read meters on Wednesday and Thursday of this week; we have 25 issues to resolve; and we have asked for readings by Southbridge. When they have them, they will send them to us. They are talking about a new handheld reader.

Chris McClure arrived at 7:04 p.m. There was a meeting at the Southbridge DPW. The commission received a draft copy of the meeting minutes. Upham Farms wants to have one service line and not individual lines to the units. Mr. Gagner: Privilege fees – what does Upham Farms plan to do? One for

each unit? Mr. McClure: There is one service line going in. I don't know what the process has been in the past. Mr. Lemansky: The Housing for the Elderly - at one time, they were being referred to as a consecutive water system because Southbridge connected to their pump house. From that pump house, there was a backflow preventer put in and the water flowed through plastic pipes. There's another example to where there was an existing project; i.e., Juniper Hill. Those buildings contain 4 units in each building; and the units have their own meter fee; and each one of them pays a connection fee of \$2,000.00. The concern is underground utilities. Mr. Berthiaume: What did we do at the housing for the elderly? Chris: There is one single service line coming off the 4" main; a single 2" service line going to the pump station, through the town's meter and to a backflow preventer. Mr. Berthiaume to Chris: If we connect to the consecutive water type system situation, Southbridge or us will have a booster pump there. What kind of issues does that create for us; say, we have a water department in 10 years? Will we get the call because someone doesn't have water pressure? It's not our water pump or booster pump. Chris explained details of the perspective booster pump station. Ultimately, the responsibility for the booster pump would be the owner of the property. Mr. Lemansky to Chris: The booster pump would be after the meter? Chris: Yes. Mr. Lemansky: Do we know what the pressure of the water will be when it reaches the pump station?

Mr. Lemansky talked about the Trust being funded for Upham Farms. It is a subdivision and is under the condominium trust. I believe the goal of the trust is to possibly present this at town meeting to have it accepted as a town road; but then you have all of the infrastructure which is part of the trust and is now going through the town way. When the new construction comes in, you put the laterals in; and do the normal connections. What happens 15 years down the road when most of us will be gone? Mr. MacKenzie to Mr. McClure: We go through with what Dewberry proposes. If one unit has a problem, it doesn't have to affect the other units. Mr. McClure: There are gate valves. They are operating with three wells that are currently active as public water supplies. Mr. Lemansky: There will have to be some infrastructure changes. Mr. McClure: They have one well on the east side of Highfield Road which is a good producer; good production on the west side of the road also. If they were going to connect each unit individually, some of the units would need booster pumps. Mr. Berthiaume to Mr. McClure: Significant work would need to be done if each unit had a separate connection. This hasn't been evaluated by Dewberry. Mr. Lemansky to Mr. Spiewak: Individual connections can be done or one; holding the entity which is the condominium trust - that is who you would lien. Rather than insisting that each four unit building have four services, wouldn't it make more sense to just have one line into the building and one line going out of the building? Mr. Spiewak: In this case, I don't think you have a choice. Chris: Relative to privilege fees, they are typically connected to the number of bedrooms. One line going into a 6 bedroom home is charged more. It is a usage based fee. Title V flow: 6,000 gallons per day.

Mr. Lemansky: There are probably three or four items that we need to give Mr. McClure some guidance on. 30 units for 60 bedrooms. What we adopted was the carbon copy of the betterment statement: \$4,400 not to be more than 50% of what the final betterment fee would be. Mr. Spiewak: Up to a 3 bedroom unit would be charged the same as one unit.

Southbridge along the same lines, Charlton doesn't want to be responsible for the booster pump. Mr. Lemansky: I see the water main in the private way and each building will be connected since there is already a mechanical room that abuts to the units, so there won't be a problem with another building. Mr. Berthiaume: You do it the right way. Mr. MacKenzie: How much potential for further growth is there? Mr. Lemansky: I think to put a burden on these people.... Alex: In my opinion, if there is further growth potential there, larger lines will be necessary. Mr. Spiewak to Chris: You will recommend that

each building gets a 2" lateral. For some buildings, there is no need for a pump. Mr. Lemansky: They want us to allow them to do shortcuts. Mr. MacKenzie: I'm not in favor of individual services. Chris has the hydraulic model. The high point is between 20 p.s.i. and 38 p.s.i. It would work. Mr. Berthiaume to Mr. McClure: I think in this situation, based upon what I know of the site conditions, the requirements would be to put individual service connections in each one of those buildings. You have to look at the economy and what you are getting for the costs.

Mr. Berthiaume: By us allowing a 4" line for 5,000 feet, you need to update your infrastructure with our rules and the Town of Southbridge. Mr. McClure: They need to do an analysis. 9 units instead of 30. Mr. Lemansky: **I make a motion that as far as the minimal criteria is—that the water mains remain in the private right-of-way; and that laterals are put in for each building unit; seconded by Mr. Berthiaume. Mr. Gagner: All in favor? Mr. Lemansky: I; Mr. Berthiaume: I; Mr. Gagner: I; Mr. MacKenzie: No; and Mr. Spiewak: No. Motion passes.** Mr. Spiewak: When we first looked at this project, we are simply connecting to an existing set of infrastructure. We aren't asking the condo association to construct new infrastructure. Mr. McClure: They are connecting to an existing pump house. Mr. Spiewak: I don't think we are putting the town at risk for the next 20 years – will they last that long – not likely. It would be the condominium association's responsibility in the future. We are looking at another \$32,000 for connections. On top of that, we don't know how many booster pumps will be needed – could be 8. To me, it's a complex solution no matter what you do. Mr. Gagner to Chris: Take it to the condominium association and see what they say.

The condominium association—it would be their lines for the future. Mr. Gagner to Mr. McClure: Take it to them. Mr. McClure: If we look at the fifth bulleted item on page 3—it is consistent with the way the IMA agreement was set up. Mr. Berthiaume: If they left the road the same, and kept it all private infrastructure, then I would lean more towards what you are talking about Joe. If they are leaning toward a public road, then I think you have to head in this direction. If they don't get the road approved for 2 years, and the money is gone, what happens? I'm in favor of either way. If the town is willing to put the pipes in, everything should be connected. Mr. McClure concluded his meeting with the commission at 8 p.m.

Mr. Gagner: We have a letter from the Assessors' office. We have negated betterments. We zeroed them out. One was for a person on Route 20 who didn't have a lateral. We spent some money trying to find a lateral so knowing what Sells Court...economically. I'm not available on the 19th at 6:30 p.m. Mr. MacKenzie and Mr. Gagner will attend. Steve posted the meeting. They have negated all of our actions. We don't have the authority to make betterment fees disappear. They want a discussion of it. They want to know – Mr. Gagner told Debbie Ceccarini tonight that one week from tonight we can meet in the Assessors' Office. Mr. MacKenzie indicated he would go; also Mr. Lemansky. The meeting has been posted. Pass the word on to the Assessors' Office. Mr. Spiewak: The letter asserts that we are not allowed to issue abatements. We are re-voting betterments. The laws are the laws. Mr. Gagner: We should take up the individual cases. Mr. Spiewak: This asserts that we haven't followed municipal law. We sought a legal opinion from the Department of Revenue and counsel regarding sub-section 16 of the Betterment Code "...if an assessment is invalid or can be recovered back, it can be re-assessed by the board at any time before the expiration from the date of assessment..." Mr. Gagner: I was just telling you that they want our attendance one week from tomorrow. Mr. Spiewak: Jeanne McKnight – we have an email – next to last abatements have been done within 6 months. You can't stop the clock on abatement time until the final ones are completed. Steve will draft a letter to the Assessors Office. Mr. Spiewak: We did vote one betterment into

suspension because the calculation was wrong. We could not vote it to \$0. We had no clear direction. The others were voted to \$0. 232 Stafford Street: Apparently they did not get the paperwork. We have to make them aware that the Assessors are having trouble. We should meet with the Assessors on January 19th (next Tuesday). Mr. Gagner: We have covered all of that.

Next, proposed meeting schedule for 2016. Steve provided this to the commission. Mr. Lemansky: Going back to our rate study. What I would like to see is we need to do a reassessment of our surcharges. The best way to do that is a mini study of 7 or 10 days. Do samplings of our two largest users and send them out for analysis. Also analysis on a single family home; determine the actual intensity of the discharges. Paul, are you talking about the MTA stations? I talked to Jody. Mr. Gagner: I think he should sample them as to materials they are sending us. Mr. Spiewak: I agree. Mr. Lemansky: We have a holiday weekend coming up. Get a sample from Karl Storz. I think we should try to do it at that time. Steve: I asked those questions of Jody. Samples we are taking are from two places and were taken over a 24 hour period. If we do it on our own.....Mr. Spiewak: Industrial user doing their own sampling. Did we give them a sampling plan? Steve indicated he thought that Jody gave them a plan. Mr. Lemansky: Rather than use their sampling equipment, we use our own method which is consistent with homes.

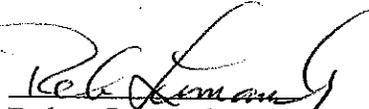
8:12 p.m. Mr. Gagner: Anyone have anything else? Our own wet wells and the wet wells at 5E and 6W; take samples at different times during the day. Steve: MTA are deducted wetwells. If you are looking to isolate whether it comes to other places like Overlook. Homeowner vs. MTA. Mr. Berthiaume asked to talk to Jody.

Mr. Spiewak: I make a motion to adjourn; seconded by Mr. Lemansky. Vote: Unanimous. Mr. Gagner: Our next meeting will be January 25th at 6:30 p.m. at the sewer treatment plant.

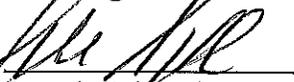
Meeting adjourned at 8:26 p.m.


Paul Gagner

2/2/16
Date


Robert Lemansky

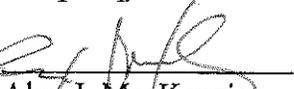
7/25/16
Date


Joseph Spiewak

7/25/16
Date


Gabriel J. Berthiaume

7/25/16
Date


Alex J. MacKenzie

2501/16
Date

*Correction
Made on page 5
top line*

*We had no clear
'discussion' was
changed to 'direction'*

Carol