

**MEETING MINUTES
CHARLTON WATER AND SEWER COMMISSION**

Date: May 7, 2007

Time: 7:00 p.m.

Location: Charlton Wastewater Treatment Facility

Attendees: Paul Boria & Kathleen Walker, Board of Selectmen; Omer Dumais, Tighe & Bond; Debbie Laplaca, Worcester Telegram

Members	Present	Members	Present
Sandra Dam	Y	John Elliott	N
Paul Gagner	Y	James McIntire	Y
Cheryl McKissick	Y		

Minutes Recorded By: N. Shields-Swindell

Item	Business
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7:00 p.m.: Sandra Dam, Vice Chair, called the meeting to order

James McIntire moved to reorganize the Commission. Sandra Dam seconded.

Unanimous. James McIntire moved that he assume the position of Chair, Sandra Dam, Vice Chair and Cheryl McKissick, Secretary. Sandra Dam seconded. Unanimous.

Ms. Dam will continue to run tonight's meeting.

Omer Dumais of Tighe & Bond reported on the status of the **Test Wells** located on the Hanna property. All three wells were shallow and found to be located in glacial till, a hard, non-porous material. Mike Zylich, their hydro geologist, had sent an e-mail informing the Commission that the test wells had met refusal at less than 20 feet. The **Bedrock Test Well** proposed for the Gunter property will be difficult and expensive to access with the necessary equipment. James McIntire moved to set up a meeting with the DEP, Tighe & Bond and the Commission to discuss costs and options, including **Proposed Well Site 30-66 at Buffumville**, which the DEP had previously denied permission to develop. Cheryl McKissick seconded. Unanimous. Mr. Boria asked if the DEP's concern regarding Test Well 30-66 was its location in the flood plain of the reservoir. Mr. Dumais said that it seemed to be, and that Tighe & Bond felt proper construction would minimize the risk of groundwater contamination. He said that water from that well would receive treatment right away and a back up source should be used if there was concern regarding contamination during flooding. The DEP seemed to have the attitude that special procedures shouldn't be necessary. Ms. Walker complained about the time and cost of development of this test well only to be stopped by the DEP. She wanted to know what made Tighe & Bond think that this was viable in the first place. Mr. Dumais explained that he was personally aware of functioning wells located in flood plains and it was Tighe Bond's opinion that with the proper engineering and construction it would be practical.

James McIntire moved to grant Prorated Meter Billing abatements to the following properties:

23 Ash Rd, 12B-C-6, for \$180.13

86 N Sturbridge Rd, 2-A-7.8, for \$81.71

54 N Sturbridge Rd, 2-A-7.15, for \$81.71

19 Sunset Dr, 12A-D-54, for \$81.71

9 City Depot Rd, 26A-A-7, for \$1,160.11

Sandra Dam seconded. For: Dam, McIntire, McKissick. Abstained: Gagner

The **Special Legislation** is waiting for it's third reading in the State Senate.

The modified **Moratorium Extension** as voted at the meeting of April 23, 2007, was published in the Worcester Telegram on Monday, April 30, 2007, posted on the Town Website and given to the Charlton Gazette.

Mr. & Mrs. Armand Carpentier are asking for letter stating that the Commission is in agreement that parcel **41-A-9** located on the Baypath Sewer Extension has sewer access. The property was planned for on the extension however it has never been assessed a betterment and Counsel recommends against allowing them to connect as the current Moratorium states that only properties that have already been assessed a betterment may connect. Cheryl McKissick moved to draft a letter in response to the Carpentiers' request. James McIntire seconded. For Dam, McIntire and McKissick

The Interim Superintendent met with Jack Hamm and an engineer from the DEP for an **SRF funding** review. They are willing to approve an increase for Roads construction bills and will consider interconnection costs when they see progress. Accounting discrepancies have been found in the first contract. Ms. Dam searched for any unpaid invoices and she estimates that it will take several weeks to go through all six contracts. An **Address Change** form has been drafted which includes a statement that the Owner of Record understands they remain responsible for all user fees, interest, demand fees, fines and miscellaneous charges. That if bills remain unpaid for 2 consecutive quarters, the billing address will revert to the original owner of record address as stated on the assessors field card and no future requests will be considered for this parcel as long as it remains in the current ownership. A \$15.00 administrative fee will be charged for more than one requested address change per year. The change in billing address will take effect at the next billing cycle and no prorating or abatements will be performed as a result of this request. Cheryl McKissick moved to accept the policy and require all accounts currently not being billed to the Owner of Record to complete the form. James McIntire seconded. Unanimous.

As Built Plans have been received for the **Morton Station Rd Sewer Extension**. The usual policy is to require an engineering review, however, the Commission's engineer had designed this extension at the time of the Phase 2 construction. The submittals are very complete, including the engineered drawings and DEP approval, therefore Ms. Dam recommends acceptance of the line after it is camera'd by Woodard & Curran. Cheryl McKissick moved to submit the As Built plans to Tighe & Bond for review. Sandra Dam seconded. For: McKissick. Against: McIntire & Gagner. Not Passed. James McIntire moved to accept the Morton Station Sewer Extension after camering. Paul Gagner seconded. For: McIntire, & Gagner. Against: McKissick. Passed.

New Meter Applications have been received from:

576 HONEY FARMS, INC.	36-	16.36
	38 WORCESTER RD	UNITS
619 ROBERT REINFURT	13-A-4.5	
	137 OSGOOD RD	

A **Division of Betterment Assessment** has been requested by Elliott P. Burlingame for Parcel **12-B-4.10**. Mr. Burlingame sold the portion of the property with access to the sewer to Thomas & Susan Nichols in January of 2003. A Certificate for Dividing Sewer Betterment Assessment prepared by Mr. Burlingame's attorney Anne Marie Hurley has been reviewed by Kopelman & Paige. The parcel that received the frontage on the sewer

line, 164 City Depot Rd (12-B-4.20), would have the balance of the betterment assessed to it. James McIntire moved to accept the Certificate of Betterment Division dated May 7, 2007, referencing Book 790 Page 38, for Charlton Assessor's Map Parcel 12-B-4.10. Cheryl McKissick seconded. Unanimous. The Interim Superintendent will contact the owners of parcel 12-B-4.20 to explain the situation to them before an assessment letter is sent.

A letter was received from Mitchell & Maxine Dunn offering 1.6 acres to the Commission for \$215, 000.00. The Commission is not interested in this property, as it should not be needed for the plant upgrade. Also, there is apparently a legal issue regarding the property between the current and former owners.

Plans have been received from the Planning Board for Site Plan Applications for:

Fireplace Mantels, Etc. (31-D-7.14) which has on site sewage disposal and

John's Automotive (27-C-6), which is seeking to construct a 1,000 s.f., 2 bay, addition and is connected to the wastewater treatment system and currently being charged the Commercial Minimum of 200 gpd. The Commission's response to the planning Board regarding John's Auto will explain that it falls under the Modified Moratorium and discharge capacity for the 2 new bays, at 150.gpd per bay for a total increase of 300 gpd, is available and will be subject to a privilege fee of \$12,300.00. Also any changes to the property must conform to all sewer rules and regulations.

On May 2, 2007, Al Clifford of E.J. Prescott made some updates to the **Sensus** Autoread application and Lee Brown of **Vadar** updated the billing application. The electronic meter reading and billing system seem to be functioning, however more test reads will be performed before the next billing cycle

James McIntire moved to grant a **Discharge Capacity Re-evaluation to 142 Worcester Rd (35-C-1)**, from 1,540 gpd to the amount of 645 gpd per the Commission's Discharge Re-evaluation policy. Sandra Dam seconded. Unanimous. A re-evaluation is scheduled to be performed at **5 Masonic Home Rd (34A-A-9)** tomorrow.

The Commission has been asked to approve a water connection from the **Lassie League** concession stand to the **Little League** concession stand. A plan has been provided and the Town Administrator has authorized an engineering review. Weston & Sampson has performed the review and their recommendations will be forwarded to the Building Inspector and the Highway Dept.

Kopelman & Paige has prepared a procedure for assessing **Privilege Fees**. James McIntire moved that any recording fees be the responsibility of the property owner requesting the discharge capacity. Sandra Dam seconded. Unanimous. The Privilege Fee could be paid in the same way a betterment is, spread over a number of years, or payment could be required in full at the time of connection. Cheryl McKissick moved to assess Privilege Fees in the same way betterments are currently handled. Paul Gagner seconded. Unanimous. Counsel will be asked to prepare the appropriate documents.

James McIntire moved to designate Cheryl McKissick to sign the **Payroll**. Sandra Dam seconded. Unanimous.

Woodard & Curran formally recognized the efforts of the Plant Manager and Operators during the rain event of April 16, 2007. Despite a large volume of rain, they were able avoid any wastewater bypass to Cady Brook. The Plant Manager has obtained tamper prevention seals for the residential grinder pumps and will install them whenever they make a service call. Woodard & Curran has asked if the Commission wants to consider

having them deal with and track Capital line items. The FY 2008 Budget is already complete with a Capital line item included. The consensus of the Commission was to leave this item under Commission control.

So as not to conflict with the Annual Town Meeting the next Commission meeting will be Tuesday, May 22, 2007.

James McIntire moved to go into **Executive Session** to comply with exception # 4 – to discuss the deployment of security personnel or devices, and Exception 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 governmental body, to conduct strategy sessions in preparation for negotiations with non-union personnel, to conduct collective bargaining sessions or contract negotiations with non-union personnel and reconvene in Open Session to adjourn. Cheryl McKissick seconded. For: James McIntire, Cheryl McKissick, Paul Gagner and Sandra Dam.

James McIntire moved to adjourn. Sandra Dam seconded. Unanimous.

9:00 p.m.: **Meeting Adjourned**

Next Meeting: Tuesday, May 22, 2007

Approved:

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Sandra Dam	Date	John Elliott	Date
_____	_____	_____	_____
Paul Gagner	Date	James McIntire	Date
_____	_____		
Cheryl McKissick	Date		