

**MEETING MINUTES  
CHARLTON WATER AND SEWER COMMISSION**

Date: July 23, 2007

Time: 6:00 p.m.

Location: Selectmen’s Meeting Room, Town Hall

Attendees: Kathleen Walker, Board of Selectmen; Michael Lally; Steve Zeveska; Peter Vigeant; Debbie Laplaca, Worcester Telegram & Gazette

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

Minutes Recorded By:

Item	Business
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**6:15 p.m. Sandra Dam, Vice Chair, called the meeting to order**

Cheryl McKissick moved to go into **Executive Session** to comply with Exemption 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. Sandra Dam seconded. For: Sandra Dam, Cheryl McKissick, John Elliott. Jim McIntire arrived at 6:20 p.m. in Executive Session.

7:15 p.m. Reconvened in Open Session. Jim McIntire as chair begins the meeting. Ms. McKissick declined as secretary to take the minutes. Ms. Dam volunteered to take minutes of the meeting. Jody St. George of Woodard and Curran attending to give the June Monthly Operating Report. There was an issue with toxicity in June - while the microbiological survival rate was within permit parameters the reproduction rate was not. This is currently under investigation and copper is one of the items being looking at. Co-mag is back on site and we should be getting a report soon. Decommissioning is totally complete. 2 sludge pumps had seals replaced. MTA 6W still has a lot of grease. Ms. Dam reported that Joe Diozzi had emailed stating the second grease trap should be installed the last week in July. Mr. St. George then read a letter regarding the covering of manholes by the highway department during the recent paving of a portion of Masonic Home Road and North Main Street. He outlined the potential hazardous situation to the environment and wrote that an agreement must be reached to prevent this from happening again. Jim Finegan of Weston and Sampson present to discuss the Interconnection Facility – originally the interconnection facility was going to be on Northside Road on a right of way owned by the Mass Turnpike Authority. There would be 21 houses and businesses before the meter. He met with Southbridge and they prefer a site to be found closer to the connection point. There is a Town owned property closer to the actual site where the two Town’s waterlines will meet. There is a fire pond on the current property and it will need to be surveyed, but he believes the connection facility would fit on the parcel. There was a question raised about its proximity to the Historic District and he stated that facades are available for the building to make it fit within the current area. There will be space within

the building for boosting chlorine if necessary. Southbridge is changing to disinfecting with chloramines and Weston and Sampson believes that should help with water quality for the Charlton customers. Ms. Dam requested Mr. Finegan come back to the commission with the additional costs that may be associated with making the building fit into its surroundings. Mr. Finegan was asked about timing for the project. He stated a survey crew would be by next week, then mid August for the completed design, 90 day review period for the DEP, 90 day public bidding process and 6 months construction timeline.

Old business:

Ms. McKissick brought up an item from the last meeting regarding a letter that was voted to be sent to Mr. Berthiaume regarding an extension to a N. Sturbridge Road Property. She requested to make a change to the last meetings minutes as the letter did not go out. Ms. Dam reported that counsel had advised that we rescind the preliminary approval of any extensions not already installed in the N. Sturbridge Rd. She explained changes could not be made to the minutes of the last meeting. She did as requested and sought counsel's advice on whether or not the bylaws supported the wording in the draft letter. The letter was not sent as the board needs to review counsel's advice. Ms. Dam stated that she had brought a copy of the advice. Ms. McKissick agreed that she had seen the papers. The folder was not located so she motioned to table the letter to Berthiaume until all could read counsel's advice. Ms. Dam seconded. Unanimous.

Ms. Dam motioned to accept the minutes of July 2 and July 9, 2007. Ms. McKissick seconded. Unanimous.

Reorganization – Mr. McIntire read a prepared statement resigning as chairman. (attached). Ms. Dam resigned as Vice Chairman stating that she had applied for the Water Sewer Administrator position. Ms. McKissick motioned to table reorganization until the next meeting when the full board was available and to appoint herself as Interim chairperson until the next meeting. Mr. Elliott seconded. For: Ms. McKissick, Mr. McIntire, Mr. Elliott. Against: Ms. Dam. Motion passed.

Assignment of duties: Ms. Dam read a letter received from Woodard and Curran requesting a contact person as per contract language. Mr. Elliott motioned for Ms. Dam to be designated contact person for Woodard and Curran. Mr. McIntire seconded. Unanimous.

Ms. McKissick requested that the Dept. Assistant type up daily tasks. Ms. Dam reported that it has been part of the direction she had given the Dept. Assistant when she was the Interim Water Sewer Superintendent and a policy manual is already in place and also information on daily tasks is available as well. Ms. McKissick wanted to adopt an employee manual – outlining the expectations of the employer. It was noted that there is an employee union handbook and personnel bylaws established by the Town. Ms. McKissick will put together the type of information she is requesting for the next meeting for commission review.

It was brought up that next Wednesday the office would no longer have any staff. Mr. McIntire suggested contacting a Temp agency to answer phones. Mr. Elliott motioned that Ms. McKissick staff the office for the week or so in order to give us time to interview and hire personnel. Ms. Dam seconded. Ms. McKissick stated that she could be available August 1 and the week of the 6-10<sup>th</sup> from 7:00 a.m. – 3:00 p.m. to volunteer

in the office. She also stated that she would check a couple of other dates to see if she was available. Unanimous.

Resignation of Department Assistant –Ms. Dam reported that the commission had received the resignation of the department assistant. She contacted the chairman Mr. McIntire and informed him the day the resignation was received. Ms. McKissick stated that she posted the job immediately. She motioned to send a letter to the department assistant regretfully accepting the resignation. Ms. Dam seconded. 3 for – Mr. Elliott abstained. Motion passed.

Ms. McKissick reported that the commission had received 6 resumes for the Water Sewer Administrator's position and one applicant for department assistant.

Ms. Dam advised the chairman and the commission that she was removing herself from the discussion at hand. She was allowed to stay at the table by the commission as she was recording secretary for the meeting.

Mr. McIntire outlined the process for discussion that was used in the past for hiring this type of position. Options: appoint a subcommittee made up of the Town Administrator and two of the commissioners or have the whole board conduct the interviews with the Town Administrator present to assist. Ms. Craver, Town Administrator addressed the board. She reported that she had reviewed the resumes and it appeared that there were four qualified candidates. She recommends skipping the subcommittee and having the commission and herself conduct the interviews. She also recommends creating a list of questions for the interviewees. Ms. McKissick motioned to move forward with the Town Administrator being involved in the interview process starting July 30<sup>th</sup> at 5:00 p.m. in ½ hour time blocks. Mr. McIntire seconded. Unanimous (3 members voting)

Ms. McKissick will set up the interviews. Ms. McKissick stated that there is an application from Ms. Dam for the job. She also stated that Ms. Dam had done a great job as Interim Water Sewer Superintendent. She motioned that the commission send her a letter saying that she could not apply until she resigned from the commission first. Mr. McIntire said that she should be interviewed and if offered the position then the commission could make it a condition of employment. No second on the motion.

Ms. McKissick reported that we have received no letter of interest from anyone regarding the **Water Search Subcommittee** – She did receive a call from Selectperson Walker who expressed interest. Mr. McIntire questioned Ms. McKissick regarding the fact that no one applied. He asked if she was certain that of all the people that were attending the meetings, not one of them expressed interest. She said that was correct.

Ms. Dam handed out information regarding the recommendation from Tighe and Bond that Mr. Elliott had requested. It gave a breakdown of all costs associated with a bedrock well test site that had been formerly recommended by Tighe and Bond - the item had been previously tabled.

Ms. Dam motioned to give Tighe and Bond approval to go ahead with items 8,9,10, for \$21,000 plus contingencies – these items are for the geophysical survey of the Gunter property on Route 20 which is part of the search for an in town source of water. Mr. Elliott seconded. 3 for, Ms. McKissick against. Motion passed.

Ms. McKissick motioned to extend the water search subcommittee to August 7<sup>th</sup> in the hopes that someone would be willing to serve. Ms. Dam seconded. Unanimous.

The issue regarding the covering of manholes by the Highway department was addressed. Ms. Dam motioned to send a letter to the Highway department. Mr. Elliott volunteered to talk to the Highway Superintendent. Mr. McIntire seconded. Unanimous. Ms. Dam was asked to write the letter and she will work with Mr. Elliott.

Ms. McKissick motioned to install a time clock for the two employees at the sewer plant. Mr. McIntire seconded. Discussion. Mr. Gauthier was recognized by the chair and he stated that all employees of the Town had to be treated in the same manner regarding time clocks. Mr. McIntire withdrew his second. No motion to act on.

Ms. Dam reported that Tighe and Bond would be at our next meeting of July 30<sup>th</sup> for the sewer plant upgrade report.

Mr. Elliott moved to adjourn. Ms. Dam seconded. Unanimous.

9:05 p.m. **Meeting Adjourned**

**Next Meeting:** July 30, 2007

Approved:

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Sandra Dam

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Date

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John Elliott, Sr.

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Date

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Paul Gagner

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Date

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James McIntire

\_\_\_\_\_  
Date

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Cheryl McKissick

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Date