

Meeting Minutes
Charlton Water and Sewer Commission
 Date: February 25, 2008

Time: 7:10 p.m. Location: Town Hall

Attendees:

<u>Members</u>	<u>Present</u>	<u>Members</u>	<u>Present</u>
Cheryl McKissick	Y	James McIntire	Y
Sandra Dam	Y	Paul Gagner	Y
John Elliott, Sr.	N		

Recorded by Carol A. Goodspeed

Item Business

7:10 p.m. Ms. McKissick opened the meeting. Mr. Gagner made motion to accept the past minutes of several meetings, and sign all of the commitments and warrants. Ms. McKissick seconded the motion and indicated that the minutes being accepted are July 30, 2007; September 10, 2007; September 17, 2007; September 24, 2007; January 28, 2008; and February 11, 2008. Unanimous

7:13 p.m. Jody St. George from Woodard & Curran met with the Board to give them his monthly report for January on the treatment plant. All in all, the month went pretty good. We had a violation of copper parameter which is beyond our control. We don't really treat for copper. We use different chemicals in winter for treatment because we don't treat for phosphorus. In the month of January, the influent copper averaged 84 mcg per liter on any given day – some days came in at 100 mcg; our permit is 20 mcg per liter and that's an interim limit. The plant is not designed to treat copper; we do some removal. Once we go back to normal chemicals next month, operation should be fine as to copper. We have initiated use of lime in substitution of bicarbonate to meet our toxicity parameters. We do not have results of our wet tests but should be getting them in within the next week or so. Hopefully lime will do a better job. Hycor unit is down in the Headworks building. Bids were put out for cutting of a hole in the side of the building. The bid was awarded to Concrete Cut and Core in Charlton – work to begin shortly. MTA station – the 5E pump station had a clogged pump; we pulled the pump out; cleaned the impeller of mostly rags; up and running within 2 hours; at the same pump station we had a generator issue; we noticed it did not exercise one week and we could not get it to exercise or transfer on its own as power was lost at the station. We called Bigelow Electric in Worcester. They found a wire internally that had come undone. It was reconnected and for the most part, the emergency generators are well taken care of. Interon alarms: there were 8 of them in January – mostly clogged pumps. One property where we have been a number of times – the cutters were very worn. It is believed there was a home project going on – there were a lot of pieces of rocks and gravel in the pump. Replacement of the cutters should be passed on to the homeowner and not the responsibility of the town. Cutters can run between \$500 to \$600. Between the hours of 4 a.m. and 6 a.m. the plant has 40,000 gallons of something coming into the plant and this has been occurring for 6 days (no noticeable odor or cleaning products). Ms. Dam asked if it could be determined whether it was coming from a particular pump station. Mr. St. George explained the MTA flows are well within their parameters. Mr. St. George suggested we make phone calls to some of the bigger users in town; ask if they are doing anything different on their property. Ms. Dam agreed to do that. She also indicated that today, the Project Manager from Woodard & Curran came down to present Mr. St. George and Michael Noddin with a standing ovation award. It is an internal award in connection with last April's rain event when they both worked to avoid a by-pass situation and also to prevent equipment damage. They were chosen from a group of nationwide workers.

Mr. Gagner mentioned the incident at 100 Park Road and thought it happened during the normal work day. Mr. St. George and two others went to view the grinder pump which was overflowing with sewerage around 3 p.m. on February 14th. There was a break in the line. They started to dig the hole and it was like trying to shovel cement as it was frozen ground. Mr. St. George called the contractor who had installed the pump and others in town but was unable to reach anyone. He eventually had to call the Highway Department (after spending an hour and a half trying to dig in the hole). A backhoe was needed so the Highway Department came with the backhoe. The contractor who had installed the pipe showed up later and made the repairs to the connection. Mr. St. George sent one of his men home and he and the other remained. They were there until after 10 p.m. Ms. Dam reported she wished to thank the Highway Department as they were extremely helpful during this project. Mr. St. George suggested having an emergency service person available in the event something happens again after hours. Jody would normally call a contractor. Ms. Dam agreed to contact Gerry at the Highway Department and ask if they would consider this.

Administrator's Report for February 25, 2008

Training - Employees Attended Microsoft Outlook training at Bay Path

Water Betterments - Worked on Water Master Betterment List – spoke with Engineer hired and will send draft week of February 25th

OPM - Reviewed procurement issues for OPM with Town Administrator and drafted recommendation

Minutes - Staff Transcribed minutes for September 17, 24, Feb 11

Water & Sewer Minutes 2/25/2008

Property Questions - Addressed all property information requests regarding sewer/water/meter/explanations and answered all email requests for same

Debt Schedule - Worked on master spreadsheet for Phase 2 to prepare estimated yearly receivables for debt schedule – this will help finance team and sewer department to project for budgetary needs.

Emergency Services – were required from Contract Operator and Highway regarding plumbing breach in an underground grinder pump outlet pipe for 100 Park Rd.

Water Search Sub-Committee – processed some documents as requested and emailed information to commissioners for direction concerning plans and all documents in file cabinets

Sewer Privilege Fee – developed outline and assignment of tasks – presented to finance team – and implemented to track all privilege fees and payments – prepared paperwork for 41-A-9

Interconnection Facility – reviewed information necessary and coordinated with Weston and Sampson for cost breakdown/procurement issues regarding DEP grant.

Office Report

Meters given out to 118 City Depot Road, 153 Old Worcester Rd, 82 City Depot Rd, 85 Brookfield, 145 Stafford Street -Updated meter data accordingly

Updated information in Vadar to reflect new Radio Reads for the following properties – 79 Old Worcester, 62 Hollywood Drive

Entered 4 meter transfers into the Vadar system: prepared abatement warrants for these properties.

Prepared abatement warrant for 4 Overlook Avenue/due to oil spill for the period 3/20/07 – 3/31/08.

Prepared commitment and invoice for multiple grinder pump violations at 125 Sunset Drive

Prepared Annual DEP sewer connection report for calendar year 2007.

Preparation of February 25, 2008 Warrants; entered items into master spreadsheet

Copied all documents as requested.

Sewer Budget: Ms. Dam reduced the meter number to \$87,500 due to concerns presented by Mr. Gagner.

Mr. Gagner inquired whether the expenditure for meters is one that requires a commission vote or does she have the authority to simply order them on her own when needed. The previous meters were \$250; and he thinks we can get meters for \$150. Ms. McKissick indicated we do not have any concrete information to put this on hold. Ms. McKissick asked Mr. Gagner for a motion with respect to limitations on spending; he is unclear as to what laws are in place. Ms. McKissick explained that she has the right to spend money on meters if money is available. Mr. Gagner was encouraged to make a motion if he wished. He suggested there be something in place that would only allow Ms. Dam to spend a certain amount of money without approval of the Commission. Ms. Dam stated that normally, anything purchased for this purpose comes out of capital expenditure, and most capital projects are already budgeted, but a motion could be made that any capital expenditure over \$2,500 would require prior approval. Mr. Gagner made the motion that our Administrator must receive Commission approval for capital expenditures in excess of \$2,500. Seconded by Ms. McKissick; Discussion. Mr. McIntire asked how Ms. Dam came up with the amount of \$2,500. It seemed reasonable to her. Mr. McIntire: Do you think this number is reasonable and there would not be any stoppages? Ms. Dam explained that if it becomes a problem, we can address it. For instance, with the Hycor unit, since the Board is already aware of this, she would not come back to the Board for approval to go forward. Vote: Ms. McKissick, Mr. McIntire and Mr. Gagner for, Ms. Dam abstained. Motion passed.

Ms. Dam made a motion to approve the budget as presented (3rd draft); seconded by Ms. McKissick; unanimous. Mr. McIntire requested that the Administrator put together a trend for the last five years.

OPM for the upgrade: At the last meeting, Ms. Dam was asked to check with our procurement officer as there was a bidder who did not respond as requested. Weston & Sampson; Earth Tech; and Woodard & Curran; the lowest bidder had not given “not to exceed costs”. Ms. Dam recommended Earth Tech. Mr. Gagner was unhappy with the choice because of cost. Mr. McIntire questioned this also. Weston & Sampson was non-responsive as they did not give us a “not to exceed price” and were supposed to abide by the requested bid. Mr. McIntire made a motion to table this decision until the next meeting on March 10th and in the meantime, the Commission will view the procurement laws; at that time if we have the information we will vote; seconded by Ms. McKissick. Mr. McIntire, yes; Ms. McKissick, yes; Ms. Dam, no; and Mr. Gagner, no. Motion failed. Motion made by Ms. Dam to go with Earth Tech; seconded by Ms. McKissick for discussion. Ms. Dam stated this project needs to move forward. Proxy vote for Mr. Elliott was discussed. Ms. Dam explained that per the Town Administrator and Town counsel, this is not allowed. Ms. McKissick, questioned the Administrator regarding the information from the Town Administrator. Ms. Dam reported that she spoke with the Town Administrator and based her recommendation on that discussion. Ms. Dam affirmed she would provide all commission members with the procurement laws. Ms. McKissick, yes; Ms. Dam, yes; Mr. McIntire–no; Mr. Gagner–no. Motion failed. Ms. McKissick said this would be tabled until everyone has a chance to view the laws.

Privilege fee: 41 Old Worcester Road (Mr. Carpentier's property); new construction and has not received a betterment, requires Phase III sewer improvement privilege fee; Ms. Dam moved that we determine a reasonable privilege fee for Phase III Sewer Improvement for the Town of Charlton Wastewater Treatment Facility, at this time, to be \$8,200 per equivalent dwelling unit sewage flow amount of 200 gallons per day per (EDU); that the total cost to the Town of the Project has not yet been recovered; that the single-family building lot at Old Worcester Road, Map 41, Block A, Lot 9,

Water & Sewer Minutes 2/25/2008

has received a benefit or advantage from the Project beyond the general advantage to the Town; that we determine the actual benefit for such parcel to be as shown on the schedule attached to the Order Assessing Privilege Fee; that we hereby order said amount to be assessed as betterment/privilege fee for said Old Worcester Road, Map 41, Block A, Lot 9, that we sign the Order Assessing Privilege Fee; and that we certify such privilege fees to the Board of Assessors to be committed to the Tax Collector. Seconded by Mr. McIntire; unanimous.

Ms. Dam presented the \$1,200 yearly Sensus support/upgrade fee invoice for direction from the commission. We own the equipment and software. This money is an expense and it is in the budget. The software program interfaces with our computer billing and the hand held gun for reading meters; meters are read; brought back to the office; downloaded into our computer system – we pay approximately \$1,800 annual fee for the Vadar support – the phone support is there. Ms. Dam called a few towns and were told the majority do pay for the software support. Expenses are high if we don't pay the annual fee: \$2,000 per upgrade; \$30 per phone call and other charges as we go. Mr. Gagner requested information in order to determine the scope of coverage. There is unlimited software support as to the computer, the radio reads and other related equipment. Ms. McKissick asked if we could drop it and then pick it up. You have to opt in or out. Mr. Gagner made a motion to table and make a decision at next meeting. It seems like a good idea but he would like to check around. Ms. Dam suggested we sign for the first year and then if we decide we don't need it, we can drop it. The Sensus paperwork did indicate that if we did not opt to take the annual contract that we could take it later.

Interconnection facility: The Commission reviewed the memo from Weston & Sampson. This will enable us to use our grant. It will go out to bid for approximately \$97,000. Mr. McIntire made a motion to proceed with contract nos. 1-4; send out for bidding as outlined in the Weston & Sampson memo on February 19, 2008; seconded by Ms. McKissick; unanimous. Ms. Dam indicated it will go into the newspaper tomorrow.

Mr. McIntire asked about a meeting with the Board of Selectmen to discuss Exxon Mobil. Rather than doing this twice, Ms. McKissick explained that she preferred to wait until the joint meeting with the Board of Selectmen rather than doing it in Executive Session this evening.

Chairman McKissick requested payroll sheets be placed in commissioners mailboxes each week. Mr. Gagner questioned the time schedules for Sandra and Carol. Ms. Dam: between 32 and 40 hours. Mr. Gagner thought at one time a decision was made for her to work only 32 hours a week once the commission had another person in the office. Ms. Dam explained that the Commission never said 32 hours per week and no more. Ms. Dam's impression was the motion read 32 hours up to 40 hours. Mr. Gagner mentioned the Sept 24, 2007 minutes reflect that Mr. McIntire made motion that Ms. Dam be allowed to work up to 40 hours per week for three weeks and then be evaluated and anything over 40 hours per week would be comp time. Ms. Dam stated that she has no problem with the hours the commission chooses to set for her. She stated that she was by herself until December and was working to get the jobs done, not to make extra money. She continued saying that we were without help for more than two months and then spent two months by herself doing two jobs. Then she had to train new personnel. She also pointed out that last week she only worked 34 hours and doesn't work more unless there are projects that need to be done. She stated that the board needs to set the hours. Mr. McIntire inquired of Ms. Dam what the future holds. She explained the intention was 32 hours for sewer and 8 hours for water once the water project was underway. Originally, we assumed 32 hours would be enough for somebody. Major projects coming up are: the betterment assessments; the interconnection facility; the OPM. Mr. McIntire stated that we have a fixed budget and suggested we make Ms. Dam's position a salaried position. Ms. Dam removed herself from the table for this discussion.

Mr. Gagner expressed concern regarding the budget and suggested that we put a hold on at 32 hours which at the current wage is \$704 per week. Ms. McKissick is not in favor of a salaried position. She thinks we should stick with the hourly rate. Mr. McIntire: The benefit of a salaried position is that there would be times when she would need to work more hours but she'd be capped at 32 hours. Ms. McKissick does not mind paying someone to do the work at the plant. If someone is willing to do the work, they should be paid. Ms. McKissick asked the Administrator about this current year's budget. She answered that there is enough in this fiscal budget but as of July 1, 2009 she budgeted only 32 hours per week from the sewer budget and 8 hours from the water. Mr. McIntire indicated that there could be a shortage in 2009 based on 40 hours per week. Mr. McIntire asked whether Ms. Dam will need to work 40 hours a week every week – she indicated she can't predict ahead as to weekly hours. Ms. Dam stated that she felt the commissioners wanted the work done but would cap her hours at 32 if that is the boards direction. Mr. McIntire stated that if the position needs 40 hours then we should budget for 40 hours. Mr. McIntire inquired where we are with this years budget. Ms. Dam explained that she will not work more hours than the budget allows. Mr. McIntire is not concerned with this year's budget but with FY2009 as there is extra money in this year's budget due to months without personnel. Ms. Dam hoped that in FY2009 with the staff hired that the Administrators job could revert back to 32 hours. Ms. McKissick expressed concern about work not getting done if we limit it to 32 hours. Mr. McIntire asked the Administrator for her view of the next few months. Ms. Dam said that she would do her best to get all the work done in 32 hours but knowing all the projects ahead she was not positive that more hours would not be needed. Ms. McKissick mentioned the commissioners could help with small projects. Ms. McKissick asked for direction from the board.

Water & Sewer Minutes 2/25/2008

Mr. McIntire again suggested going to a salaried position. Ms. Dam stated that Mr. Elliott had previously asked her about this as well. Ms. McKissick felt it was admirable for Ms. Dam to be willing to go to a salaried position and felt that she was a dedicated employee and there is a lot of work at the plant. Mr. McIntire made motion that Ms. McKissick speak to Town Administrator, Robin Craver, or Personnel Board about this; Ms. McKissick seconded. Ms. McKissick, Mr. McIntire and Mr. Gagner all in favor.

Mr. Gagner requested information regarding the hours of the current personnel. Ms. McKissick addressed the commission that the Administrator's hours are 7:30 a.m. to 2:30 p.m. Monday – Thursday and most Fridays she is there 7:30 a.m. to 2:30 p.m. Our assistant is there 7:30 a.m. to 3:30 p.m. Monday – Thursday and Friday until 12:30 p.m. Ms. Goodspeed indicated on Friday of a meeting week, her departure time varies depending on how long the Monday meeting was. Ms. Dam explained she works until 3:30 or 4; but if they wanted to know absolutely what time she is at the plant until--sometimes she's there until 4:30 p.m. Ms. McKissick explained that for customer inquiries--2:30 p.m. should be the cutoff time each day for Ms Dam. Mr. Gagner mentioned that most of the town workers close at noon on Fridays.

Ms. Dam returned to the table and made a recommendation and motion that the Department assistant be allowed to work 37-1/2 hours on meeting weeks; and the standard 35 hours on the off weeks--hours being 7:30 to 3:30 Mon – Thursday and Friday 7:30 to 12:30. Ms. McKissick seconded; Ms. Dam, Mr. Gagner-yes; Mr. McIntire--no due to concerns that if there are more than two meetings a month we could disrupt the budget. Ms. Dam indicated that we could address that at the time.

Discussion returned to the Administrators hours. Ms. Dam again left the table. Mr. Gagner made a motion that we limit Ms. Dam's work hours to 32 at \$22 an hour. Seconded by Ms. McKissick. Mr. McIntire indicated that his concern was that with large projects coming up, she may need to work additional hours and that by limiting her hours it may prevent us from achieving our goals. Vote: In favor: Mr. Gagner, 1; opposed: Mr. McIntire and Ms. McKissick. Motion failed. Ms. Dam returned to the table.

Ms. Dam made motion to adjourn at 8:37 p.m.; seconded by Ms. McKissick; unanimous.

Adjourned: 8:37 p.m.

Respectfully submitted,

Cheryl McKissick

Date

John Elliott, Sr.

Date

Sandra Dam

Date

Paul Gagner

Date

James McIntire

Date