

Meeting Minutes
Charlton Water and Sewer Commission
 Date: **April 14, 2008**

Time: 7:05 p.m. Location: Town Hall

Attendees:

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

Recorded by Carol A. Goodspeed

The meeting was called to order at 7:03 p.m. by Ms. McKissick. The Board reviewed prior minutes, commitments and warrants. Ms. Dam moved that the commission accept the warrants and commitments as presented; seconded by Ms. McKissick; unanimous. Ms. Dam moved that the commission accept the 2008 senior citizen abatements for Title V and meter customers as presented; seconded by Mr. Elliott; unanimous. Ms. Dam moved that the minutes of March 31, 2008 be accepted as presented; seconded by Ms. McKissick; Mr. Gagner agreed; Mr. Elliott was not in attendance on March 31. Ms. Dam mentioned that the March 17th minutes were accepted at the last meeting and a copy was presented for signature.

7:07 p.m. The Board met with Jody St. George, Plant Manager for the Wastewater Treatment Facility for Woodard & Curran. He gave his March report indicating that the month was uneventful. He indicated that there were no violations and the plant stopped the addition of hydrated lime and have gone back to all sodium bicarbonate for alkalinity. Repairs in the Hycor building should be done by mid-June. Mr. Elliott inquired as to when they were going to start jetting. Mr. St. George indicated they would be starting in May. It will take time. He would like to keep parts for three or four interon pumps on hand for the remainder of this fiscal year. Ms. Dam made a motion that we purchase three interon pump parts immediately out of the capital account in this fiscal year so that Mr. St. George has parts in stock; seconded by Ms. McKissick; unanimous. Ms. Dam moved that on or after July 1, 2008, Mr. St. George be able to keep in stock 15 parts for interon pumps. Motion was not seconded. Mr. St. George's report is attached to these minutes.

7:23 p.m. Tighe & Bond: Bob Peirent and Fred Mueller (design engineer) met with the commission. The commission was provided with a draft memorandum. They met with the commission last July and presented a couple of alternatives. They have been on an aggressive schedule; however, they did meet the deadline of October 15. Tighe & Bond's memorandum is attached to these minutes.

8:12 p.m. Joseph Chartier met with the commission explaining he felt bills were too excessive. When he first hooked up to sewer, his bill was \$57 per quarter. On Title V it is now \$280 per quarter (4 bedrooms). He had installed today one of Charlton's meters. He explained the liens currently against his property. Ms. Dam explained that the commission does not deal with liens. It is done by the Town Collector. Ms. Dam explained our attorney advised that everyone must be treated the same. Mr. Chartier had two bedrooms and then went to four bedrooms. He is not disputing that he has four bedrooms at this point. He declined inspection of the property a few years ago. Ms. McKissick indicated that it was the DEP that told the commission to bill by Title V. She suggested to Mr. Chartier that it was ok to speak with the DEP and he said he would go to see them on Tuesday. Everyone had to be billed in the same fair equitable manner. The meter rate was available on January 1, 2007.

Robert Lemansky came to the table and spoke explaining that pursuant to a meeting in October or November of 2007, an answer came from the commission that any meter was ok to use as long as it could be read. Ms. McKissick: She indicated that there were only 10 or 15 people on Southbridge meters in 2007; reverted back to Title V. Mr. Lemansky suggested we go back to January 1 of 2007 for Mr. Chartier to when the dual billing began. Ms. Dam explained that we've billed on meter readings since a rate became available. She explained that there was no application from Mr. Chartier until recently (March 31), at which time he did come in and pick up one of our meters. Ms. Dam explained that we bill on the basis of meter readings; we look at the meter and do a first read. Ms. Dam indicated that there were numerous people on Southbridge meters and once they came in and filled out applications to go to meter, they were put on a metered rate. Ms. Dam stated that all customers were notified that the meters were available more than once. Mr. Chartier explained that he is dyslexic and has trouble reading. Ms. McKissick explained that the commission tries to handle complaints on an

individual basis. She suggested talking to the Town Collector as to adjusting his bill regarding four months of usage on a Southbridge meter. Ms. McKissick also explained that people have saved money by going to meter.

8:40 p.m. James Finegan of Weston & Sampson came before the commission regarding the interconnection facility. His report of April 10, 2008 is attached. He explained the various options. One of his concerns was correct pressure in the use of equipment for Stafford Street and the south end of Northside Road and Route 20; that DEP has a requirement of 35 psi pressure during normal operating conditions. Mr. Elliott made a motion to include Option 1 to install booster pumps not designed but a building large enough to fit them in; and that there be an alternate plan on the contract bid documents; seconded by Ms. Dam; discussion; unanimous.

Ms. Dam made a motion to instruct the engineer to put in the design for the double check valve assembly as required by Southbridge; seconded by Mr. Elliott. There was discussion about other equipment required by Southbridge in memoranda agreed upon between Weston & Sampson and Whitewater and the town. Ms. Dam amended her motion to include the same which amended motion was seconded by Mr. Elliott; unanimous. Ms. Dam made a motion that the commission move forward with the SRF funding; seconded by Mr. Gagner; unanimous. Ms. Dam will forward Weston & Sampson the information.

Email communication policy discussion was postponed.

Water Betterments (on agenda): Ms. Dam provided the commission members with a water betterment manual which she suggested that they read prior to the next meeting. Ms. McKissick inquired whether this will have to go to town floor. Ms. Dam had not gotten an answer as yet. This will be placed on the next agenda.

Moratorium: (copy of Legal Notice regarding this is attached): Ms. Dam advised that the moratorium is up soon. It does not exist for everyone. People can upgrade their systems to 5 edu's until we reach the 46,000 gallons. Upgrade should be moving forward. It will be another month before it will be fully designed and goes out to bid; and then it will be an 18 month project. The only suggestion is to notify every user; extend the moratorium six months; send users a letter; once the upgrade is in process and they have received their letter, the capacity will be sold. Ms. Dam suggested giving the people one more chance. Mr. Elliott made a motion to notify all people who are on a betterment now that they have until January 1, 2009 to tie-in; then the remaining capacity will be sold on a first come first serve basis; seconded by Ms. McKissick; unanimous. Ms. Dam made a motion to modify the Moratorium within Mr. Elliott's Motion pursuant to the Legal Notice as follows:

LEGAL NOTICE

Submitted by the Town of Charlton Water & Sewer Commission

Motion to Modify and extend the existing Moratorium on Sewer Connections Passed by the Charlton Water & Sewer Commission on April 4, 2005

WHEREAS, the Town of Charlton Water & Sewer Commission's consulting engineer has determined that the sewer treatment facility is near capacity, when existing commitments are considered; and

WHEREAS, the Decommissioning of the old sewer line has been completed and a source of infiltration has been removed,

WHEREAS, the Commission's engineer is aware of the State Revolving Fund Loan Award and the vote at the Special Town Meeting of March 27, 2007, and that an upgrade is anticipated to be completed within the next 3 years; and

WHEREAS, the Contract Operations firm now running the plant indicates that, due to interim treatment plant upgrades and process changes, some additional flow above the current flow now being received could be treated without increasing the risk of permit violations; and

WHEREAS, the Commission is cognizant of the hardship the current Moratorium has caused to owners of single and two-family residential structures and commercial properties that are already connected to the sewer system, who have been unable to construct small additions; and property owners abutting the sewer lines who have received a betterment and were planned for with the existing phase 1 and phase 2 sewer projects; and

WHEREAS the Commission's consulting engineer and Contract Operations firm have opined that allowing limited additional flows should have minimal impact on the operation of the sewer treatment facility;

NOW, THEREFORE, the Commission hereby modifies and extends the existing Moratorium by adopting the following rule and regulation:

“Except as hereinafter provided, effective immediately, and until January 1, 2009, no person or entity, other than one to whom the Charlton Water & Sewer Commission has already provided a binding commitment allowing such a connection, shall be allowed to connect to the Charlton wastewater treatment system, and nor shall any person or entity previously allowed to connect to said system be allowed to increase the average daily flow previously authorized by the Commission except and to the extent that the Commission, prior to the aforementioned publication, has provided a binding commitment allowing such an increase in such flow.

Exception 1

Provided, however, that this rule and regulation shall not apply to the reconstruction, change or alteration of existing single or two-family residential structures that are already connected to the common sewer system, provided such reconstruction, enlargement, alteration or renovation will not change the underlying use of the property or increase the number of living units in the existing structure.”

Exception 2

And provided further that this rule and regulation shall not apply to connection to the common sewer system of properties within the current service areas for the disposal of sewerage from uses and structures which were planned for in the phase 1 and phase 2 sewer projects, and for which a betterment has been assessed, or to properties already connected to the sewer system whose owners seek to increase their allocated flow by no more than 5 EDUs, until a total increased allocated flow of 46,000 gallons (230 EDUs) is reached.

If approved new connections or increases in allocated flow shall total 46,000 gallons prior to completion of the upgrade, or if the additional flow is determined to be adversely affecting the sewer treatment plant, the moratorium as previously existing will be reinstated immediately, and this Exception 2 shall be repealed.

The Water & Sewer Commission shall assess 100% of the cost to the Town of the upgrade upon those properties that benefit from the project. The Commission may assess such cost by means of betterment assessments or by means of privilege fees and in making such assessments shall consider the allocated flow of each property at the time of such assessments.

This rule and regulation and the resolution by which it was adopted are available in their entirety for inspection by the public at the Selectmen’s Office at the Charlton Municipal Offices Building, 37 Main Street, and Charlton MA between the hours of 9:00 a.m. and 3:00 p.m. on Monday through Friday.

Tape was shut off right after legal notice was read (at 2:15:17 on digital voice editor).

Ms. Dam was asked by Ms. McKissick to step down and sit at the table where we address people on the agenda. Mr. McIntire had called and asked us to move discussion about Ms. Dam’s performance to the next meeting on April 28th. There was no objection by Mr. Elliott or Mr. Gagner. Ms. McKissick mentioned the citizens petition regarding re town meeting – could she prepare it. Depending on which way this goes, Ms. McKissick asked Ms. Dam if she won the Selectman seat, would she accept it. Ms. Dam replied that if she were elected, she would accept it and she would not be able to be the Administrator for the Commission at that point. Ms. McKissick asked if she could still remain on the Commission and Ms. Dam indicated yes if she weren’t elected as Selectperson. Ms. Dam is more than willing to train anyone who is hired as a future Administrator. Ms. Dam was asked by Ms. McKissick to find out from Robin Craver if the Commission can pay Ms. Dam if she is training someone. Ms. McKissick iterated to the Commission that Ms. Dam’s departure would be a loss to the Commission.

Ms. Dam made a motion to adjourn the meeting; seconded by Mr. Elliott; unanimous.

Meeting adjourned at 9:23 p.m.

Our next meeting date will be April 28.

Respectfully submitted,

_____	_____	_____	_____
Cheryl McKissick	Date	John Elliott, Sr.	Date

_____	_____	_____	_____
Sandra Dam	Date	Paul Gagner	Date

_____	_____
James McIntire	Date