

**Meeting Minutes**  
**Charlton Water and Sewer Commission**  
**Date: May 11, 2009**

Location: Selectmen's Meeting Room - Town Hall

Attendees:

<u>Members</u>	<u>Present</u>	<u>Members</u>	<u>Present</u>
John Elliott, Sr.	Y	Joseph Haebler	Y
Gabriel Berthiaume	Y	Paul Gagner	Y
Robert Lemansky	Y		

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Recording of minutes by Carol Goodspeed, Department Assistant

Meeting was called to order by Mr. Elliott at 7:01 p.m. The newest member of the Commission was introduced to the viewing audience and welcomed by Commission members. His name is Gabriel Berthiaume.

The Commission reviewed the warrants presented as well as the minutes of April 27<sup>th</sup>. **Mr. Lemansky made a motion to pay the following bills: P & E Construction in the amount of \$5,259.00; Osterman Propane, Quill Corporation, AT&T, Town of Charlton and Carol Goodspeed in the total amount of \$1,188.22; Woodard & Curran in the amount of \$43,852.41 for Contract Operations; Weston & Sampson in the amount of \$1,499.97 for North Main Street Design; and Weston & Sampson in the amount of \$101.77 for Instrumentation Pre-purchase; seconded by Mr. Gagner; unanimous. Motion made by Mr. Lemansky to pay the following four warrants out of capital: Bigelow Electrical Co., Inc. in the amount of \$4,750.00; Franklin Electric WTS and Eastern Bearings in the total amount of \$21,554.98; Office Recycle in the amount of \$1,000.00; and Woodard & Curran in the amount of \$1,220.00 for the ventilation upgrade; seconded by Mr. Gagner; unanimous.**

**Mr. Lemansky made a motion to send out a letter of thank you to Sandra Dam for her years of service to the Commission over the years; seconded by Mr. Haebler. Discussion: Mr. Haebler: She put in a lot of work and commitment to the town. Mr. Lemansky agreed. Vote: Mr. Haebler, yes; Mr. Lemansky, yes; Mr. Elliott, yes; Mr. Gagner abstained.**

**Mr. Lemansky made a motion approve the abatement warrant for 87 Sunset Drive in the amount of \$2.04; and also the grinder pump violation commitment warrant for 159 Sunset Drive and 49 Hollywood Drive of \$100.00 each for a total warrant of \$200.00; seconded by Mr. Gagner; unanimous.**

Minutes were reviewed. **Motion was made by Mr. Lemansky to accept the minutes with a couple of corrections on page 2; seconded by Mr. Gagner; unanimous.**

7:18 p.m. Mr. St. George of Woodard & Curran came before the Commission. He welcomed Gabriel Berthiaume to the Commission. Jody gave his monthly report for the month of April advising that copper readings remained under the current parameter of 20ug/l. With respect to the treatment plant, equalization #1 had its blowers put on timers, allowing the operator to control and adjust the amount of air entering this tank. In addition, he is trying to limit the amount of nitrogen in the tank. With proper treatment before the flow gets to the RBC's, it is easier to contain readings under the stringent parameters.

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The effluent flow meter was giving him erroneous flow information and needed to be replaced. A new meter was purchased and installed and is working well. This measurement is critical in the treatment process as most of the chemicals used are flow paced from the meter output.

The ventilation fan has been installed in the office hallway and will hopefully eliminate condensation problems on the ceiling tiles and floor at the plant.

An asphalt drainage swale was constructed by the staff of the plant by the lower EQ tank. An area had been washed out from rains, so now the rainwater is directed away from the road and into the containment pond alleviating puddling and washing away of the road.

There were two days of unusually high flows during the month. After searching for an answer, there was a valve found that had inadvertently been left open during routine maintenance in the plant. Upon the closing of this valve, flow returned to normal fairly quickly.

Spring cleanup has begun around the plant and also at all of the pump stations. This will be ongoing. Once construction of the plant upgrade begins, it will be more difficult to keep the grounds looking good.

There were no pump alarms during the month. The generator contractor was back to look at the North Main Street pump station generator's smoking issue. There may be an issue with water in the fuel; testing was performed and a fuel additive was put into the fuel tank. We are hopeful this will solve the smoke problem.

Mr. St. George thanked the Commission for their expedient decision in allowing the purchase of some necessary capital items.

Monies have been procured for the downstream evaluation of the Muggett Hill Road pump station impact study. This needs to be completed so road reconstruction can begin thus avoiding potential re-flooding of the pump station.

Mr. St. George also addressed the issue of grinder pump calls by his staff. Some residents have been upset about being billed for clogged pump calls. Users in the town have been educated as to what should and should not be put down sinks or toilets. When these clogs occur and staff go to these properties, the obstruction is freed, the grinder cutters are checked to make certain they are sharp, the tank is evacuated to ensure there is no residual to again clog the pump, clean water is run into the tank to flush any remaining debris that may be in the line, and to make sure the pump is working properly. Amp readings are taken on the pump. If the cutters are worn or the pump motor is bad, these parts are replaced at no cost to the owner.

Mr. St. George reported that there have been no issues recently with respect to grease from the MTA service areas. He also reported that the employees of P & E Construction are doing good work on the manholes that need repair; they are calling him when done; and he is inspecting their work as they go. He concluded his report at 7:45 p.m.

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Steve gave his report. With respect to the Muggett Hill Pump Station, the impact study should be completed by June 26<sup>th</sup>, possibly sooner.

North Sturbridge Road line is to be camera inspected starting on Friday, May 15 and should take at least one day but not more than three days to finish.

As-built drawings finally arrived from Exxon on May 8<sup>th</sup>. There are two paper copies at the plant; and digital copies have gone to the Town of Southbridge, Whitewater and Dewberry.

With respect to telemetry, Steve has called ICS a second time and their position remains firm. They do have a signed contract. Weston & Sampson believes the bill is in order. Steve spoke with Jack Hamm at DEP and he suggested Steve review the grant language.

Steve reported on the Conservation Commission he attended on May 6<sup>th</sup>. Part of the meeting revolved around the sewer plant upgrade, the North Main Street water line and DEP issues which should be taken care of shortly. The DEP needed a reference number, and Weston & Sampson has provided that.

Water telemetry update: a quote was received. Southbridge is changing their system and has suggested we should hold off implementing anything until their system is done since both systems will need to work with each other.

Interconnection work status: bacteria tests have been completed on Stafford Street line; water is still in the pipes at a chlorination level of 2.5. Once the connection is made, payment from Exxon should be forthcoming.

Water tank inspection has been scheduled for June 9. Pressure wash, rinse and sanitization of the tank will be done.

Mass Highway: Roads Construction at Routes 20 and 31 – two manholes we rebuilt. Discussions with Ed Stearns and Mark of Mass Highway in Oxford; have calls into Arthur Resca of Mass Highway about recovering costs. Steve spoke with Jim Galvin who will talk with Engineer Paul Thompson from Amerilleo. We are also speaking with Tom Groseclose of USF&G. He is the agent for the bonding company who bonded Roads Construction.

Thaddeus Szkoda met with the Commission with respect to 232 Stafford Street. He advised the Commission as follows: Several years ago in 2002 his father-in-law and he had decided to put in a three-lot subdivision which got approved for Skyline Drive. His first contact with the Commission was on September 12, 2002. In 2003, the prior owner, Nelson Sleeper, and he as the applicant submitted plans to the town for the subdivision and were approved with no requirement for a fire hydrant. The plans were submitted to the Water and Sewer Commission; and we were directed to contact Geologic Services Corp. to size and install a stub coming off the proposed 12" water main to feed the Skyline Drive water main and its individual water services. In May of 2003 he worked with Matt Dixon and Wendy Pavao. GSC changed their plan to extend the 12" main as far as telephone pole 212/65 and add a 2" pipe and shut off valve from which he could run his 2" main which was installed by R H White. A 2" shut off valve and a 2" pipe were installed for Skyline Drive along with

three residential services with curb stops and laterals running to the proposed house locations. His home was built using a private well as public water was not yet available. In 2008 he applied for a change in lot configuration of Skyline Drive; but due to zoning changes, he was denied and was asked to resubmit the new subdivision for re-approval. On November 19, 2008, Skyline Drive was re-approved as a four lot subdivision; adding a lot was the only practical way to re-configure the lots economically. Mr. Lemansky inquired what the relationship was between the Commission and the GSC at that time. It was suggested that the minutes be reviewed to determine what votes were taken, since none of the current members of the Commission were incumbent at that time. Peter Boria was on the Commission and directed Mr. Szkoda as to what he needed to do.

Mr. Szkoda's home is referred to as Lot 3 on the Skyline Drive plan. In addition, his company, Freedom Energy systems, LLC, is developing Skyline Drive as a sustainable community with options for zero energy homes. He has considered signing off the back section of this subdivision to the Audubon Society. Mr. Elliott indicated that we cannot put more than one unit on this property. Mr. Szkoda has buyers who will be going under contract with there large activated charcoal filters within a water filtration system. Bottled water is being delivered to his home by Exxon Mobil and paid by Exxon Mobil. Mr. Lemansky recently informed me that only one home at 232 Stafford Street is on the list to be connected to the proposed 12" water main and he suggested I write to the Commission to ensure that the other three proposed homes on Skyline Drive are on the list to be connected also.

**Mr. Lemansky: I make a motion to have our administrator research the dates highlighted here and acquire as much information and background on this; and if Ted could supply the administrator with copies of what he has; that we research this and try to come to a conclusion and final decision by our next meeting; seconded by Mr. Gagner; vote: unanimous.** The meeting with Mr. Szkoda concluded at 8:20 p.m.

Steve continued with his report.

Meeting with Dewberry, Southbridge and Charlton to discuss Charlton City water line loop, the Charlton Common and the master hydraulic modeling plan. The amount discussed was \$15,000 for time and material, and that anything over that amount, Dewberry would have to come back before the Commission. Dewberry was sent a PDF file. Mr. Lemansky: Dewberry is the engineering company that Southbridge Water Department uses. The scope of work is outlined by Southbridge. **Mr. Lemansky made a motion: that we have the Chairman or the Administrator sign this contract and that we have this done as soon as possible; seconded by Mr. Gagner for discussion. Mr. Haebler felt that the Chairman should sign the contract. Mr. Lemansky amended his motion by deleting the Administrator from his original motion. Seconded by Mr. Gagner; vote: unanimous.**

Osterman: we do not have a maintenance contract with them, but as a municipality within the state, we are entitled to use the state contract and its benefits if we so choose. Sewer plant upgrade: this job went out to bid; there is a pre-bid meeting on May 20<sup>th</sup>; sub-contract bids will be opened on May 27<sup>th</sup>. The general contractor bids will be opened on June 3<sup>rd</sup>. Loan draw down regarding two old Roads Construction bills. Steve is working on this.

The next discussion was the Administrator's review. Mr. Haebler: I'd like to see the probationary period end he be a full-time employee. He has much more knowledge than when we last reviewed his performance. He's very respectful. There have been lots of improvements and I would like to keep him around. Mr. Gagner agreed with Mr. Haebler saying, "He's doing an excellent job; there is so much on the table; he's doing as good a job or better than most." Mr. Lemansky: I agree. There has been improvement with Steve's understanding and his ability to pick up a subject and jump into it and move forward.

**Mr. Lemansky made a motion to make Steve a permanent employee based on past performance within the past four to five months; and that one week of his vacation time be carried forward into FY 2010; seconded by Mr. Gagner; vote: unanimous.**

The Commission received an invitation to attend a special meeting of the Board of Health on May 20, 2009 at 5:45 p.m. to discuss the distribution of the water system and the overlay and where it's going to be. Mr. Lemansky and Steve will plan to go to this meeting. We will post it with the Town Clerk as a joint meeting.

The Commission set their meeting dates for June: they will be June 8 and June 22.

Mr. Lemansky asked Steve if the Commission had any articles on the Annual Town Meeting warrant. We do not have any for that meeting but will for the Special Town Meeting in October.

**Motion was made to adjourn by Mr. Gagner; seconded by Mr. Haebler. Vote: unanimous.**

Meeting adjourned at 8:33 p.m.

Respectfully submitted,

_____ John Elliott, Sr.	_____ Date	_____ Robert Lemansky	_____ Date
_____ Sandra Dam	_____ Date	_____ Paul Gagner	_____ Date
_____ Joseph Haebler	_____ Date		