

**Meeting Minutes  
Charlton Water and Sewer Commission  
Date: May 12, 2008**

Time: 7:00 p.m. Location: Town Hall  
Attendees:

<u>Members</u>	<u>Present</u>	<u>Members</u>	<u>Present</u>
John Elliott, Sr.	Y	Joseph Haebler	Y
Sandra Dam	N	Paul Gagner	Y
Robert Lemansky	Y		

The Commission reviewed various warrants and minutes. The commission will review the minutes of May 5 at their next meeting. The minutes of March 17, March 31 and April 14 were accepted at prior meetings, and completion of signing should be done. Tighe & Bond warrant calling for minimal funds for engineering for Phase III (91% complete); CoMag will be put off until the June 2 meeting; this is the one that Bob Peirent called Mr. Elliott about and asked to be put on the agenda for June 2 and we will probably go with the CoMag system. Mr. Elliott was not sure about the completion percentage by Tighe & Bond of 91%. This is a major part of the upgrade. The Tighe & Bond warrant will be put on hold. Invoice from Tighe & Bond regarding the MTA – signed by the commissioners. The Commission signed the regular operating expense warrant, and the Woodard & Curran warrant for contract operations for May and MTA sampling for the month of April.

The Commission reviewed the letter being sent to George Senerth at the Masonic Home notifying him that the Commission granted him 10 edu's at the May 5<sup>th</sup> meeting; and that their request for 50 edu's will be dealt with at some future time.

The Commission reviewed correspondence from Weston & Sampson enclosing copies of the amendment to engineering services associated with the design of North Main Street requesting signatures – the Commission will review and sign at a later time.

7:15 p.m. Jody St. George from Woodard & Curran: He welcomed the new commissioners, and gave a brief history of his experience. There were no violations this month. We're striving to make an effort to reduce our phosphorus levels in the brook. Our monthly average was .1. We're hoping to make .2. Woodard & Curran is doing what they can to keep operations running smoothly. Mr. Lemansky asked for Mr. St. George's opinion of the portable unit brought in during the winter. Mr. St. George agreed we should go with CoMag. The CoMag process is quite unique – it is simple and cheap to run. Part of the process is the same as in the past. Mr. Elliott indicated that according to Bob Peirent, Tighe & Bond is making progress with Cambridge Technologies. The plant processed 5.1 million gallons of wastewater (1.25 million of which came from the MTA station) in the month of April for an average daily flow of 170,000 gallons. Maintenance: we are going to be getting our Headworks and Hycor unit - in the process of being done. There were no pump station alarms. He reiterated information about the grease issue at the 6W Charlton Mass Pike facility for new commissioners and advised that the facility has continued to attempt to solve the problem. They found that it was personnel there who were dumping grease into a mop sink; and that since that was addressed, the grease levels are almost nil at this point. Health and safety issues: Since Woodard & Curran took over the plant, there was no loss time due to accidents or injuries – going on a period of over 730 days now. We have three employees who are out at different locations periodically checking pump stations and occasionally dealing with clogged pumps and performing other maintenance tasks and are safety conscious. He gave his report regarding grinder pump alarm calls. Mr. St. George asked that one of the commissioners be a liaison between the commission and Jody. The commission determined that Mr. Elliott would be the contact. Mr. Lemansky advised that the commission is currently receiving letters of interest for the administrator position. Jetting was discussed. Mr. St. George plans to begin jetting again starting in June and complete the work by the end of the year. Mr. Lemansky advised the commission is attempting to ascertain what the annual flow is coming through the plant. Mr. St. George will provide a spreadsheet. He takes flows (starting for this January it would have begun in February of last year) and comes up with an annual flow average. Mr. Lemansky questioned whether there is an increase or if it is diminishing. Mr. St. George indicated that the flow has diminished slightly. Sump pumps are a big influence on the sewer infrastructure. There are low lying areas in Charlton. Some people don't understand that it is so easy to plug a sump pump right into their washer. Mr. Elliott asked whether Mr. St. George could benefit from

students of WPI doing an INI study. The difficulty is getting into houses to do inspections because of work schedules. We don't have average waste in Charlton. Mr. St. George advised end of June through September, the flows are elevated from the MTA. A representative was here from Tighe & Bond and the report centered around doing the CoMag; but in the last paragraph, it indicated that we still have to address the MTA BOD. A lot of the BOD per Jody was directed related to the grease issue. The plant was designed based on average waste (450,000 gallons) which is not what Charlton has.

Jean Vincent of the Charlton Housing Authority met with the commission as a follow-up to her last visit before the commission. The commission had asked her for copies of paperwork she had received in the past from the DEP regarding contaminant levels which she believes correspondence between the CHA and the DEP began in 2006. What we were looking at – Mr. Elliott mentioned the water line which passes in front of the Charlton Housing Authority. The CHA has been out of compliance since the 4<sup>th</sup> quarter of 2006. Mr. Lemansky asked Ms. Vincent – a solution other than the public water system – what would the cost be? Ms. Vincent indicated that the figure to obtain water would be \$100,000.00. She has been in constant touch with the DEP. As long as you keep them in the loop, they will work with you to an extent. The CHA uses a bedrock well which is experiencing high degree of radium (226&228) which if over 5 must be treated. Because of the guidelines, we did not have to test for radium until recently, so it has only been being done since 2006. She asked that the commission keep her in mind. Mr. Haebler said he had this problem and he put in a filtration system; made an agreement with the DEP that they would be able to use it for three years based on the town getting water in the center of town; and that Ms. Craver could clarify this for the commission.

Old Business: Commercial permitting program – Mr. Elliott indicated that at the last meeting, the commission was going to take this up when the commission holds their workshop. Ms. Dam had prepared a letter and forwarded to town counsel for an opinion on the legalities and then it would be brought up at the workshop.

Next, the commission reviewed the letter regarding 132 Sturbridge Road; Mr. Elliott suggested they use the Southbridge meter reading to measure the usage; they have a 2" line coming in with a 2" meter with two backflow preventers. Mr. Elliott felt that the 2" meter should work. Mr. Lemansky: the accuracy was brought up as to use of 1" meter v. 2" meter. The rule of thumb is that a 2" meter is used with a 2" water line or you step it down a size; but in further research: the value of a smaller size meter is they're able to meter water at 1/8<sup>th</sup> gallon per minute and as you go larger in meter, the ability to meter water at slow moving units, it becomes less accurate (5% - 10% at the most). A 5/8" meter can only handle 25 gallons per minute v. a 2" meter which can handle up to 170 gallons per minute. This is a restaurant. I would like to trust that they have put the correct meter. Mr. Lemansky made a motion to leave this the way it is, ask the town of Southbridge Assessors to forward copies of water bills to us for review; seconded by Mr. Gagner. Discussion. Mr. Haebler: For the workshop, I think we should bring in someone who is an expert on meters. Mr. Lemansky amended his motion: The Charlton water/sewer commission will not take a position as to 132 Sturbridge Road relative to their meter; and we ask for a copy of their water bill from the Town of Southbridge to verify the usage of water at that particular location; seconded by Mr. Haebler; unanimous.

Two of the commissioners wish to look at the resumes that come in for the position of administrator for information purposes only. The commission at the May 5 voted to have the Town Administrator and two commissioners would review all of the resumes and make the decision. Mr. Lemansky: should we add a third person to the two in that Ms. Craver may only review and advise but would not be party to the decision. Mr. Haebler: we could amend the vote to say two or three commissioners. Motion by Mr. Lemansky to add a third commissioner to the interviewing process; seconded by Mr. Haebler; unanimous. Mr. Gagner volunteered to be the third commissioner. Ms. Dam and Mr. Haebler are the other two commissioners.

SRF funding: Relative to the intermunicipal interconnection – if we do go over our amount that we have already set aside, we would have to go to town meeting for the ability to borrow additional funds. Mr. Lemansky had a conversation with the engineer from Weston & Sampson. The engineer felt very confident that without the pumps doing the connection, there would be no problem with the connection and funding. Depending on the size of the building and the pumps, there is a chance we may go over the allotted money. We have already voted on this. Mr. Elliott: we had a monetary amount regarding the interconnection. Can we add the \$35K that we had before to the current amount? The town administrator needs to be consulted. Mr. Lemansky: I feel the town would vote affirmatively to get this job as money will be recovered through the betterment process. (\$465 to \$615K—not hard numbers). Mr. Haebler: go to special town meeting before we approved it because then

you would know that you have the money. Mr. Lemansky: the intermunicipal interconnection can go forward without the pumps. Then we can go to town meeting.

Warrants from Weston & Sampson – want to review for the next meeting – need to get more information.

Email from Diane Appleton – she wants to be assured she can be considered for water – on Route 20.

New business: Southbridge Water Supply – using their meters; taking their reading; using them to charge at a rate to be determined. We need to get an expert at the workshop regarding sizes of meters and efficiency of readings as relates to 132 Sturbridge Road.

Back to old business: Alcott - Rate Study: relative to the commission studying information and then setting the rate. Mr. Elliott: we have a meeting with Mr. Alcott at our June 2<sup>nd</sup> meeting coming up so we'll wait to talk about the rates until then.

New business: formulation of workshop: Mr. Lemansky asked for available date. Mr. Haebler: do we want to bring in Mr. Alcott for the rate study, Weston & Sampson, a meter person – need to line people up to accommodate. Mr. Gagner said we should meet just ourselves first and as we see the need, bring other people in. Mr. Elliott appointed Mr. Lemansky to set up the workshop with an agenda and if we need the experts to come in, we can meet first as commissioners and then bring others to meet. Mr. Haebler felt that the workshop should be held at the Town Hall where there is room for anyone who wishes to attend and there is plenty of parking. Mr. Gagner: it will be posted as a public meeting with an informal format – ok to meet at the plant. Mr. Elliott: It will be posted. Mr. Haebler: everything has to be formal according to the public meeting law. Mr. Lemansky made a motion to meet at the sewer plant for the workshop; seconded by Mr. Gagner; 3 in favor; 1 opposed.

Mr. Haebler advised that the Worcester Telegram & Gazette mistakenly put a deadline for applications regarding the administrator position as May 27, 2007; they are going to run the ad for us on Friday and Sunday to compensate for the error.

Discussion of file cabinets: Carol has asked for a decision on these and permission to order. Mr. Elliott advised that there are a lot of files in the office upstairs and that she requested that one of the commissioners view the numbers of files there and assist her in determining how many cabinets we need; that the cabinets from Commonwealth Office Furniture are locking and Carol felt Commonwealth is offering the best deal. Mr. Lemansky made a motion that the commission allow Carol to order up to \$1,000 worth of file cabinets and to have Ms. Dam assist her if Ms. Dam is willing as to the best route to go; second by Mr. Haebler; unanimous. Mr. Gagner: Carol has done an excellent job researching this and saving the town as much money as possible; and rather than run out and get brand new ones, she has tried to get good used cabinets; and I'd like to thank her for her efforts. Mr. Lemansky: Carol did get in an accident but she is fine; she may not be coming to work tomorrow; again, we're appreciative of her efforts. Mr. Haebler: hope she is ok. Mr. Gagner: when I saw her she was quite shaken up.

Motion to adjourn was made by Mr. Lemansky; seconded by Mr. Gagner; unanimous.

Meeting adjourned at 8:38 p.m. The next meeting is scheduled for June 2, 2008 at 7:00 p.m.

Respectfully submitted,

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