

Meeting Minutes
Charlton Water and Sewer Commission
Date: July 20, 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		

Recording of minutes by Carol Goodspeed, Department Assistant

Meeting was called to order by Mr. Elliott at 7:05 p.m. The Commission reviewed the warrants. **Mr. Haebler made a motion to approve the miscellaneous warrant which included AT&T charges and other items in the amount of \$903.09; Woodard & Curran: power failures and lightning strikes and grinder pump failures in the amount of \$847.86; I & C Systems Engineering for instrumentation and telemetry in the amount of \$6,236.64; Kopelman & Paige for legal services for period ending June 26, 2009 in the amount of \$462.50; Slim's Sewer Service for pumping of pressure reducing vault at City Power Equipment and Route 20 in the amount of \$820.00; Dewberry-Goodkind, Inc. for water system services for the period ending May 29, 2009 in the amount of \$4,360.00; grinder pump violation warrant for 37 Main Street, 107 Sunset Drive, 59 N. Sturbridge Road and 26 Trolley Crossing in the amount of \$400.00; abatement warrant for 87 Brookfield Road in the amount of \$2,800; senior citizen abatement warrants for Title V customers in the amount of \$693.00 and meter customers in the amount of \$224.07; seconded by Mr. Gagner for discussion.** Mr. Lemansky asked that the I & C Systems Engineering be put off since they are keeping a piece of equipment from us. I would like to look at other papers at the plant. They had no idea of what they were doing as far as the Town of Charlton because of the telemetry and cross-communications. He also asked for the Kopelman & Paige warrant to be held. **Mr. Haebler amended his motion to accept all of the warrants except I & C Systems Engineering and Kopelman & Paige; seconded by Mr. Gagner; unanimous.**

The Commission reviewed the minutes. **Motion was made by Mr. Haebler to accept the minutes of June 22 as printed with the addition of listing all members present; seconded by Mr. Gagner; unanimous.**

Steve briefly discussed property at 16 Worcester Road (Yankee Diner and Triton Pool). A metered billing request has been filed. There is a meter at the Yankee Diner and the owner wants to have a meter installed on the parcel where Triton Pool is. In Steve's opinion, it is just a simple matter of giving him a meter. He has two separate wells and there are two pieces of property.

Jody St. George from Woodard & Curran met with the Commission at 7:15 p.m. to give his report for the month of June. The treatment plant performed well in the month of June. Only one violation was reported; i.e., copper was reported as 24 ug/l. Our current parameter is 20 ug/l. Jody is awaiting our new permit with the latest parameters. Jody tests several times a day.

Also, plant personnel went to the two water booster station locations on Route 20 and weed whacked both areas as the weeds were quite tall. There was no charge for this maintenance as it was done in the spirit of cooperation and assistance.

As to the collection system, there were no pump station alarms in June. Pump station #5 (Old Worcester Road) had its odor absorbing media replaced since breakthrough was beginning to occur. While there it was determined that the odor plumbing--pvc pipe had a lateral crack in it—which was responsible in part for the odors being emitted around the pump station. Plumbing was corrected with new piping and the media was changed thus alleviating this issue.

During a routine visit to pump station #11 on Vine Street, the automatic ventilator was not functioning. The motor had failed and needed to be replaced. A new motor was ordered, installed and is now back in complete working order.

As to MTA pump stations: while visiting pump station #2 (J. Hammond Road), operators found that the air compressors were running excessively. This station along with pump station #1, Sturbridge Road, has been operating for over 13 years on the same equipment. The compressors at pump station #1 were rebuilt a couple of months ago, and the compressors at pump station #2 needed attention. The compressor heads were rebuilt and all is operating correctly now. For your information, there is still no grease accumulation in the wet well at pump station #2 above.

As to 48 Carpenter Hill Road, the sink hole appearing in the lower driveway of this property is directly in line with the sprinkler system. Jody visited the site with Gerry Foskett from the Highway Department. He learned that the driveway was installed at the end of last year; during installation, a truck backed over a sprinkler head and crushed it; and that the sprinkler head was replaced but never tested. We suggested the sprinkler system be pressure tested before any more action would be taken by the town since it may be a problem of his own and not the responsibility of Highway, Sewer or both.

With regard to 64 N. Sturbridge Road and 88 N. Sturbridge Road: Camera inspections of both properties were done.

As to 64 N. Sturbridge Road, a camera was pushed through the entire sewer line beginning in the basement at the cleanout until the camera was located in the sewer main in the street. There was no visual evidence of infiltration in the line from the house to the street. There was a cleanout in the backyard that had been broken open at the surface. The resident was instructed how to repair it and agreed to do so. He also mentioned that a leaky toilet was repaired a few weeks ago, but Jody was not sure that that was the main source of the water issue. There was no infiltration witnessed this day.

As to 88 N. Sturbridge Road, the same thing was done here as at 64 N. Sturbridge Road but with different results. A significant source of infiltration was observed directly at the main trunk line where the stub is tied into the main. The sewer main is located in the middle of the street and causes concern about excavating to repair as the street would probably have to be closed. There is another repair option accomplished by professional pipe lining which is done with the pipes in place without excavation in the street. The original camera work on North Sturbridge Road was done by a company that is in that business; and Jody suggested it might be worthwhile to get more information on this method of repair. Mr. Elliott asked if Jody would do that; and Jody agreed to get some quotes.

Mr. Lemansky: Going back to the other property, how did we go from 5,000 to 10,000 gallons a day down to zero. Jody: I don't know. We looked at the camera, pulled the camera back and shoved it back down into the main; pulled it back out of the main; there was nothing there. There was a cleanout in the backyard, but the top was broken. The cleanout is at a high point in his yard. He would have to have a pond in the back to have that much flowing through. Do you think within the 30-45 days when originally cited that the water table dropped enough so that the pipe was compromised somewhere between the home and the street connection that you would have no water. The resident indicated he had just corrected a leaky toilet. Mr. Elliott: We want to get rid of the leak. Mr. Lemansky inquired as to the average gallons per day going through the plant – 204,000 – did that number surprise you? Jody: No, in summertime, there are lower flows and there is a drop of 20,000 to 30,000 gallons per day. Most of the pipes in Charlton are not that old. Most of the town's pipes are only about six years old.

Mr. and Mrs. Harold Russell of 9 J. Hammond met with the Board. Steve: I issued a summary statement and we'll go through it. J Hammond Road was part of Phase I. There were some unique situations about this property. They attempted to connect to the sewer line but could not at the time as the line was a high pressure line, and no one was allowed to tie at that time. The betterment assessment for people on that road at that time would have been \$1,529.00 under Phase I. Because they could not tie in, betterments were not charged. Since that time, the pressure line has been engineeringly allowed and with changes in the town guidelines. The difficulties with the septic system at this property resulted in a failed system. Under the process of assessing a privilege fee on February 8, 2008: there is no specific dollar value issued; the last rate used was \$8,200.00 per e.d.u. which is 200 gallons per day, the charge being used for Phase II. A letter was sent. They filed for a hearing for consideration based on the within information. The requirements to connect changed. They connected and asked that they be afforded the charges that would have been paid when they wanted to connect (\$1,529.00). At the direction of the Commission, I talked with two divisions within the Department of Revenue. Both advised this should be in the hands of the Commission and that the rates and circumstances should be included in the sewer by-laws adopted by a confirmed vote.

Mr. Gagner made a motion to abate them \$1,529.00 that they would have paid had they been able to connect at that time (it is not their fault that they could not tie in at that time); seconded by Mr. Haebler. A bill was issued to the Russells and within 30 days, they requested an abatement of the bill. Correction was made by Mr. Lemansky – the department has a privilege fee process which came later on. They are asking us to abate the \$8,200.00. The Russells set up a payment arrangement to pay this. Motion needs to be amended. **Mr. Gagner: Motion to give them a credit of \$1,529.00; then an abatement of \$6,671.00; seconded by Mr. Haebler. Mr. Gagner reversed his figures. The motion is to abate them \$6,671.00; seconded by Mr. Haebler; unanimous.**

Steve suggested the by-laws can be changed in October at the special town meeting. We have a list started for changes. Mr. Lemansky: only thing missing is that unit value. **Motion made that we include within the process for assessing privilege fees the unit value of \$8,200 for every 200 gallons of sewerage/e.d.u.; seconded by Mr. Gagner for discussion.** Mr. Haebler: we need to go through past minutes. Mr. Gagner: this figure should have come into play with Phase II. We need to improve the quality of our by-laws. Mr. Haebler: when was Phase II started? I will look through the minutes and see what we can come up with as far as rules. **Vote: unanimous.**

Steve: I'm in the process of contacting engineers regarding oversight, inspection of as-built drawings regarding the water project. Bertin Engineering, McClure Engineering, Dewberry, Tighe & Bond, Cullinan Engineering and Weston & Sampson. Mr. Elliott: we need to furnish Whitewater with an up to date as-built which we have yet to receive.

Metered billing will happen this week. Mr. Elliott questioned whether back charges; i.e., grinder pump violations can be included with quarterly billing. Carol explained why. Steve: ...as well as the elderly discounts (warrants) which the Commission signed.

Steve: The pole was put in. I contacted Lefort Electric with respect to completing tasks up at the water tank. Stafford Street has a 250 foot section: it starts with the intersection of Cemetery Road and comes down to 245 Stafford Street – they blew through three tanks of water and they have an idea as to where the break is, but it has to be found. They are going to flush and pressurize all of Northside Road tomorrow and leave it charged overnight.

Mr. Lemansky: the pressurizing and the checking of the water pipes; once they know they can hold pressure; then they will chlorinate the pipes. Steve: there are two hydrants in question and the break is in question. Mr. Lemansky: I was anticipating on Whitewater starting this project two weeks ago. They have between 15 and 18 days. I would like to propose is to have a tool for the Chairman that if this continues on at \$865.00 per day, our Chairman to be able to determine that if overtime is needed to finish their work as soon as possible; once the pipes are pressure tested, tank cleaning can begin. It's time to make the system work. **Mr. Lemansky: Motion made that the Chairman has the ability if he sees that it is needed the ability to authorize Whitewater to work overtime during the week or on Saturday; seconded by Mr. Gagner.** Mr. Haebler questioned costs. Mr. Lemansky: If they were going to work overtime it would have to be off Route 20 during the week and they could possibly work on Route 20 on a Saturday. Mr. Haebler: I don't know how much we would want to use it. Gabe: wait to see if it arrives. Mr. Haebler agreed. He wants to see how the project is going. We should have a better idea; Mr. Elliott agreed. In two weeks we will have a good idea as to whether they are going to complete it or not. **Mr. Lemansky withdrew his motion.** Mr. Elliott: all these problems are Exxon Mobil's. They must be notified. Mr. Lemansky: Within 24 hours we need to let Eric know the contact person.

DEP Permit for the plant – there was an informal letter forthcoming; after receipt of the letter and two weeks after that there would be a public hearing and at that particular time, Tighe & Bond and Weston and Sampson would need to meet regarding this one or two times during that period. Issues not listed cannot be brought up later.

Bertin Engineering review of the PRV vault repair. Summary review of the repairs that needed to be done – this will be an SRF funding situation or low interest loan. We were to receive the summary review the middle to latter part of this week. Mr. Lemansky: I thought we sent out requests for the engineering to do the drainage for the PRV vault. Steve: What I was asked to do – we got a quote from Whitewater for \$18,000 to \$19,000. That quote was sent to two engineering firms for the drainage design. Mr. Elliott: We can wait until we hear from Bertin. Steve: every two to three years the valve needs to be adjusted.

Steve – because of the lightning strikes and the bill we received from Woodard & Curran, I have contacted National Grid today; before you can file an insurance claim, you have to have a documented – lightning strike in order to do that. The bill will be paid to Woodard & Curran. I have sent the National Grid documenting our stations that were struck. No word back from them as yet.

Steve suggested a meeting at the plant – post the meeting for Thursday or Friday morning. Mr. Haebler suggested we discuss the I & C Systems Engineering invoice in open session. It will be posted as a special meeting and then vote to go into Executive Session. Mr. Haebler: are we going to discuss anything else besides Executive Session? Mr. Elliott: we should bring the I & C Systems invoice up. Mr. Haebler: we should take the I & C Systems bill first and then do the Executive Session. The meeting was scheduled for Friday, July 24, 2009 at 8:00 a.m.

Steve had four documents at the plant regarding water that needed to be signed. The Motion Steve gave to the Clerk and asked him to read is asking that the Chairman be given the authority to sign the same. **Mr. Haebler, the Clerk, read the Authority to File as follows and as a motion: Whereas the Charlton Water and Sewer Commission, after thorough investigation, has determined that the work activity consisting of North Main Street Water Main Improvements is both in the public interest and necessary to protect the public health; and that to undertake this activity, it is necessary to apply for assistance; and Whereas, the Mass DEP and Mass Water Abatement Trust of the Commonwealth of Massachusetts pursuant to Chapter 21 and Chapter 29C of the General Laws of the Commonwealth are authorized to make loans to municipalities for the purpose of funding planning and construction activities relative to Drinking Water Protection Projects; and Whereas, the Applicant has examined the provisions of the Act, Chapter 21 and Chapter 29C, and believes it to be in the public interest to file a loan application. Now, therefore, be it resolved by The Charlton Water and Sewer Commission Members as follows: 1. That the Chairman of the Water and Sewer Commission is hereby authorized on behalf of the Applicant to file applications and execute agreements for grant and/or loan assistance as well as furnishing such information, data and documents pertaining to the applicant for a grant(s) and/or loan(s) as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application; 2. that the purpose of said loan(s), if awarded, shall be to fund construction activities; 3. that if said award is made the Applicant agrees to pay those costs which constitute the required Applicant's share of the project cost. I hereby certify that the Charlton Water and Sewer Commission Members of the Charlton Water and Sewer Commission (hereinafter referred to as the Applicant), at a meeting noticed and conducted in accordance with all applicable legal requirements, duly voted to authorize the Chairman of the Water and Sewer Commission to act on behalf of the Applicant, as its agent, in filing applications for, executing agreements regarding, and performing any and all other actions necessary to secure for the Applicant such loan(s) for construction or planning of Drinking Water Protection Projects as may be made available to the Applicant pursuant to the provisions of the Massachusetts Clean Waters Act (M.G.L. c. 21, section 27-33E, inclusive, as amended) and the Water Pollution Abatement Revolving Loan Program (M.G.L. c. 29C) for the following project: North Main Street Water Main Improvements. I hereby certify that John W. Elliott Sr. is the present incumbent of the position referenced above, and do hereby certify: 1. That the attached resolution is a true and correct copy of the resolution as finally adopted at a meeting of the governing body held on the 20th day of July, 2009, and duly recorded in my office; 2. That said**

meeting was duly convened and held in all respects in accordance with law and to the extent required by law, due and proper notice of such meeting was given; and a legal quorum was present throughout the meeting, and a legally sufficient number of members of the governing body voted in the proper manner and for the adoption of said resolution; that all other requirements and proceedings under the law incident to the proper adoption or passage of said resolution, including publication, if required, have been duly fulfilled, carried out, and otherwise observed; and that I am authorized to execute this certificate; 3. That if an impression of a seal has been affixed below, it constitutes the official seal of the Applicant and this certificate is hereby executed under such official seal; but if no seal has been affixed, the Applicant does not have an official seal; seconded by Mr. Gagner; unanimous. (Mr. Haebler: I will sign this with the approval of the Commission. All agreed)

Steve: contract for sewer plant is at the plant. It was suggested by Mr. Lemansky that it be sent to the attorney first. It was suggested that the document can be signed and held in abeyance pending legal review. Mr. Haebler: The letter received from the DEP dated June 30 says we have to send them a notice to proceed no later than July 30th. Mr. Lemansky: have we awarded the contract? Steve: Yes, we voted to award it to the most qualified bidder and that was D & C Construction Co., Inc. Mr. Haebler: If you give them a notice to proceed, they are not going to start August 1. Steve: I believe that has been sent to D & C Construction. Mr. Lemansky: We may need to add this on to our agenda for our Friday morning meeting if we need to do a motion and vote by the Commission specifically identifying the company doing the upgrade. Steve: there is a contract signed and in the hands of the CoMag unit. Steve: Steve received a communication from Attorney Cosgrove who suggested we stay with Kopelman & Paige for water issues. Because of the timeliness of this matter, he agreed to do a cursory overview of documents. Sewer issues – Attorney Cosgrove; water: Kopelman & Paige. Mr. Haebler: have Cosgrove do a cursory review. **Mr. Elliott said yes. Mr. Haebler made a motion to have Attorney Cosgrove do a cursory review of the contract; seconded by Mr. Gagner; unanimous.**

Mr. Haebler talked about the telephone conference with Bob Peirent and Mr. Lemansky that recently took place. We crowded around Steve's desk. The quality of Mr. Peirent's voice was at times difficult to understand. **Mr. Haebler: I would like to make a motion to have us look into some type of teleconference phone system that could be put on the table at the plant and wired appropriately; seconded by Mr. Lemansky; unanimous.** Verizon: working on talking to them about options to by-pass the message for incoming calls.

Mr. Lemansky asked that the Commission consider that maybe we have one meeting a month at the plant and one meeting at the Town Hall in an effort to keep costs down and for better coverage at the plant. This is just a suggestion.

Discussion of meeting dates: August 3 and August 17. Mr. Berthiaume: As the water system becomes active – we should have a meeting with the Southbridge Water Department. Mr. Lemansky: What will

happen is that before water goes on line, Southbridge will review everything and then in their review, hopefully they will accept the conditions of the water system; and they will be managing and separating that portion of the system.

Mr. Gagner made a motion to adjourn the meeting; seconded by Mr. Haebler; unanimous.

Meeting adjourned at 8:27 p.m.

Respectfully submitted,

_____ John Elliott, Sr.	_____ Date	_____ Robert Lemansky	_____ Date
_____ Gabriel J. Berthiaume	_____ Date	_____ Paul Gagner	_____ Date
_____ Joseph Haebler	_____ Date		