

**MEETING MINUTES  
CHARLTON WATER AND SEWER COMMISSION**

Date: July 30, 2007

Time: 7:00 p.m.

Location: Charlton Town Hall

Attendees: J. Robert Gauthier, Matt Reynolds; Susan Gunnell; Cindy Ertsgand; Kathleen Walker; Lisa Westwell.

Members	Present	Members	Present
Sandra Dam	Y	John Elliott	Y
Paul Gagner	Y	James McIntire	Y
Cheryl McKissick	Y		

Minutes Recorded By: N. Shields-Swindell

Item	Business
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**7:00 p.m.: Cheryl McKissick, Interim Chair, called the meeting to order.**

Acceptance of the Minutes of July 23, 2007 was tabled until the next meeting.

James McIntire moved to accept the Warrants. John Elliott seconded. Unanimous.

Sandra Dam moved to sign the Commitments. James McIntire seconded. Unanimous.

**The Commission signed the Warrants and Commitments.**

John Elliott moved to appoint Sandra Dam as Secretary of the Commission. Ms. Dam respectfully declined the nomination until such time as the Water/Sewer Administrator's position is finalized. No second. Sandra Dam moved that Cheryl McKissick be appointed Secretary of the Commission. John Elliott seconded. Ms McKissick declined the nomination citing the inability to take notes and participate fully. For: Dam & Elliott.

Against: McIntire, Gagner & McKissick. Not passed. Paul Gagner moved to continue the current arrangement with Cheryl McKissick as Interim Chair. John Elliott seconded. Mr. McIntire asked if anyone wished to serve as Chair. Ms. Dam expressed a concern that the position of Chair requires credibility and as a complaint that the Commission has violated the open meeting law has been filed with the District Attorney's office due to several of Ms. McKissick's e-mails she suggested Ms. McKissick may not be a good choice. For: Elliott, Gagner & McKissick. Against: McIntire & Dam. Ms McKissick pointed out that only allegations had been made no misconduct had been proven. Sandra Dam moved to nominate John Elliott as Vice Chair of the Commission. Paul Gagner seconded. Mr. Elliott accepted the nomination. For: Dam, McIntire, McKissick & Gagner. Passed. Sandra Dam nominated Paul Gagner as Secretary of the Commission. John Elliott seconded. Mr. Gagner accepted the nomination For: Elliott, Dam & McIntire. Passed. Ms. McKissick apologized to the Commission for not having the office procedure review, promised at the last meeting, ready yet.

**7:20 p.m. Robert Peirent and Nick Tooker of Tighe & Bond** had several items to report on to the Commission. They had investigated a Tax Land parcel of about 75 acres in the South Charlton Reservoir area for a possible wastewater disposal site. Ms. Dam had pointed out that this had been designated a high need area for wastewater in the CWRMP. According to Tighe & Bond the soil maps indicated shallow depths to ledge and a rocky surface. When they performed a site walk through they confirmed the accuracy of the maps and the unsuitability of the parcel for wastewater disposal on a large scale.

Mr. Peirent gave a brief review of the WWTP's history and capacity issues. Tighe & Bond had been asked to look at what would allow the plant to treat its permitted capacity of 450,000 gpd. They have reviewed changes to the plant since the institution of contract operations by Woodard & Curran and updated their upgrade review. The plant upgrade had been approved at Town Meeting and was on the State fundability list for this year. Mr. Peirent said that what was required now to move ahead was a decision by the Commission. The MTA remained an issue. Ms. Dam and Mr. Peirent had met with McDonald's representatives and they had indicated that they may have plans for other construction and were unwilling to give up any of their contracted capacity of 88,000 gpd. However their current discharge volume had remained relatively consistent. He said that the most significant changes to the plant were contract operations, which had brought increased capability and resources and resulted in process refinements that had reduced the effect of the MTA discharge to the plant. The Old Line decommissioning has had a positive impact on the amount of Inflow and Infiltration to the plant. He said that the Masonic Home use was now better defined. Mr. Peirent stated that the plant's next NPDES permit would probably have a phosphorous limit of .2mg/l, but the Commission should plan for lower limits. He said that the regulatory agencies might be willing to discuss increased discharge capacity if the plant was able to implement new technologies to produce cleaner wastewater. Tighe & Bond had two recommendations for the Commission. Alternative #1 called for upgrading to 450,000 gpd with the current .2mg/l phosphorous limit. James McIntire moved to give Tighe & Bond approval to move ahead with Alternative #2 to upgrade the plant to its full permitted capacity of 450,000 gpd with a .1mg/l phosphorous limit and provide for a future discharge increase to 600,000 gpd by expanding the building to accommodate 2 RBCs with one unit for use now and a potential second unit if needed for increased MTA flow, constructing a new equalization tank to operate along with the existing tank for pretreatment, replacing the existing effluent filtration system with a low level phosphorous removal system, expanding the UV disinfection system, replacement of the influent and effluent meters, upgrade of the plant water system, expansion of chemical storage and feed facilities, upgrading equalization tank aeration and sludge recycling equipment and miscellaneous equipment improvements. Sandra Dam seconded. Funding for the upgrade would be available from the \$1.88 million betterment assessed to the Masonic Home, privilege fees charged to new users and a 2% for 20 year SRF loan. Unanimous. Mr. Peirent promised to have the necessary submittals ready for funding this year. Tighe & Bond left at 8:35 p.m.

The next Commission meeting will be held August 6, for interviews only. The next meeting for regular business will be August 13, 2007.

Ms. Dam pointed out the job posting for the Department Assistant had been corrected from the incorrect Administrative Assistant designation.

The developer of the illegal **N Sturbridge Rd Sewer Extension** has submitted a revised plan and permit application. It has incorporated some of the Tighe & Bond recommendations; however the developer is considering keeping the line private in order to avoid having to make some changes. The Commission could insist that the extension be built to Town standards so it could be accepted. John Elliott moved to table the discussion. Paul Gagner seconded. For: Gagner, Elliott & McKissick. Against: Dam & McIntire. Passed.

The Public Records Custodians have reviewed the **Executive Session Minutes** for release. Sandra Dam moved to release the Executive Session Minutes for June 13, 2005, January 30, 2006, June 19, 2006, July 31, 2006, November 27, 2006 and February 5, 2007. Cheryl McKissick seconded. Unanimous.

Mr. Elliott reported that the Highway department has only covered the sewer **manholes** with a leveling course of pavement about 1” thick and the Highway Superintendent has promised to open any of them up whenever it is needed. As part of the final paving contract they will be uncovered and raised. Mr. Gagner questioned the Commission about why he had found about the manhole issue in the newspaper. He said he felt like a fool and asked why he hadn’t been involved. It was pointed out to Mr. Gagner that he had not attended the meeting where the issue was addressed.

The Planning Board has submitted a special Permit Request and a Site Application for the Commission’s attention. The Special Permit is not in the sewered area. The Site Application for **43-45 Sturbridge Rd (27-D-2)** is a sewer user. Ms Dam explained to the commission that when she was serving as Interim Superintendent she made sure there were responses to these notices from the Planning Board and that this was recorded at the office. James McIntire moved to authorize Ms Dam to handle the Planning Board requests. Cheryl McKissick seconded. Ms Dam asked if the Commission wished her to follow past procedure or pass all responses by the Commission. The consensus was to follow past procedure unless anything unusual came up. Unanimous.

The Plumbing Inspector had expressed concerns over the placement of the meter at **Honey Farms at 36 – 38 Worcester Rd (27B-C-4)**. The property has Southbridge municipal water and as well as the store and fast food restaurant there is a car wash on site. They have written to the Commission stating that 75% of the water used in the car wash is recycled. However, they have not submitted plans or technical data. Sandra Dam moved to request more information. John Elliott seconded. Mr. Gauthier pointed out that regardless of the amount of water recycled eventually everything drawn through the meter will enter the wastewater treatment system. For: Unanimous.

Mr. Gauthier asked if there will be any more public education regarding meters. He said that he is very happy with his first full quarter of metered billing. He said that he is using less than 200 gpd and saving about \$40.00 a quarter.

A copy of a letter from Weston & Sampson to the MTA dated July 13, 2007 regarding a potential **Interconnection Facility** location has been forwarded to the Commission. The Town of Southbridge had expressed dissatisfaction with this location, so a closer site is being surveyed.

9:10 p.m.: **Meeting Adjourned**

**Next Meeting:** August 6, 2007 – Interviews  
August 13, 2007

Approved:

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Sandra Dam

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Date

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John Elliott

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Date

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Paul Gagner

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Date

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James McIntire

\_\_\_\_\_  
Date

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Cheryl McKissick

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Date