

Meeting Minutes
Charlton Water and Sewer Commission
Date: September 22, 2008

Time: 7:05 p.m. 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
Sandra Dam	Y	Paul Gagner	Y
Robert Lemansky	N		

Meeting was called to order by Mr. Elliott at 7:05 p.m. Our Administrator, Steve Wandland, was also present.

The Commission reviewed and signed warrants. Ms. Dam indicated that Weston & Sampson bills have been on our agenda for over a month. There are two that our administrator has been investigating. In addition, there are some old bills that will be addressed at town meeting. Ms. Dam: "I move that we appropriate \$12,622.07 from our retained earnings on a warrant at the Fall town meeting for old bill payments." seconded by Mr. Haebler; unanimous.

Ms. Dam brought up the salary account with respect to the Administrator and the Department Assistant advising that according to our Town Accountant our salaries account will be in deficit by \$9,965.00 at the current working hours and salary of our current employee, due to the fact that the payments to personnel have been made out of the sewer account. The administrator was asked to speak with the town accountant.

We would need to transfer money from retained earnings. Mr. Wandland: the hours that were worked were required in order to get the work done. Ms. Dam: so we are paying overtime for meetings? The administrator is an hourly position. Ms. Dam: originally, it was 35 hours for the Department Assistant, 5 hours added in if we were billing for water; not 40 hours all the time. Ms. Dam: we had budgeted 32 from sewer and 8 from water; and suggested that our administrator speak with the town accountant to make an adjustment. Overtime is only allowed as to meetings. Ms. Dam indicated meetings were always included as part of the 40 hours.

Mr. Elliott called for a motion to approve the warrants as presented. Ms. Dam: "I move that we approve of the warrants dated September 22, 2008 from the utilities and maintenance account." Seconded by Mr. Gagner; unanimous. Ms. Dam: "I move that we approve of the warrants for the North Main Street Extension and the Southbridge Connection dated September 22, 2008." Seconded by Mr. Haebler; unanimous.

Mr. Elliott addressed the minutes of September 8, 2008 and that it was being questioned as to whether it was a posted meeting. The administrator indicated that it came to light on September 19. The Department Assistant had checked with the Town Clerk's office and was advised that they did not have a copy of the posting. Mr. Gagner suggested that the commission review the minutes of the meeting of September 8 and the votes taken at that meeting; and any votes taken should be reconsidered at the next meeting.

Vote reconsiderations:

Mr. Elliott: we had the motion by Ms. Dam taken regarding the one year contract renewal with Woodard & Curran which was defeated. Ms. Dam: I'll move that we extend the contract for one year; seconded by Mr. Haebler; discussion. Ms. Dam and Mr. Haebler have reviewed the contract. Mr. Gagner: I don't think we should vote on it tonight as I would like to read it and then speak with Woodard & Curran and other contractors. Ms. Dam and Mr. Haebler met with Woodard & Curran last Thursday. Mr. Haebler: some of the change orders were not with the package as to who pays for what. Ms. Dam: From my understanding, Woodard & Curran was asked to come out and meet with those members who didn't understand the contract. Two of you have been on the commission for over a year and a half; but I believe there was only one member present at that meeting. Are we going to ask W&C to come out again or are we going to move forward? Mr. Elliott: we need to talk a little bit more about the contract. They are doing a great job. Mr. Haebler feels it is a good contract; and down the line it is a cost saving to us. If Jody has an issue and needs help, he can call Woodard & Curran and they assist him. In addition, we have three people who are qualified Grade 5 operators which is kind of hard to get. If something happens to any of these people, we have instant support. I think it is a win win situation for us. Their technical skills and their long run cost savings are tremendous and they know what they are doing. Mr. Elliott: Regarding cost of chemicals – we had up to \$50,000 for chemicals – when Sandra was administrator – she had follow-up invoices when the truck was worked on. How much have they spent on chemicals? We had projected amount of \$50,000 – these things we need to find out about. I think we could put up signing this for a little longer until we know what's going on. Ms. Dam: aren't the chemicals covered under the contract? Mr. Elliott indicated they cover up to \$50,000. How much of that has been spent? Ms. Dam: when it went out to bid, we gave them all our costs and someone put in a bid for the total package. I don't think W&C is responsible to us to provide the salaries they pay. It was exactly the same as what we have paid in the past and we got another person working here. You're asking for information that we are not supposed to get. It was a one price contract bid and for that we get all those services. Mr. Gagner: the contract isn't up until May but we should stop discussing – we representing the people who are paying the monthly bill. This is our largest bill. Ms. Dam: this is the same contract and we are going to be going with an upgrade. It is not a good time to change. Mr. Haebler: we have an option to extend for two one- year periods; and they have to be voted one year at a time. Mr. Gagner advised we can send it out to bid to see if he receive a lower bid. I agree they are doing an excellent job. We owe it to the people. Mr. Elliott: it is not the one year or two year contract – they are doing a great job. We still have additional costs besides the base price of \$500,000. How much have we overrun the \$25,000 – how much have we underrun it? I am 100% for renewing them, but not at this point. Ms. Dam: they have kept it under \$25,000 both times. I thought the people who didn't understand the contract wanted to follow up. Mr. Elliott: Steve was saying we need a new truck – we own the truck and they have leased it from us. They are required to purchase a new truck and the plow. Ms. Dam: It is all in the contract that the truck is their responsibility. We're paying for a flow and load overage because when a company comes in – we tell them we have blank number of customers and this amount of flow – so in the contract they said if you go over a certain percentage, then we get a little more money. If we go over 25% then we get more money. Mr. Elliott: what is the urgency of signing this contract tonight? Ms. Dam: the bid was a long lengthy process. On September 8 we discussed this and there was a meeting on September 18th about it; let's move discussion. Vote: in favor: Mr. Haebler; Ms. Dam; against: Mr. Elliott; Mr. Gagner no. Mr. Elliott was asked Mr. Elliott to review his notes.

Vadar: Mr. Lemansky had made a motion to grant the administrator the ability to arrange for Vadar personnel to come to the office for a training session of up to three people. Mr. Haebler: I make a

motion to grant the administrator the ability to arrange for Vadar personnel to come to the office for a training session of up to three people; seconded by Mr. Gagner. This is training for people to use Vadar better. Contract price is \$395.00. Amendment to motion to include "...not to exceed \$400.00." Voted unanimous.

Motion had been made by Mr. Lemansky to make up to \$2500 available for the disinfection and cleaning of the water tank once both the chairman and the administrator are content with how it is being done and the process that is being used. Our administrator has been in touch with the installers of the tank and we received a price of \$2,050. We were waiting for them to come back with a quote revision (they missed two things). The administrator is still waiting for this information. One thing is whether they use market labor or prevailing wage. The administrator told them that we had to use the prevailing wage and the installer requested information as to what that wage is which is yet to be provided to them. We will have to wait for the installer to come back with a price. Mr. Elliott: we went with this one because Ms. Dam had said he would come back and look at the tank. Do we need to get three prices? Ms. Dam suggested we table the vote on this until the administrator checks into this and we get a full report. Mr. Haebler asked if our administrator could check with the town administrator as to what the process is regarding the water tank – whether we have to obtain three prices – go out to bid - in the event the question comes up.

Motion had been made by Mr. Lemansky that we spend up to \$24,500.00 for the inspection, checking and chlorination of the valves and pipes by Whitewater. The administrator has received two bids thus far. Ms. Dam suggested this should be tabled.

12A Power Station Road: Ms. Dam: they are on the line and we already know how to deal with people requesting additional capacity. There are sewer privilege fees that have not yet been assessed and requested that the administrator and department assistant assess the privilege fees which have been voted by the commission. Mr. Elliott: this is a building that exists and they are presently tied into the sewer. Mr. Gagner: they have two families living in it and they are taking at least one room and making it office space; so I assume they are looking for additional usage; so we were going to assess them a privilege fee. Ms. Dam: normally when a building permit comes in, it is signed by the administrator, a notation is made; I did the calculation as to what they need. It was a portion of the building and would be approximately \$800. I can work with the administrator prior to the next meeting. We should all understand that process. I'm concerned there was a sign off for 6 Sturbridge Road by the Chair without the paperwork being done. Ms. Dam made a motion that the administrator signs off on all building permits per the policies that we have adopted; seconded by Mr. Haebler. Mr. Elliott: I don't want the administrator to sign off on these things as yet unless the Chairman is in attendance and reviews it also. This one was a new garage, bay and office – John's Auto Service. Mr. Gagner: They have added two stalls and I believe it was one and one-half edu's and there was a \$12,000 privilege fee to be assessed to them. Vote: in favor: Ms. Dam, Mr. Haebler and Mr. Gagner; against: Mr. Elliott.

MTA work service surcharge warrants for 5E and 6W. Motion had been made by Mr. Lemansky to accept these. Mr. Gagner: I make a motion that we accept the work service surcharge warrants for the Massachusetts Turnpike Authority for 5E and 6W for the period January 1, 2008 – March 31, 2008; seconded by Mr. Haebler; unanimous.

Motion made by Mr. Lemansky to adjourn; seconded by Mr. Gagner; unanimous.
Meeting adjourned at 8:19 p.m.

Respectfully submitted,

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

Minutes of September 8, 2008 (not approved) follow those of September 22, 2008.

NOT APPROVED

**Meeting Minutes
Charlton Water and Sewer Commission
Date: September 8, 2008**

Time: 7:05 p.m. 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
Sandra Dam	Y	Paul Gagner	Y
Robert Lemansky	Y		

Meeting was called to order by Mr. Elliott at 7:05 p.m. Our Administrator, Steve Wandland, was also present.

The Commission read correspondence and reviewed warrants presented. Motion was made by Mr. Lemansky that we accept the work service surcharge warrants for the Massachusetts Turnpike Authority 5E and 6W for the period January 1, 2008 – March 31, 2008; seconded by Mr. Gagner; vote: affirmative – Mr. Elliott, Mr. Lemansky, Mr. Gagner, and Mr. Haebler. Ms. Dam abstained.

7:23 p.m. Frank Cavaleri from Weston & Sampson and our plant operator, Jody St. George met with the Commission. Mr. St. George went through his monthly operating report for the month of July. He explained that the plant violated their NPDES permit in the copper parameter. The copper sampling is normally done at the beginning of the month so that in the event of a violation, there is time to take additional samples. In addition, we cannot control the copper coming into the treatment plant. The natural groundwater in the town solubilizes the copper plumbing in homes and eventually ends up at the treatment plant. This is one reason why pH control is extremely important. With proper pH in the water, the solubility issue goes away which protects homeowners from potential costly plumbing repairs as well as relieving some of the burden on the treatment plant.

The plant has switched our polymer to one with a higher molecular weight. This should enhance the clarity in our final effluent. Also, sodium hydroxide has been put into the system as an added means of alkalinity. This may reduce our sodium bicarbonate consumption. The effluent flow meter which lasted for six years was replaced due to erroneous readings. This meter is very important for the purposes of reporting flow for the DMR’s but also most of the chemical dosing is flow paced based on these numbers. The flow meter is now operating properly.

The plant continues to make the limit of 0.2 mg/l on our total phosphorus permit. Through the summer permit season, the plant has been making 0.1 mg/l throughout the summer permit season. This has been accomplished because of the dedicated staff at the plant.

Mr. St. George reported that jetting has been done this month and 6,924 feet of sewer line was cleaned and inspected.

Mr. St. George reported that there were 14 residential grinder pump alarms in the month of July, 7 of which were clogged pumps requiring no parts to be replaced; the other 7 alarms were for a variety of repairs requiring use of some of the plant’s spare parts inventory.

NOT APPROVED

Mr. St. George strongly urged the Commission to seriously consider extending Woodard & Curran's existing contract and explained that over the past two years there have been positive changes in the running of the plant. There is an extension clause for two additional years of service. The current contract expires May 1, 2009.

He also mentioned the J Hammond Road pump station – grease had stayed away for a while but that the wet well has starting to accumulate grease; last Wednesday pumping was done; 2/3rds of the surface of the wet well – mold on top of it and lots of grease from McDonald's. There is debris that was not there before.

Mr. Lemansky inquired as to the high number of grinder pump alarms for the month of July. Mr. St. George explained that 14 was a little high but that there are many more people in town during the summer. Mr. Lemansky asked what the cost is for maintaining pumps—are you able to come up with an annual figure as to cost to the commission? Mr. St. George indicated that the only thing the commission pays for is parts. Ms. Dam indicated that the commission has made a practice of charging the people for pump issues. The owner gets billed and parts come out of our revenue source.

Mr. St. George continued with his report for the month of August, advising that there were no violations of the NPDES permit. Ammonia loadings increased which is typical at this time of year. Another RBC has been added to accommodate the high loadings and to insure that everything possible is done to eliminate the possibility of a violation. Jetting continued this month. Most of the lines are in good condition. There are only a few problems to be addressed: i.e., missing inverts, broken inverts and missing drops. Minimal debris was found in the lines. He will provide the commission with a full report upon completion of jetting. Most of the repairs need to be made on the newer lines (5-6 years old). There are about two miles of jetting left to be done.

The HYCOR unit was rebuilt in the month of August; photographs were taken to show the excessive wear on the augers. The existing unit ran for 12-13 years due in large part to the efforts of the employees at the plant. In the normal course, this equipment usually lasts only 6-7 years. Staff had to remove part of the wall of the building in order for the installation. Curt Meskus, the town's Building Inspector, required a header be installed. Jody purchased channel iron and another piece for the header. The staff had to build a crane rail to move the parts in and out of the building. A complete inspection of these new parts will need to be done in 5-6 years to ensure performance is what it should be.

There were five residential grinder pump alarm calls in the month of August, but only one resulting in a clogged pump. There were two severe lightning storms that occurred on August 15. Also the North Main Street pump station was repaired after lightning caused the transfer switch to malfunction. This repair was made by our contracted generator service company, Bigelow Electric (they replaced a transformer). One of the strikes was at the Police Station. Jody got things up and running for the station on that evening. On August 18th, Jody responded to a customer at 45 North Main Street called and that system was dead. It may have been connected to the strike at the Police Station or a separate incident. At the Burlingame Road pump station, a water pump had to be replaced. Last month, Jody replaced sodium bicarbonate with sodium hydroxide to determine impact on ammonia with regard to alkalinity. He has switched back to sodium bicarbonate. Sodium hydroxide is not performing as he had hoped.

NOT APPROVED

Frank Cavaleri from Woodard & Curran was in attendance. He explained that the plant is not designed to remove copper. We don't have a process to remove copper. The permit limit is 6.7. When the new permit comes out, the number may be an interim number. The limits tend to get raised rather than lowered.

Mr. St. George mentioned that at MTA 6W when they pumped it out, there was considerable debris at the bottom – most of it being stones – some very sizable. He indicated that their sewer line runs through a dirt parking lot which for years was a tractor trailer truck parking lot. A letter has been sent by the administrator requesting photographs. Ms. Dam indicated it was years ago that the lines had been cameraed. Jody walked through the parking lot at one point and found a manhole that was dislocated which is a source of infiltration. That manhole was repaired in that area; however, Jody explained that we are the enforcers and the MTA are the fixers. The problems there need to be solved. Ms. Dam asked that the administrator present a report at the next meeting about the commercial permitting and where it stands. This would be helpful in protecting our system. We had a process that was almost there.

Mr. Lemansky asked Jody if he would be available to assist on inspections of commercial properties with our administrator. Jody indicated he could do that. Ms. Dam: we had established that and there was a list of those that would have a charge for it. The problem was making sure the process abided by all of our rules. There was an agreement and we were almost ready to go and then it got stalled. The MTA would come under this; and if we had this in place, it might be a way for us to get some of these things fixed through that program.

8:17 p.m. Frank Cavaleri met with the commission and provided them with a copy of Woodard & Curran's Annual Report. First year: modified the operation of the plant; allowed Jody to take off two RBC's; low cost modifications of the plant which had significant benefits; identified alkalinity as one of the key issues to do with ammonia and worked with Jody to improve that; they reviewed consent orders and on the issues--ammonia one was mostly solved; aluminum was solved; copper--all you can do is run the plant as best you can. On the phosphorus – we worked with CWT that owns CoMag and did two pilot studies the first year we were here; tests were performed; we designed the SCADA upgrade (software system) the first year; and assisted in permit application. They did some additional engineering work regarding abandonment of old sewer lines etc. There was a lot of emphasis on transition in the plant to our operation and a lot of technical support.

Second year: Ms. Dam: we submitted the permit application and was told that we would have it by Christmas last year. Have you been seeing that at other plants? Mr. Cavaleri indicated other plants have had to wait. Copper is one of the issues. He indicated that Jody has been meeting current permit requirements this year. He is able to access data and control equipment at the plant from home on the SCADA system. The change order was for \$40,000; actual cost ended up at \$43,000. Mr. Cavaleri indicated that he also has SCADA at home and so emergencies can be handled with the use of this software. We continued to run the hybrid activated sludge/RBC mode. No matter what happens with CoMag and future designs, the SCADA system will continue to be used. Other issues: one has to do with the support we provide Jody – one of the big issues we had was the toxicity. We spent a lot of time trying to determine the cause. It was determined during a comment from someone in attendance at a New England Water Environment conference that Mr. Cavaleri attended that there could be a possible issue with the Masonic Home. Jody has done an excellent job of running the plant.

NOT APPROVED

We have made a significant investment in the plant and in Jody by providing the necessary resources for the efficient running of the plant. With respect to the extension of the contract, we have the option of a two-year extension or two one-year extensions. Mr. Elliott inquired whether Frank could project upcoming cost for their contract. Sandra indicated it is controlled by the C.P.I. index. Mr. Elliott asked for Frank's incite as to loadings. We know what our big problem is, and we have a report from Alcott Associates. I don't think we have any strong data. We need more help to get the MTA pay their equitable share. Ms. Dam: We received information that indicated we are billing the MTA more. We are using their test numbers to determine the billing of the surcharges. Mr. Cavaleri: the more you can get the MTA to do what they need to do - pre-treat to get the grease out - the loadings will decrease.

Motion was made by Ms. Dam to extend the Woodard & Curran contract for one year. Mr. Lemansky: we had a discussion relative to the contract and we felt we needed to: (1) renew it; (2) sit down with Woodard & Curran and go over the present contract to see if there were any issues that needed to be discussed; and (3) consider putting the contract out for general public bid. Motion was seconded by Mr. Haebler for discussion. Mr. Elliott wants to have a couple of commissioners sit down and go through the contract with Woodard & Curran; need to get the fine details done. Ms. Dam: if we change items in the contract that were agreed upon through a public bid process, what does that do to the original contract. Mr. Elliott wants to get the contract clarified. Mr. Cavaleri spoke with respect to the problems with the truck. He explained that if the truck dies, Woodard & Curran will replace it. It's in the contract. Mr. Lemansky: there are no complaints as to the operation of the plant. This is the largest monthly expenditure we have, and we have a responsibility to make sure that our expenses stay in line. Four out of five members here were not on the commission when you came on board here. Mr. Cavaleri: we need to look at sludge – more sludge – more chemicals needed. We must look ahead as disposal costs will be greater. Trucking away sludge is expensive but can be reduced if thickener is used. The thickener (removes a lot of the water) so there is less solid waste to haul away, the less expensive it is. Mr. Elliott would like to postpone the vote so some details can be ironed out. Ms. Dam explained that she understands the contract so other commissioners should review. Mr. St. George suggested taking action. Ms. Dam asked for a vote. Ms. Dam – I; Mr. Haebler – I; Mr. Gagner – no; Mr. Lemansky – no; Mr. Elliott – no. This will be brought up again after contract review. Ms. Dam left the meeting at 8:45 p.m.

Mr. Cavaleri: Regarding the Masonic Home plan – lines - from an operation and maintenance standpoint, Jody has inspected the line. If you need an engineering review, this can be done. Mr. Elliott: we want to accept the Masonic Home – Jody explained where the line goes – Masonic wants to work out an easement. Frank will be in touch with Jody and Steve.

Mr. Lemansky inquired of Jody – what are we looking at as far as available space of gallons that can be safely taken in at the plant? Jody advised that the plant could process 90,000 to 100,000 gallons of residential waste. He also advised that with added flow come added chemicals. This is not free water. Every gallon processed results in increased electricity costs as well as chemical costs.

In other business, Mr. Lemansky made a motion to grant the administrator the ability to arrange for Vadar personnel to come to the office to conduct a ½ day training session for up to three people; seconded by Mr. Gagner; unanimous.

NOT APPROVED

Motion was made by Mr. Lemansky to make up to \$2500 available for the disinfection and cleaning of the water tank once both the chairman and the administrator are content with how it is being done and the process that is being used; seconded by Mr. Gagner; unanimous.

Mr. Lemansky moved that we spend up to \$24,500.00 for the inspection, checking and chlorination of the valves and pipes by Whitewater. This will apply to that portion of the pipe that is contained in the IMA subject to the chairman and administrator verifying that the bids are comparable to market conditions; seconded by Mr. Gagner for discussion. The subject came up as to how we are going to make these comparisons. Vote: unanimous.

The subject of 12A Power Station Road was discussed relative to use; i.e., gallon estimates, percentage of edu's; what type of business will be run there. Mr. Gagner inquired as to how the commission will notify everyone when the moratorium is lifted on January 1, 2009.

Our next meeting will be Monday, September 22, 2008.

Motion made by Mr. Lemansky to adjourn; seconded by Mr. Gagner; unanimous.
Meeting adjourned at 9:55 p.m.

Respectfully submitted,

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