

**Meeting Minutes
Charlton Water and Sewer Commission
Date: November 17, 2008**

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	N	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 warrants. There was discussion about the Weston & Sampson warrants presented. Warrants with respect to the North Main Street Extension, Instrumentation Prepurchase, Southbridge Connection were not signed at this time. It was determined that clarification of time spent, services rendered and other aspects of invoices needed to be addressed. Mr. Elliott asked that our administrator Steve contact Barbara Cook at Weston & Sampson to set up a meeting with her to go over all of the invoices.

Mr. Lemansky made a motion to approve the warrants as signed; seconded by Mr. Gagner; unanimous. These included the commitment warrant for the second quarter sewer user bills in the amount of \$244,354.24; and the MTA commitment warrants totaling \$135,560.11.

The Commission reviewed the minutes of November 3, 2008. **Mr. Lemansky made a motion to accept the minutes as read; seconded by Mr. Haebler; unanimous.**

7:25 p.m. Jody St. George, Plant Manager for Woodard & Curran met with the Commission to give his monthly operating report for October indicating that the Treatment Plant had performed well and that there were no permit parameter violations. The equalization pump 2B was approved for repair and he is waiting for notification that this has been done; and then he will retrieve the pump so that it can be put back into service. Also, plant personnel finished replacing the snow guards on the roof which had been torn off by sliding snow.

Also, two manholes were discovered buried under pavement during jetting (location: at the Route 20 end of Masonic Home Road and the intersection of Route 20 East. One was 12 inches below grade, and the other was 18 inches below grade. One of them only had a steel plate covering the manhole. A partial clog was discovered while jetting. The problem was corrected. Jetting and inspecting has been completed. A total of 85,105 feet (16.12 miles) were jetted. Jody will be preparing a report for the commission indicating any deficiencies found while jetting. There were three pump station alarms, all being directly caused by the wind and rain on October 25th and 26th. All are back operating now. We visited all of the pump stations and adjusted the gates on all of the fences and are now operating properly; some of them had been hit by cars backing into them during the wintertime and were crooked and bent.

As to the MTA, they have tied their mop sink and dishwasher into the grease traps and their lines have been cameraed. Jody and our administrator were there to witness the inspection on October 14. All lines were clean and intact. Rocks got into the wet well due to the fact that during some construction work in that area by the MTA, the line was broken. There was no damage to our pumps from this event. That section of line was replaced. Jody visited that site today and found the wet well to be clean.

Jody also advised that Matt Forest stopped working at the plant on October 15 and has moved on to another job. Jody is in the process of interviewing people for that position. Jody has at his disposal many people who could be called in to assist in the operation of the plant if need be. He is hopeful of finding someone who already has the required licenses. He has interviewed a couple of people and review several resumes.

Overview of last Wednesday's meeting. Jody would like to meet with Tighe & Bond as he thinks money can be saved and also that we can use some of the existing equipment the plant has. The Commission had voted to have the finished plan by Tighe & Bond reviewed by Woodard & Curran since they are the ones who will be running the plant. Jody: CoMag is a yes; you need to look at what you are going to do with sludge; it comprises 1/3rd of the budget. Jody suggested the use of a sludge thickener – the thicker the sludge, the cheaper it is to dispose of it. Another meeting is scheduled for December 2 with Woodard & Curran and Tighe & Bond. Mr. Elliott, Mr. Haebler and the administrator will plan to attend that meeting.

7:43 p.m. The administrator gave his report. There was discussion about the Masonic Home sewer line and whether the Commission wanted to have Woodard & Curran review the "as built" drawings. Mr. Elliott suggested we wait to have this done until we have the as built drawings. VADAR training took place on November 13th at the office with Lee Brown. In attendance were Mr. Lemansky, our tax collector Lucia Blanchette, the administrator and department assistant. Training went well.

Winston Builders: We gave them a letter of intent. We are going to try to negotiate an amount with them. With respect to the application from Christos Dimoupoulos (Zorba's Restaurant) to enclose the patio there, our administrator is gathering information regarding this property and will report back to the Commission. The second pump in the same EQ tank quit; so that is out being quoted for price to rebuild, which will need to be done. Hydrant situation at the Massachusetts Turnpike Authority: the hydrant is on private property and is hooked up to the Southbridge water system. Another department in town could not shut the hydrant off so Southbridge was called to shut the hydrant off (this was a year ago next week). Both Mr. Elliott and Mr. Lemansky have had discussions with the Water Department and the DPW in Southbridge. Mr. Elliott suggested that the hydrant be repaired as there are properties dependent on that hydrant. The administrator was asked to call Steve Donovan about fixing the fire hydrant.

Mr. Elliott asked that the administrator not to do anything further with the material bids at this time. The variance with respect to the metering station had been returned by the Registry as they required a copy of the vote taken to do the project. The administrator was asked to forward the required information and document back to the Registry of Deeds for recording.

The commissioners will be provided with a copy of the draft Intermunicipal Agreement with Southbridge. Mr. Elliott indicated that we need to hire Dewberry. He asked the administrator to contact them; get a cost quote for our December 1st meeting. Mr. Haebler expressed concern about the bid structure.

The commissioners reviewed and signed the Bureau of Accounts (Enterprise Funds) FY09 Recap Schedule A-2; the administrator prepared a letter and provided the Schedule and letter to the Town Accountant.

Mr. Elliott: Application was filed with Massachusetts Electric for a pole location and access to telephone; last Wednesday, Mr. Lemansky and Mr. Elliott met with the telephone company and a stake has been placed in the ground. They will have to obtain an easement. Once the easement is in place, they will order the pole. The telephone company installs the pole. An electrician was contacted who completed a scope of work. Bids from three contractors will be opened by the administrator or Robin Craver, our chief procurement officer.

Mr. Elliott provided a draft letter to the commissioners which deals with a request that the Water/Sewer Commission be considered to receive partial funds from a recent settlement of a class action lawsuit brought by communities harmed by contamination by MTBE in the underground water supply. **Mr. Haebler made a motion to send the letter to the Board of Selectmen requesting consideration for infrastructure projects for the Water/Sewer Commission; seconded by Mr. Lemansky; unanimous.** The letter would be put into final form and brought up to Robin Craver, Procurement Officer, for review and consideration.

In other business, Mr. Haebler advised that he would try to talk with Frank Cavaleri at Woodard & Curran about their contract prior to December 1.

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

Meeting adjourned at 8:27 p.m.

The next scheduled meeting is December 1, 2008.

Respectfully submitted,

John Elliott, Sr.

Date

Robert Lemansky

Date

Sandra Dam

Date

Paul Gagner

Date

Joseph Haebler

Date