

Meeting Minutes
Charlton Water and Sewer Commission
Date: December 3, 2009

Location: Sewer Treatment Plant Commission office

Attendees:

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

Recording of minutes by Carol Goodspeed, Department Assistant

Meeting was called to order by Mr. Elliott at 9:50 a.m. Joining the commission members were Frank Cavaleri and Vonnie Reis of Woodard & Curran. Jody St. George joined the meeting. Discussion about the INI and proposal dated November 12th. Article 7 covers change orders. These are in the permit according to Frank Cavaleri. The town has not signed the permit yet to develop a plan in order to implement the work. I don't know when the town last reported to the EPA. In 2006, a report was done and is supposed to be done each year. Mr. Lemansky: At that time it was 50,000 gallons per day (before Charlton City was closed down). Jody: that was more infiltration than inflow. Mr. Elliott inquired what the difference was. Jody: Infiltration is any water that seeps in through the piping; i.e., ground water. Inflow comes from sump pumps or roof drains. Also, if there is a crack in a pipe or a breach in the system, that is inflow. Vonnie: you can get inflow year round – it is directly related to precipitation events; snow melt or big rain events. It is typically related to ground water rising in the spring; and as ground water goes down, so does the infiltration. Inflow has occurred where there are manholes that don't have good seals on them; or have cracks – low surface water flows in when snow melts. In the past, a lot of developments built in the 1940's and 1950's had perimeter drains that were tied into the sewer; that is not a legal practice currently.

Mr. Cavaleri: the town has a responsibility to do a report each year. Jody: the new permit has many more required reports. Within one year of the effective date of the permit, an evaluation of alternative methods to reduce the amount of nitrogen is required; we are recycling sludge; a report would say what we were doing. Mr. Cavaleri: does it have to be stamped by an engineer? Steve: we need to ask this question. If we don't discuss it now, we can't discuss it later. Also an annual report must be submitted to DEP and EPA by February 1 of each year; it summarizes activities optimizing nitrogen removal. They also want INI report within 6 months of the effective date of the permit. They also want a summary report of actions taken to minimize the INI by February 28. Vonnie: it was my reading of that language that within 6 months they want you to give them this plan that we propose to do; as to how you intend to address your II issues; how you will fund them. Mapping has become a big component with the EPA for water, sewer and storm water. They want a complete mapping of your sewer system. Once you have that, you can use it for your asset management plan. Mr. Lemansky: how precise does this need to be? Vonnie: what we will propose to you is that you develop a phase program; go out with a GPS unit and get elevations and locations of all the manholes; you can enter information using the GPS unit on various locations. Jody: I have plans and manholes are all numbered. We have been in every manhole in the system. I have a spreadsheet. We do have 1/3rd to 1/2 of the sewer system mapped. Mr. Lemansky: water operators who operate a system normally can complete reports for the DEP. Is it a Jody job; or a Frank job; or a Vonnie job? Mr. Lemansky: obviously Jody knows every heartbeat that goes on down here. He cares about what he does and does a great job. Most of the information for the reports will come from Jody. Mr. Cavaleri: the II reporting to the EPA and DEP reporting is out of the scope of our contract as is the nitrogen report.

Mr. Elliott: Article VII – proposal based on time and material. Mr. Cavaleri: we can do it as time and materials. This brings us up to finding some more sources of funding. Vonnie: you have the foundation for this plan. In the 2004 an II control plan was done. I will review that and bring it up to date. We need to talk about funding amounts for each year to address problems. In terms of developing the first plan due within six months; we will lay out a process to show EPA that we are moving forward. The next step not included in this scope is to begin implementing this process. Woodard & Curran has a person on their staff who looks for funding. Mr. Elliott: are you going to do this under Article 7? Mr. Cavaleri: the wastewater treatment plant does not do a report normally. We would have Jody complete one on behalf of the commission. Vonnie: you need to do long range planning. Down the road – you will need to advise the state as to how many sump pumps are in use in Charlton. The Town could do house inspections; a TVing program – camera the lines – wherever there are known problem areas, i.e., backups.

Mr. Elliott: Under Article 7, will we get extra billings? Mr. Cavaleri would do a monthly invoice or just a final bill? Updating the II plan--you have to physically go out and collect the data. Where are we trying to get to? We don't want any overbilling; we are very happy how the operation is going and we have no odors outside; we are just trying to do the best job for our customers. Vonnie: we can go with the as built and send them with your annual report. Mr. Cavaleri: Once you get the data, someone has to layer it in the GIS mapping system II program. Mr. Lemansky: we are tied into that service in the town. You can track extra flow; track flow at each pump station and put them on a map. We track the stations by viewing the electric bills we get. Anyone down here knows where to find locations. I can't see the burden that will be placed on our users because someone does not want to do the work required. The map of our water system was viewed by Vonnie. Vonnie: what they want to see is like what is in the office upstairs for each manhole and the manhole number and the location. Isolated areas of town can be viewed utilizing the GIS system. You can PDF it and send it in with your report. Mr. Cavaleri: next year we will track the pump station flows in addition to viewing electric bills. That is a good way to identify inflow.

Mr. Lemansky: I make a motion to go forward with hiring Woodard & Curran to begin to implement the plan for the required NPDES permit on a time and material basis under Article 7, not to exceed \$6,000.00; and it will be a process we are going through as to which way we will go and how to go about it; seconded by Mr. Haebler for discussion. Mr. Elliott: we will do it under Article 7; or: Mr. Lemansky: we are just putting a limit of not to exceed \$6,000.00. Mr. Elliott to Mr. Cavaleri: that is why I would like a monthly bill. Vonnie: we will complete this for \$6,000.00 or less. Mr. Haebler: usually there is a price in the change order. If it ends up only costing \$4,000.00, that is what you will be billed. **Vote: unanimous.**

Mr. Cavaleri: Regarding nitrogen – I don't have an issue if the report comes from the engineer or from Jody. Nitrogen language is probably in everyone's permit. We summarize the data in the annual report. We would need to figure out the pounds of nitrogen and then discussing what we try to do operationally to continue to get nitrogen out of the water. This plant gets a lot of ammonia coming into the plant; and when we first came here, you were getting the ammonia out and creating a lot of nitrate going out in the effluent. In the head tank, the blower is on a timer; and when the timer goes off, the nitrate that we are recycling back as oxygen is being used to treat the wastewater. So instead of

sending the oxygen out to the stream, we use it in the plant. The EPA likes that because when you take that nitrate and use the oxygen that treats the nitrogen gas, the nitrogen gas goes into the atmosphere. All we do is quantify what goes on in the plant. It costs money to pump it back uphill, but the blower can be shut off and the RBC's run less when you de-nitrify. Energy is saved. When you denitrify, you get alkalinity back. In the permit, they want you to enhance the treatment capacity of the plant by using a nitrification and denitrification process. Mr. Lemansky: the annual report will have all the necessary information as regards nitrogen. This is something Jody could do extra work for extra money regarding the nitrogen. Mr. Cavaleri: if they say it has to be a professional engineer stamp on it, we can have someone assist Jody. There are some wording issues to be reviewed. Zinc was mentioned and the amount of nitrogen we are generating could be a problem with the new regulations. Steve: If this is going to be a topic of discussion, and we need to bring it up later, we should table it and ask questions. Then we can discuss later. Mr. Cavaleri spoke with the CoMag guys regarding other towns using the CoMag system.

Steve: We can only appropriate money from other sources twice a year—we had \$6,000 here but if the report regarding nitrogen has to be done, I need to know. I plan to begin working on the budget for 2011 the first week of January, I can make appropriations then (capital). Mr. Caverleri: next fiscal year, you will have a new system. We can figure out what it will cost to run including chemicals by checking with other towns that have the CoMag system; i.e., Concord, Massachusetts.

Mr. Elliott: they are making us change our water system to copper piping. Mr. Cavaleri: the sewer treatment plant has to treat water such that what runs through those pipes will not be caustic. Jody: the pH should be good; there will be a little alkalinity; any residual chlorine should be minimal; once it travels through the house and into the sewer, it's done.

Steve: Generator: a letter came from Fred Mueller via DEP about our study and evaluation as to the current capacity and load. The direction we gave to Fred is that he will go forward with a study to define what is needed; what would be ideal and alternatives. It will determine whether they push it further to mandate replacement of the generator. There is a note on the plans by Tighe & Bond indicating that the generator will not power the entire plant. Mr. Elliott: We asked Tighe & Bond to balance things. If we need it we need it. Jody: we have to look at the system with the generator. Steve: Should not wait. We have 0% money but we must do this prior to January 15th. **Motion was made by Mr. Haebler to adjourn; seconded by Mr. Lemansky; unanimous.**

Meeting adjourned at 10:42 a.m.

Respectfully submitted,

John Elliott, Sr.

Date

Robert Lemansky

Date

Gabrielle Berthiaume

Date

Paul Gagner

Date

Joseph Haebler

Date