

**Minutes of the Board of Water/Sewer Commissioners  
April 22, 2015**

**Time:** 4:30 p.m.

**Location:** Wastewater Treatment Facility  
115 Water Street

**Present:**

**Commissioners:** Chair David Hanlon; Commissioners Roger Jones, John Tomasz, Robert Cook, E. Larry Kelley

**Staff:** Joe Dugan, Chief Operator, Tom Smolski, Superintendent Water Operations, Dan Lynch, Water Distribution Manager, Jon-Eric White, City Engineer; Bob Bradbury, Assistant Chief Operator; Lisa Valcich, Business Manager; Kathe Talkington, Admin. Office Manager

**Guests:** Mayor Donna Holaday; Pieter Hartford, OPM, MPH Environmental

**1. Mayor Holaday**

Mayor Holaday noted the following:

- sewer system is up and running
- City continues working MIIA on claims
  - waiting for final bills
- anticipated full deductible of \$2500.00

Chairman Hanlon noted that the Commission and staff will debrief at a special meeting and discuss the vacuum sewer system, items to address and additions to the sewer system.

Mayor Holaday added that she had met with DEP staff concerning SRF funding and the City has applied for a \$30K grant for a pilot project. The pilot project would reduce the number of candy canes in hubs. If the pilot project is successful, application for additional SRF funding would be made. In addition, Representative Kelcourse offered his support in filing an amendment to the FY16 State budget that would fund insulation of the pits and alarming the sewer system on Plum Island.

Chairman Hanlon noted that the SRF funding application would be added to the special meeting agenda. He added that staff from Airvac will assist with the pilot program.

**2. Executive Session**

Commissioner Tomasz made a motion to convene in Executive Session to discuss strategy with respect to pending litigation and to return to open session. The motion was seconded by Commissioner Cook.

Roll call to enter Executive Session:

Commissioner Jones    yes  
Commissioner Cook    yes  
Commissioner Kelley   present  
Commissioner Tomasz   yes  
Chairman Hanlon       yes

Commissioner Cook made a motion to return to open session, motion seconded by Commissioner Kelley.

Roll call Vote to return to open session:

Commissioner Jones    yes  
Commissioner Cook    yes  
Commissioner Kelley   present  
Commissioner Tomasz   yes  
Chairman Hanlon        yes

### **3. Appointments/Customer Issues**

None

### **4. Approval of Minutes**

Commissioner Cook made a motion, seconded by Commissioner Tomasz to accept the March 25, 2015 minutes.

Commissioner Cook noted the following:

Page 3 – the Amendment 4 vote should read: 2 yes, 1 recused (Commissioner Cook).

Page 4 – section 7 clarification is needed on 11.8% leakage

Mr. Smolski noted that the 11.8% refers to the 2014 unaccounted for water reported as part of the DEP annual report.

Vote to accept the minutes as amended.

Vote: 4 yes; 1 present (Kelley)

### **5. Business Manager Report – Lisa Valcich**

Ms. Valcich presented the following:

- continue working with MIIA on Plum Island insurance claims
- prepared Sewer Undesignated Fund Balance (UFB) transfer to help cover unexpected expenses due to Plum Island sewer issues
- reviewed FY16 budgets with Mayor, City Council and Commission
- preparing FY16 rates with Auditor and Commissioner Cook
- FY15 revenue and expenses on track

Ms. Valcich noted she will review the month-end fund balances and sewer capital outlay funds and revise the March 2015 if needed.

Commissioner Cook made a motion, seconded by Commissioner Tomasz to accept the Business Manager Report with necessary revisions.

Vote: 5 yes

### **6. City Engineer's Report – Jon-Eric White**

Mr. White noted the following:

- DPS Administrative building final construction cost estimate is \$2.1M
- OPM for the project to be determined

Commissioner Cook recommended that the Divisions should budget \$2.2M. Commissioner Tomasz suggested waiting until the bids to come in. Ms. Valcich noted that transfers from UFB need to be made before June 30<sup>th</sup> or the transfers are on hold until FY16 UFB is certified in October or November. In addition, funding needs to be in place in order to sign the contracts, the budget is now at \$1.7M.

Commissioner Cook made a motion, seconded by Commissioner Kelley to increase the budget to \$2.2M by transferring the necessary funds from UFB.

Vote: 5 yes

Mr. White noted that the bidding process should start soon with bid review in early June.

**7. Director's Report – Anthony Furnari**

Director's Report accepted as presented.

Commissioner Cook noted that the Meeting Schedule included in the Commissioners' package indicated that meetings would continue on Wednesday. Mr. Cook asked the Commission to consider changing the meetings to Tuesday as he often has conflicts on Wednesday. The Commissioners agreed to change the meeting day to Tuesday starting with the May 2015 meeting.

**8. Sewer Chief Operator's Report – Joseph Dugan**

Commissioner Tomasz made a motion, seconded by Commissioner Jones to accept the Sewer Chief Operator's report.

Mr. Dugan noted the following:

- flow meters were tested and calibrated
- issues with effluent associated with way data is report back to SCADA
- awaiting for price from Casella Biosolids
- Merrimac Valley HVAC discussed replacement of heater with cost of approximately \$37K
- meeting with Daiken reps May 1 to discuss options
- HVAC issue maybe piping issue
- Jerry Cronin filled operator position

Motion to accept the Sewer Chief Operator's report:

Vote: 4 yes (Hanlon, Jones, Kelley, Tomasz)

**9. Sewer Pretreatment Report – Joe Dugan**

Commissioner Kelley made a motion, seconded by Commission Tomasz to accept the Sewer Pretreatment Report as presented.

Vote: 4 yes

**10. Sewer Superintendent Report – Jamie Tuccolo**

Chairman Hanlon requested that the Plum Island debrief meeting be scheduled as soon as possible. Chairman Hanlon added that after the debrief meeting, funding sources for any recommendations will need to be determined.

**11. Water Treatment Plant Report – Tom Smolski**

Commissioner Jones made a motion, seconded by Commissioner Kelley to accept the Water Treatment Plant report.

Mr. Smolski noted that work on upper dam is almost completed.

Mr. Smolski reviewed the clearwell over-chlorination issue that occurred on March 30 2015. He noted that the highly chlorinated water did not enter the distribution system. Mr. Smolski added he is working with AECOM on steps to avoid this issue in the future.

Mr. Smolski noted he is working with Doug Gove on a list of tasks and preliminary budget for work under the On-Call Water Services Agreement. He will bring the timeline, costs and recommendations to the next meeting.

Vote to accept Water Treatment Plant Report: 4 yes

**12. Water Construction Report – Dan Lynch**

Commissioner Kelley made a motion, seconded by Commissioner Tomasz to accept the Water Construction Report.

Mr. Lynch noted the following:

- staff busy repairing multiple water breaks
- working on State St project
- working on locating State St valves
- hydrant flush to start soon
- establishing construction season work schedule

Vote to accept the Water Construction Report: 4 yes

**13. Water Treatment & WPCF Report/Updates – Pieter Hartford, OPM**

Commissioner Tomasz made a motion, seconded by Commissioner Kelley to accept the Water Treatment & WPCF Report/Updates.

Water Treatment

Mr. Hartford noted that funding from the Water Treatment Plant project will cover the costs associated with the over- chlorination issue and the associated slope erosion repair.

WPCF Repot

Mr. Hartford noted the following:

- submitted LEED certificate appeal
- working with Daiken on HVAC piping issues
- reroute piping possible option
- work is out of warranty
- heating issues since January 2014
- Daiken doesn't understand data from diagnostic report
- gate working correctly
- additional soil testing in June by GEI

Vote to accept the Water Treatment & WPCF Report/Updates as presented: 4 yes

**14. Plum Island Status/Update – Pieter Hartford, OPM**

**15. Old/New Business**

Graf Road Lift Station RFQ

Commissioner Tomasz made a motion, seconded by Commissioner Kelley to accept the Graf Road Lift Station RFQ with the Commissioners having until April 30, 2015 to forward any comments to Jamie Tuccolo. The RFQ will then be approved for issuing.

Vote: 4 yes

**16. Confirm Next Meeting**

Meetings will now be held on Tuesday, starting with the May 26, 2015 meeting. Pre-meetings will remain the Wednesday before the general meeting.

**17. Warrant Signing**

**18. Adjournment**

Commissioner Tomasz made a motion, seconded by Commissioner Jones to adjourn the meeting at 6:10.

Vote: 4 yes

Motion to reopen the meeting made by Commissioner Tomasz and seconded by Commissioner Jones.

Vote: 4 yes

Commissioner Kelley made a motion, seconded by Commissioner Tomasz to approve Amendment #9 between the City and MPH Environmental, Inc. for professional services.

Vote: 4 yes

Motion to reopen the meeting made by Commissioner Tomasz and seconded by Commissioner Jones.

Vote: 4 yes

Submitted by:

Kathe Talkington