

**Minutes of the Board of Water/Sewer Commissioners**  
**March 25, 2015**  
**4:30 p.m.**

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

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

**Present:**

**Commissioners:** Commissioners Roger Jones, John Tomasz, Robert Cook

**Staff:** Tony Furnari, DPS Director; Joe Dugan, Chief Operator, Tom Smolski, Superintendent Water Operations, Dan Lynch, Water Distribution Manager, Jamie Tuccolo, Collection System Superintendent; Jon-Eric White, City Engineer; Bob Bradbury, Assistant Chief Operator; Lisa Valcich, Business Manager; Katie Mahan, Administrative Assistant

**Guests:** Doug Gove, AECOM; Erika Casarano, AECOM; Pieter Hartford, OPM, MPH Environmental

**1. Mayor Holaday**

Mayor Holiday did not attend.

**2. Appointments/Customer Issues**

David Gompers – 1 Clark Road

David and Cynthia Gompers appeared. Cynthia explained that they moved into their home on Clark Road 8 years ago. The first bill they received was a very large bill. After that their bills averaged \$3200 per year over 7 years. They did find one leaking toilet that they had repaired. Back at the time of the bill, when they wanted to refute it, there was no abatement process in place. They were told to pay the bill or water would be turned off.

Mr. Tomasz suggested the board table this matter and he would re-group with Lisa Valcich to discuss and make a decision within a few weeks. They needed to explore/get clarification on actual vs. estimated readings, previous owner/final bill, and process for crediting accounts at the time of meter change out.

Kenneth Beck – 141 Old Point Rd

Mr. Beck filed for a pool abatement last summer for topping off his pool. It was denied and he is questioning why. It was an unusual year for him with a lot of water used to fill the pool. Mr. Tomasz responded that the board does not have a “topping off” policy. He explained there is a policy for the first time filling a pool or replacing a liner/making a repair and re-filling. Mr. Jones noted a letter from Kathe Talkington to the customer in December explaining this.

Commissioner Tomasz made a motion, seconded by Commissioner Jones to deny the request.

*Vote: 3 no*

### David Ross – 11 Fairview Ave

Mr. Ross is requesting consideration for sewer tie-in at 11 Fairview Avenue, Newbury. Mr. Ross and his sister have taken over the property since their mother's death in November 2014. Title V failed when requested in anticipation of listing the property in early 2015. There is an active sewer connection at 9 Fairview which crosses 11 Fairview and 24 Withington, connecting to the City sewer line at Withington Street. He made mention of a potential existing "Y" connection on the sewer line to 9 Fairview in anticipation of 11 someday tying in. If this does exist, they would like to know if they could they tie in with permission, or if they must directly connect to the City line through 24 Withington. He brought up easement deeds that exist specifically addressing underground sewer line.

The board explained to Mr. Ross that he should continue to work with Jamie on this matter including Title V failure, perc testing, and tying in. The board cannot vote on anything now without recommendation from the Sewer Superintendent. They did make mention that residences cannot share a common line as questioned. Jamie would need all items from the resident one week before the next meeting that they wish to appear.

### **3. Sewer Superintendent's Report – Jamie Tuccolo**

Mr. Tuccolo presented the following:

-Jamie asked that the board review and comment on the Graf Road Pump Station Design RFP packet before the next meeting. Jamie mentioned needing backup from the board as far as new building goes in that area. Until something is designed and ready to go for the lift station, no more flow can be added; Graf Road is at capacity. This project will take approximately nine months to design and one to three years to complete. Commissioner Jones asked if there are development projects in the works that we know of. Jamie responded that he has been approached about a few. Occupancy should be held off until the station is up and running. If the project is not approved 15 months from now, there would need to be a moratorium restricting building. Every new building would need to be looked at on a case by case basis. Commissioner Tomasz asked the board think about this. Comments are due back to Jamie on the RFP by next Friday 4/3. Commissioner Cook suggested another item for consideration; a betterment. Jamie responded that many of these properties already have a betterment.

Commissioner Cook made a motion, seconded by Commissioner Jones to accept the Sewer Superintendent's report as presented.

*Vote: 3 yes*

### **4. Doug Gove, AECOM – Reservoir Water Quality Study**

A reservoir study was first discussed in 2009. Water quality has been becoming a problem and affecting the treatment plant. Temperature, depth, and nutrients are an issue. Open surface water is being lost and the concern is that the yield will reduce. Algae blooms are more frequent, affecting pH, which

impacts treatment. To address this we need to identify where nutrients are coming from and how to prevent it in the future. Six sampling events would take place and recommendations would be made. Now that the plant has had so much invested, you want to ensure a sustainable supply. They would ultimately like to start sampling at ice out. There was discussion of the \$100,000 cost and Pieter Hartford confirmed that we had budgeted this in the \$1.4 million project.

Commissioner Cook made a motion, seconded by Commissioner Tomasz to move ahead with AECOM water sampling pending agreement review by City legal counsel.

*Vote: 3 yes*

##### **5. Water Treatment & WPCF Report/Updates**

OPM Pieter Hartford, P.E., MPH Environmental

*Water:*

-Phase 1 status – WTP Operators are currently testing a sample piece of chemical tubing prior to full scale installation

-Phase 3 status – Wrapping up. Final pay estimate to closeout project to be submitted this month

-Upper Artichoke Reservoir Status - on hold until final restoration

*Wastewater:*

-Contract 1 status - Awaiting submittal of LEED certification appeal – have to rebalance HVAC system

-Contract 2 status - Need to close out fence contract. Need to fix damage from neighbor.

-Disposition of 115 Water Street Building - GEI installed wells as authorized. During course of this, noticed oily sheen, and have asked to do sampling as was approved.

Amendment No. 4 – Weston & Sampson Engineers, Inc.

-Amendment for \$40,000 has already been approved

-\$3500 for LEED needs to be approved.

Commissioner Jones made a motion, seconded by Commissioner Tomasz to move ahead with Weston & Sampson Amendment No. 4.

*Vote: 2 yes; 1 recused (Cook)*

Tony Furnari presented the board with an agreement to review and approve from MPH Environmental to contract for allowances to determine tasks needed to be completed for LEED, file turnover, ongoing repairs, etc. for \$20,000.

Commissioner Cook made a motion, seconded by Commissioner Tomasz to move ahead with the MPH agreement, pending City Legal Counsel review.

*Vote: 3 yes*

##### **6. Water Construction Report- Dan Lynch**

Mr. Lynch presented the following:

-Plum Island – there have been a number of frozen lines and breaks over the past 3 weeks. Many small side street lines have frozen. Temporary insulation has been added to anything they dug up. The way these lines were put in is unacceptable. Commissioner Cook asked if these lines need to be dug up and re-done and what the cost would be. Dan answered, yes and materials would cost about \$1,000. 90% of the lines are under unpaved roads. They hope to accomplish this year.

-He noted a request from the Parks Department for a water feature at Cashman Park. It would use about 1/2 gal per min or 21,000 gallons for 3 months (rough estimate). Dan would share more details after meeting with the Parks Department.

Commissioner Jones made a motion, seconded by Commissioner Cook to accept the Water Construction Report as presented.

*Vote: 3 yes*

**7. Water Treatment Plant Report-** Tom Smolski

Mr. Smolski presented the following:

- The plant has been upping permanganate
- They have been working on DEP report.
- 2014 Unaccounted for Water was 11.8%
- Consumer Confidence report will be the next project to work on
- He has been involved in FY16 budget planning and learning the process
- A new Assistant Superintendent has been appointed; Chris Hood
- There are now two positions to fill – Chris Hood’s and Matt Solazzo’s (Matt recently left to work for Ipswich)

Commissioner Tomasz made a motion, seconded by Commissioner Cook to accept the Water Treatment Plant report as presented.

*Vote: 3 yes*

**8. City Engineer’s Report – Jon-Eric White, P.E**

Mr. White noted the following:

- They have finished reviewing the DPS admin building. The roof load has to be looked at and we asked for a memo. He will share the memo when he gets it.
- The generator load was also being looked at, as the building is electric heat, using a new heat pump technology.
- He noted that they finished materials testing last week for bolts on Plum Island. Reports are due back next week.

Commissioner Cook made a motion, seconded by Commissioner Tomasz to accept the City Engineer’s Report as presented.

*Vote: 3 yes*

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

Mr. Dugan presented the following:

- Jim Moore was promoted to Pretreatment Coordinator. He will give a report and be at the meeting next month.
- He will be working on an annual pretreatment review
- He has been out sampling the past few days, and had been tied up with Plum Island issues

Commissioner Cook made a motion, seconded by Commissioner Tomasz to accept the Sewer Pretreatment report as presented.

*Vote: 3 yes*

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

Mr. Dugan presented the following:

- Merrimack Valley Corp. has been in regarding heating issue that continue
- SCADA issues have been resolved
- Fournier Press continuing to have issues
- Tier 2 reporting to EPA is slightly late. Reports will be completed next week
- Biosolids annual reporting was completed and mailed to EPA
- Operator position has been filled by Jerry Cronin from Highway
- A motor for the sludge conveyor was ordered
- Calibration and maintenance is being performed on chlorine effluent meter
- Environmental Partners met with Bob Brabury and Joe Dugan today on covers. \$500,000 is the estimate with engineering included. Covers were dome type or flat type, they would prefer dome. They plan to share further information with the commission later on.

Commissioner Cook noted 99% removal of suspended solids. That is incredible.

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

*Vote: 3 yes*

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

Mr. Furnari noted the following:

- He has worked with HR to fill positions: Jerry Cronin from Highway is filling Sewer Operator position. Chris Hood is filling the Assistant Superintendent position. They will be posting two T2 operators. Matt Solazzo has left and the other open position is from Chris Hood. There is a water construction position still open as well.
- Working with Wayne on setting up training for CMMS work order system.
- They have been working on PI issues.

Commissioner Cook asked where Plum Island stands. Mr. Furnari responded that everyone has water and sewer. Many vacant homes had frozen sewer lines. Some lines have also broken due to the issues. There have been a few needy residents. Commissioner Jones asked if we incur liability recommending plumbers, etc. Lisa Valcich responded that we have not recommended, but have only shared plumbers we know of that have steamers.

-MEMA/FEMA snow and PI issues reports have been submitted

Commissioner Tomasz suggested we could be dealing with residents until people open summer homes potentially. Lisa Valcich confirmed this and did share that we sent out 1200 letters to customer billing addresses informing them to check their homes.

Commissioner Jones commented that the City has done well. Lisa Valcich agreed that the City responded well and we are dealing with insurance and reimbursements now. They are meeting with MIIA tomorrow. She also noted that several people have asked for adjustments made on water and sewer bills. She recommended that instead of a credit, we use the abatement process for customer service charges only. With approval from the board, She would like to put that on the website.

Tomasz, cook 2<sup>nd</sup>. 3 yes. Cook – anything we do abate – should be added to legal action.

Commissioner Tomasz made a motion, seconded by Commissioner Cook to use the abatement process for any account credits to affected residents on Plum Island.

*Vote: 3 yes*

Commissioner Tomasz made a motion, seconded by Commissioner Cook to accept the Director's Report as presented.

*Vote: 3 yes*

#### **12. Business Manager's Report-** Lisa Valcich

Ms. Valcich noted the following:

-Met with Mayor to review FY16 budget. She will send to the board via email. There is about 4% increase in water and 1.4% increase in sewer. The Mayor seemed happy overall.

-Liens payments from the Town of Newbury are starting to come in.

Commissioner Tomasz made a motion, seconded by Commissioner Cook to accept the Business Manager's Report as presented.

*Vote: 3 yes*

#### **13. FY16 Budget**

Lisa Valcich informed the board in her Business Manager's Report that she was working on final budgets and would email the board.

#### **14. Approval of Minutes**

February 25, 2015

Commissioner Tomasz made a motion, seconded by Commissioner Cook to approve the February 25, 2015 minutes as presented.

*Vote: 3 yes*

**15. Old/New Business**

David Ross – 11 Fairview Ave, presented his issue during “Customer Issues” agenda item

**16. Warrant and Contract Signing**

Commissioner Tomasz made a motion, seconded by Commissioner Cook to approve the warrants presented.

*Vote: 3 yes*

**17. Executive Session**

None

**18. Confirm Next Meeting**

April 22, 2015

**19. Plum Island Status/Updates – Pieter Hartford, P.E., MPH Environmental**

None

**20. Adjournment**

Commissioner Tomasz made a motion, seconded by Commissioner Jones to adjourn the meeting at 6:16.

*Vote: 3 yes*

Respectfully Submitted by:

Katie Mahan, Note Taker