

**Minutes of the Board of Water/Sewer Commissioners
May 23 2016**

Time: 4:30 p.m.

Location: Wastewater Treatment Facility
115 Water Street

Present:

Commissioners: Chairman John Tomasz; Commissioners Roger Jones, Robert Cook, Brendan Coffey

Staff: Anthony Furnari, DPS Director; Bob Bradbury, Chief Operator; Kathe Talkington, Admin. Office Manager; Jon-Eric White, City Engineer, Tom Smolski, Superintendent Water Operations; Dan Lynch, Distribution Manager; Jamie Tuccolo, Collection System Superintendent; Lisa Valcich, Business Manager

Guests: Mayor Holaday; Councilor Sharif Zeid, Bruce Vogel; Bob Rafferty, Environmental Partners

1. Mayor Holaday

Environmental Partners

Bob Rafferty, Environmental Partners, distributed a timeline and reviewed the status of the Odor Treatment Project noting the following:

- Contract 1 design completed and ready to go out for bid
- septage was removed from Contract 1
- award bid mid to late June
- Contract 1 estimated construction cost is \$205,000
- geotechnical borings are needed
- reviewing biofilter mediums
- chemical feed systems will be in operation during the 2016 summer
- most exterior odor control ductwork needs to be replaced with larger diameter ducts
- main ducts buried beside the solids processing building will be left in place

Commissioner Tomasz noted that the biofilters are requiring a lot of time. Commissioner Cook added that the timeline for biofilters appears stretched and asked if the biofilters could be used before installation of the clarifier covers and if the biofilter work could go out to bid now.

Mr. Rafferty replied that additional design time is needed due to problems with the existing exterior odor control ductwork.

115 Water St – Surplus Building Decision

Tony Furnari reviewed the status of declaring the 115 Water St building surplus and noted the following:

- retain the four garage bays for interior storage
- retain area adjacent to garage bays for exterior storage

Mayor Holaday noted City Council would need to declare the land surplus, competitive RFP issued. Funds received from sale of surplus land will return to Sewer Division and used to relieve debt.

Commissioner Cook made a motion, seconded by Commissioner Jones to declare the building separated from the garage bays with associated land surplus.

Vote: 4 yes

Councilor Zeid asked if the funding is in place to proceed with Contract 1 work and design and bidding for Contract 2. Ms. Valcich noted Preliminary Design and Final Design/Bidding in place; may need transfer from UFB for Expedited Design/Bidding/Construction services.

Commissioner Cook noted the Commission needs to know when funding is needed and how much and that the information needs to be given to the Commission before meetings.

Mr. Furnari requested that Mr. Rafferty prepare a step by step schedule with dates and anticipated costs.

2. Appointments/Customer Issues

None

3. Minutes

Commissioner Cook made a motion, seconded by Commissioner Jones to accept the April 25, 2016 minutes as presented.

Vote: 4 yes

4. DPS Business Manager's Report – Lisa Valcich

Ms. Valcich noted that this is her last meeting having accepted a position with Chelmsford Water. She added that the year to date budgets are in good shape and FY17 budgets submitted. The force main bond request has been submitted.

Ms. Valcich distributed FY17 Water and Sewer Rate Proposals which recommended no increase in rates.

Jamie Tuccolo reviewed a funding request to MEMA which if approved would fund alarm system for Plum Island. If approved, funding would be available in August. The funding would be in the form of reimbursements. Permanent easements would be required as part of the alarm system that would be installed on private property. An easement template has been submitted to Kopelman & Paige for review.

Commissioner Tomasz thanked Ms. Valcich for her work with the Commission and the City.

5. Operations Report – Anthony Furnari

Mr. White reviewed the status of the West End Sewer Project and noted the following:

- 90% of sewer system viewed via camera
- line looked good, may not need total replacement

Mr. Furnari noted the following:

- DPS building progressing
- anticipated move-in date August 1, 2016
- Inn Street Fountain Project
 - project near completion
- Hale Street Force Main
 - Granese submitted low bid
 - awaiting bond approval
- Graf Road design should be completed next week, then out to bid
- Commissioner Cook requested that we review plans and specs before going out to bid

Tom Smolski noted:

- Artichoke Reservoir is down 4-inches
- Consumer Confidence Report at printer

- Harnett helped with aluminum sludge removal

Dan Lynch noted:

- Harris Street water main replacement started
- Water distribution crew associated with repairs to crushed drain at Cashman Park.

Mr. Furnari informed the Commission that Bob Bradbury will retire July 2016 and Tom Smolski plans to retire in November 2016.

Commissioner Tomasz made a motion, seconded by Commissioner Jones to accept the Operations Report as presented.

Vote: 4 yes

Confirm Next

June 20, 2016

July 18, 2016

6. Warrants Signing

Commissioner Tomasz made a motion, seconded by Commissioner Jones to accept the May 1 and May 15 warrants as presented

Vote: 4 yes

Adjournment

Commissioner Cook made a motion, seconded by Commission Tomasz to adjourn.

Vote: 4 yes

Submitted by:

Kathe Talkington