

**Minutes of the Board of Water/Sewer Commissioners
May 27, 2015**

Time: 4:30 p.m.

Location: Wastewater Treatment Facility
115 Water Street

Present:

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

Staff: Joe Dugan, Chief Operator, Tom Smolski, Superintendent Water Operations, Dan Lynch, Water Distribution Manager, Bob Bradbury, Assistant Chief Operator; Lisa Valcich, Business Manager; Jamie Tuccolo, Collection System Superintendent ; Jim Moore, Pre-Treatment Coordinator; Kathe Talkington, Admin. Office Manager

Guests: Kathy McCabe, Boston Globe

1. Mayor Holaday

Not present

2. Appointments/Customer Issues

None

3. Approval of Minutes

Commissioner Kelley made a motion, seconded by Commissioner Cook to accept the April 22, 2015 minutes.

Vote: 4 yes

4. Plum Island Status/Update – Pieter Hartford, OPM

Mr. Hartford was not present.

Jamie Tuccolo noted that the staff are working on the sewer system:

- checking valves in pits
- retro-fitting with insulation on site
- raising divergent valves as necessary
- working south to north

Chairman Hanlon noted that final recovery numbers are not available and that repairs are underway per checklist. Chairman Hanlon asked Lisa Valcich to meet with Ms. McCabe from Boston Globe after the meeting.

Commissioner Cook made a motion, seconded by Commissioner Tomasz to accept the verbal report for discussion.

Vote: 4 yes

Commissioner Cook asked what percentage of covers will be insulated by next winter; Mr. Tuccolo replied 100%.

Chairman Hanlon asked the status of alarming the system; Mr. Tuccolo replied that it is a funding issue. Ms. Valcich noted that funding may be available as part of a grant.

Vote to accept the report as presented: 4 yes

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

Mr. Hartford was not present.

Chairman Hanlon noted that the Waste Water Treatment Facility received LEED Gold Certification for new construction as of May 2015. A plaque and certificate were presented to the Commission.

6. Water Construction Report – Dan Lynch

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

Mr. Lynch noted the following:

- Geoffrey Lockett has been hired for the HEO-D2 position
- hydrant flushing 70% complete – will finish next week

Mr. Lynch noted that he has been asked again about installing a water service line so that an irrigation system can be installed at the Green St/Inn St parking lot. The Parks Department and Mayor's Office has made the request. Mr. Lynch does not recommend installing an irrigation system since the parking lot was recently paved and the planters could be filled with drought resistant plantings.

7. Water Treatment Plant Report – Tom Smolski

Mr. Smolski noted the following:

- Upper Dam work complete
- Reservoirs at 100% capacity on May 1; now at 99%
- Low Artichoke down 22-inches
- Consumer Confidence Report at the printer
- Peter King transferred from Distribution crew to fill Chris Hood's position
- Night operator position still vacant

Commissioner Tomasz asked what guidelines are used when issuing water restrictions. Mr. Smolski replied that the Water Use Restrictions Ordinance includes the guidelines for issuing water restrictions. Commissioner Kelley asked if the Commission should give authority now in the event a restriction is needed before the next meeting. Mr. Smolski noted that he plans to start using Bartlett Spring Pond as an additional water source.

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

Vote: 4 yes

Mr. Smolski asked the Commissioners to approve AECOM - Water System Engineering On Call Assistance Amendment No. 1 in the amount of \$32,000.

Commissioner Cook made a motion, seconded by Commissioner Tomasz to approve AECOM - Water System Engineering On Call Assistance Amendment No. 1 in the amount of \$32,000.

Vote: 4 yes

8. Sewer Superintendent Report – Jamie Tuccolo

Mr. Tuccolo noted the following:

- sewer line maintenance started in April
- staff working on wet wells
- working with Lisa Valcich and Nancy London on \$30K DEP grant

- working on budget

Mr. Tuccolo noted that he had work with Tracy Blais, Newbury Town Administrator, on Plum Island snow removal and staffing. Mr. Tuccolo added that buried “candy canes” and pit contributed to the sewer issues this winter on Plum Island. He added that the plan is to have an inter-municipal agreement finalized by the end of October 2015 addressing the snow removal issues.

Mr. Tuccolo also noted that having a Newbury town employee trained on the sewer system was discussed with Ms. Blais. The employee would report to the Newburyport Sewer Superintendent and be paid on Newbury’s payroll.

Mr. Tuccolo noted he met with Mr. Furnari and staff from Environmental Partners to evaluate alarm systems.

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

Vote: 4 yes

9. Sewer Pretreatment Report – Joe Dugan

Joe Dugan introduced Jim Moore as the Sewer Pretreatment Coordinator. Mr. Moore noted that PCI and Micrometal Technologies have submitted their reports and are in good order. Mr. Moore added that the five-year survey will start soon and he is upgrading permits.

Mr. Moore noted he is starting pretreatment training classes soon.

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

Vote: 4 yes

10. Sewer Chief Operator’s Report – Joseph Dugan

Mr. Dugan noted that 2 odor complaints were received. Mr. Dugan added that there were issues with circuit boards and Richardson Electrical is helping out.

Mr. Dugan noted that he has received a three-year contract from Agresource for biosolids disposal and asked the Commission to approve the contract. Ms. Valcich noted that three years is the maximum allowed for a contract without City Council approval for a three years and renewable for two years contract.

Mr. Dugan noted that a letter from Pieter Hartford to Waterline Industries Corp that is included in the meeting package outlines results of a meeting with Daiken concerning the OCL Building HVAC issues. Mr. Dugan noted that piping is the major issue. Chairman Hanlon added that the \$38K mentioned in the letter refers to repair/replacement of the condensing units only. The cost for piping could be an additional \$37K. Mr. Dugan recommended starting with the piping now so that heat can be working this winter. Commissioner Cook added that all expenses should be tracked for Waterline reimbursement.

Mr. Dugan noted that after a meeting with Daiken and Merrimac Valley HVAC it was determined that pipe lengths exceed the specs and the bends and overhead runs need to be eliminated.

Commissioner Tomasz made a motion, seconded by Commissioner Cook to accept the Sewer Chief Operator’s Report and to proceed with the steps outlined in the May 14 2015 letter to Waterline Industries Corporation.

Vote: 4 yes

Commissioner Cook made a motion, seconded by Commissioner Tomasz to accept Agresource 3-year contract.

Vote: 4 yes

11. Director's Report – Anthony Furnari

Mr. Furnari noted the following:

- budget and finance meeting for FY16 budget is scheduled for June 3, 2015.
- working with Robert Rafferty and staff on addressing the odor issues
- working with HR on filling vacant positions
- DPS Admin Building going out to bid without complete financing
 - Mayor denied submitting transfer request for additional funding
 - if bids to high, will check out vacant buildings in Industrial Park
 - bid to go out next week with results in 30-days

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

Vote: 3 yes; 1 present (Kelley)

12. City Engineer's Report – Jon-Eric White

None

13. FY16 Budget and Rates – Lisa Valcich

Ms. Valcich noted that she had reviewed the budget with the Commission, Mayor and Ethan Manning. It is anticipated that retained earnings will decrease.

Ms. Valcich recommended that the sewer rate increase by \$0.34 for both Tier One and Tier Two. Chairman Hanlon noted that the City bond rate is now AAA and the increase seem appropriate.

Commissioner Cook made a motion, seconded by Commissioner Tomasz to increase the FY16 Sewer rate by \$0.34 for both Tier One and Tier Two for FY16 effective with bills issued starting July 1, 2015.

Vote: 4 yes

Commissioner Cook recommended that for FY17 the Commission consider increasing the Customer Service Charge.

Ms. Valcich recommended that the water rate increase by \$0.21 for both Tier One and Tier Two for FY16.

Commissioner Cook made a motion, seconded by Commissioner Tomasz to increase the FY16 Water rate by \$0.21 for both Tier One and Tier Two for FY16 effective with bills issued starting July 1, 2015.

Commissioner Kelley asked when will the Harbormaster Department starting paying for their water and sewer use since it is an enterprise department. Ms. Valcich replied when the new Harbormaster building is finished.

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

Vote: 4 yes

14. Business Manager’s Report – Lisa Valcich

Ms. Valcich noted that the City has received about \$10K in Plum Island claims. This does not include Service Master costs. Ms. Valcich added that the total deductible should be available at the July meeting.

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

Vote: 4 yes

15. Old/New Business

Chairman Hanlon recommended that charging the Harbormaster Department for water/sewer should be added to New Business.

Mr. Furnari noted that he has spoken to the Mayor concerning having the fill that was installed for the Whittier Bridge staging area remain when the project is completed. Commissioner Cook noted that Chapter 91 guidelines and ConCom would be involved.

Chairman Hanlon noted that the following topics should be added to the next agenda:

- Water for Harbormaster Department
- Permitting issues for retaining fill from Whittier Bridge staging area
- West Newbury well search and water consumption

Chairman Hanlon noted that the Commission should meet with West Newbury and he will discuss the issue with Mayor Holaday. The Commission wants to retain West Newbury as a customer both for the revenue and protection of the water source.

16. Executive Session

None

17. Confirm Next Meeting

June 24, 2015 at 4:30 p.m.

Chairman Hanlon announced that he is moving out of the City and resigning from the Commission in August 2015.

18. Warrant Signing

19. Adjournment

Commissioner Tomasz made a motion, seconded by Commissioner Cook to adjourn the meeting at 5:52.

Vote: 4 yes

Submitted by:

Kathe Talkington