

**Minutes of the Board of Water/Sewer Commissioners
November 19, 2014
4:30 p.m.**

Time: 4:30 p.m.
Location: Wastewater Treatment Facility
115 Water Street

Present:

Commissioners: Chairman David Hanlon; Commissioners Robert Cook, Larry Kelley, Roger Jones, John Tomasz

Staff: Tony Furnari, DPS Director; Wayne Amaral, DPS Deputy Director; Joe Dugan, Chief Operator, Tom Smolski, Acting Superintendent Water Operations, Dan Lynch, Distribution Manager, Jamie Tuccolo, Collection System Superintendent; Lisa Valcich, Business Manager, Kathe Talkington, Administrative Office Manager; Nick Pepe, Assistant Engineer; Bob Bradbury, Assistant Chief Operator

Guest: Pieter Hartford, OPM

1. Appointments/Customer Issues

None

2. Approval of Minutes/Bills/Transfers

October 22, 2014 Minutes

Commissioner Cook noted the following edits:

Page 3 section 9: change vector to vactor

Commissioner Kelley made a motion, seconded by Commissioner Cook to approve the October 22, 2014 minutes as edited. Vote: 4 yes

3. Business Manager's Report

Commissioner Kelley made a motion, seconded by Commissioner Jones to accept the Business Manager's Report.

Ms. Valcich noted that 33% of fiscal year completed; Water enterprise fund has used 39% of budget and Sewer enterprise fund used 31% of budget. End of month show deficit for Water enterprise fund of \$297,080 and Sewer enterprise fund had surplus of \$28,850

Ms. Valcich noted that liens are being prepared and the process for Newbury to assess liens established. Customers were notified of their potential lien in both Newburyport and Newbury.

BillTrust compensated Water/Sewer customers affected by leak notice error.

Ms. Valcich noted the Undesignated Fund Balance (UFB) for the Water Enterprise fund is \$1,117,312 and for Sewer Enterprise fund the balance is \$1,938,132. Capital expenditure plan will be reviewed for next meeting.

Chairman Hanlon asked what percent is the Water Division's unaccounted for water. Tom Smolski replied he will have that information at next meeting.

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

Vote: 5 yes

4. City Engineer's Report

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

Nick Pepe distributed the Engineering Department report and the DPS Building Project schedule.

Chairman Hanlon questioned the timeline for bidding and construction lasting over a year. Mr. Pepe replied that the legal review will take a month, followed by six weeks for the bidding phase. The anticipated completed date is end of March 2016.

Mr. Pepe noted no update on the West End Easements due to workload.

Commissioner Cook asked where did the plans leave off; access road first or replace sewer line first. Mr. Pepe replied that cost estimates are needed and the north side may be done first then south. Commissioner Cook noted more discussion is needed and the condition of the pipes needs to be determined. Mr. Pepe noted that the existing sewer line on the north side maybe undermining abutting homes. He added that houses on the north side were built in 1975 and 1978 on south side. Mr. Pepe note that during a site walk with wetland staff it was observed that the sewer line may be leaking.

Commissioner Cook noted the Commission needed cost estimates for sewer work and road work. Commissioner Tomasz asked if the main could be under the road. Mr. Pepe noted the slope is steep and lot of fill was used during its construction.

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

Vote: 5 yes

5. Director's Report

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

Mr. Furnari introduced Wayne Amaral as the new Deputy Director. Mr. Furnari noted the following:

- several personnel openings – sewer maintenance mechanics, HEO D-2, Water Superintendent, truck drivers
- Water Distribution staff repaired several water breaks
- 55 loads of sludge hauled

- DPS building peer review scheduled for December 3 2014
- vactor truck going out to bid

Commissioner Tomasz noted that the City of Salem is also purchasing a vactor truck and suggested issuing a combined bid package. Mr. Furnari and Commissioner Tomasz will review.

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

Vote: 5 yes

Mr. Furnari noted that Councilor Herzog had brought up the second meter issue again and that a copy of the Boards' response from 2013 was included in the meeting package.

8. Sewer Superintendent Report

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

Mr. Furnari noted that Mr. Tuccolo has been working on a FOG Presentation for businesses and for residents. Chairman Hanlon asked when the presentation will be ready. Mr. Furnari replied in January at the earliest.

Commissioner Cook asked if the food industry produces most FOG. Mr. Tuccolo replied Oleo Woods and Crow Lane are all residential and there is lots of grease. Commissioner Cook asked if there is a requirement for having a grease trap when using garage disposals. Mr. Tuccolo replied yes but can't enforce.

Chairman Hanlon asked if the education is the only thing the City can do to deal with the FOG problem. Mr. Tuccolo noted the problem is that homes can slide under the radar, so educating the homeowners is the first step.

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

Vote: 5yes

6. Sewer Chief Operator Report

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

Joe Dugan noted the following:

- checking York Treatment Plant with Mr. Bradbury and Mr. Furnari
- anoxic zone and mode of operation working well
- HVAC failed again – waiting for new compressor and control board
- waiting for quote for installation of three phase power which was removed during upgrade
- staff has better handle on running plant
- 90% removal of suspended solids
- Rafferty Environmental Partners pleased with improvements

Commissioner Jones asked if the gravity thickener was fixed. Mr. Dugan replied nothing was found and that same thickener went down when new. The gears and drive are still under warranty.

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

Vote: 5 yes

7. Sewer Pretreatment Report

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

Joe Dugan noted that the Notice of Violation included in the package was noted at the October meeting. Commissioner Kelley asked if dental facilities have requirements on discharge. Mr. Dugan replied that Dave McGrath is reviewing and report will be presented at a future meeting.

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

Vote: 5 yes

9. Water Treatment Plant Report

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

Tom Smolski noted the following:

- reservoirs at 90% capacity
- Upper Dam Phase 1 completed; working on Phase 2
- T-Ford working on weekends
- septic tank being replace
- AECOM researching suitable material to replace caustic line from WT'P to FWPS
- preparing to move Marchs Hill communication lines underground

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

Vote: 5 yes

10. Water Construction Report

Commissioner Cook made a motion, seconded by Commissioner Kelley to accept the Water Construction report.

Dan Lynch noted the following:

- work on Reilly Ave finished until Spring
- repaired break at top of Auburn Street
- seasonal fixtures off

Commissioner Tomasz asked many water breaks are there per year. Mr. Lynch replied the average is 12 – 15 per year with most in the winter.

Commissioner Jones noted that he is concerned with the work being done on Plum Island.

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

Vote: 5 yes

11. Water Treatment & WPCF Report/Updates

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

Water Treatment Project Report

Mr. Hartford distributed copies of the budget report to Commissioners and noted the following:

- Phase 3 punchlist should be completed early December
- ready to process Change Order #4 in amount of \$38,912
- credit of \$5000 for SCADA work
- working with Sheridan Engineering on Scada
- Change Order #1 for Upper Artichoke Dam Upgrade approved for \$8030
- Potential Change Order #5 - additional work for Phase II Cofferdam installation
- Potential Change Order #6 – credit for removal & disposal of sediment material

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

Vote: 5 yes

WPCF Report

Commissioner Tomasz made a motion, seconded by Commissioner Cook to accept the WPCF report.

Mr. Hartford thanked the DPS staff who assisted with pushing back the Biofilter. Budget report not presented.

Mr. Hartford reviewed the GEI proposal for environmental consulting services at a cost of \$44,000 and noted that he will ask the Commission to approve at the December 2014 meeting.

Mr. Hartford noted that he is working with Ethan Manning on whether the issuing cost such as bonds and legal costs associated with the project should be paid from the project. Mr. Hartford added that Lisa Valcich should be included in the discussions.

Commissioner Cook questioned item #10 on GEI proposal concerning ownership of documents; the City should own all work done by GEI. Mr. Hartford agreed that ownership should be City's and added that GEI would be working for MPH Environmental and the City's retains ownership under MPH Environmental contract so the City would be covered.

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

Vote: 5 yes

12. Plum Island Status/Update

Commissioner Tomasz made a motion, seconded by Commissioner Kelley to accept the Plum Island Status report.

Pieter Hartford presented the following:

- 16 hydrants included in first phase
- repaired fully 6 of 16 – still need concrete collars
- 1 hydrant needs anchor tee changed (Fordham Way)
- trying to have contractor complete all hydrant repairs before next phase
- conference call with CDM-Smith on evaluating hydrants and metallic components
- trench paving issues

Commissioner Cook asked if the contaminated soil/groundwater was present when hydrant installed. Mr. Hartford replied he didn't know. Commissioner Cook added the Resident Engineer should have noticed during construction. Mr. Hartford replied yes.

Commissioner Kelley asked if the work being done going to last 15 year or just a few years. Mr. Hartford noted the major components (anchor ties, hydrants and valves) are in good condition. The bolts and grip rings have corrosion. Mr. Hartford noted hydrants can be repaired but it would be a long project with an average of two days per hydrant; bends and other components still not checked.

Commissioner Kelley noted that since sewer lines are not being looked at, are we getting real results. Commissioner Kelley asked if the grip rings are worse on one side than the other and is the cause a mixture of environment and materials. Mr. Harford replied yes, but test results have not been received.

Commissioner Kelley asked if the City is compromising just to get an agreement. Mr. Hartford replied he can't answer that. The project is checking to see if the City got what it paid for and added that materials not in specs should be replaced.

Chairman Hanlon noted that the Commission is aware the system has consistent issues and the City needs a bank of money to cover any repairs. Commissioner Kelley noted that he is concerned with the City settling.

Mr. Hartford noted that that in response to the Water Distribution Report, item 3, there is a private contractor doing the work on Plum Island and City staff witnesses pressure test. He added that there was a meeting to discuss trench paving issues.

Commissioner Tomasz made a motion, seconded by Commissioner Kelley to accept the Plum Island Status report as presented.

Vote: 5 yes

13. Old/New Business

Old Business

Mr. Furnari noted that Councillor Herzog will bring the second meter policy again to City Council.

Commissioner Cook suggested resending the August 28, 2013 review to City Council. Ms. Valcich will resend the document after City Council has received Councillor Herzog's order. Commissioner Kelley asked does City Council have the right to change policy by order. Chairman Hanlon replied no, but let the order go through the process.

New Business

Chairman Hanlon noted that the Commission should schedule a workshop to discuss CIP and the Master Plan.

14. Executive Session

None

15. Confirm Next Meeting

December 17, 2014

January 19, 2015

16. Warrant and Contract Signing

Commissioner Kelley made a motion, seconded by Commissioner Cook to indicate warrant approval by signature.

Vote: 5 yes

17. Adjournment

Commissioner Kelley made a motion, seconded by Commissioner Cook to adjourn at 6:00.

Vote: 5 yes

Submitted by:

Kathe Talkington