

MINUTES OF THE BOARD OF SEWER COMMISSIONERS

January 30, 2013

5:00 P.M.

115 Water Street

Wastewater Treatment Facility

MEMBERS ATTENDING: Commissioners, David Hanlon, John Tomasz, and Robert Cook

MEMBERS ABSENT: None

STAFF: Sewer Collections Superintendent Jamie Tuccolo, Business Manager Ethan Manning, City Engineer Jon Eric White, Deputy Director Andrew Lafferty and Dave Harwood

GUESTS: OPM Pieter Hartford from MPH Environmental and Kent Nichols from Weston & Sampson.

Meeting Called to Order by Commissioner Hanlon at 5:14 PM

AGENDA ITEM #1            **Appointments**

Commissioner Dave Hanlon presented a letter recognizing Joe Dugan at the meeting.

Joe Dugan is being recognized with the New England Water Environment Association (NEWEA) Operator Award on January 30, 2013.

The NEWEA Operator Award is given annually to an individual who has shown high interest and performance in wastewater operations and has made a significant contribution to the wastewater field.

As Chief Operator for the Newburyport WWTF, for the last twenty years, Joe has demonstrated a dedication to serving his community and the industry. Joe first worked at the Newburyport WWTF in the 1970's. A grade 7 licensed operator, his leadership has kept the facility in compliance and emphasized training, good policy practices (for management, odor control and IPP program), and public relations. Based on the facility's location close to neighbors, Joe has shown that a WWTF can be a good neighbor. Most recently he has guided operations during a major WWTF improvement project.

AGENDA ITEM #2            **Minutes/Bills/Transfers**

A motion was made by Commissioner Cook and seconded by Commissioner Tomasz to accept the November 28th 2012 minutes as presented.

Vote: unanimous

AGENDA ITEM #3            **Sewer Superintendent's Report**

The Sewer Superintendent's report was presented by Jamie Tuccolo. Mr. Tuccolo noted the following:

I/I video inspection, 1/23/13 sent to K&P for review.

Working with Andrew Lafferty, Jerrard Whitten on inputting video data into our GIS system.

Plum Island installing insulation covers (made in house) to help with freezing issues during winter months, 350 covers completed to date.

November 30, December 4 Dukes Root Control treated 5,048 LF of sewer main. This method will help reduce the amount of root infiltration in the sewer mains, and help to reduce sewer blockages. Sewer mains treated are as followed:

- Bresnahan School from Flag pole to High St. 433 LF (6 inch)

- Ocean Ave 1,236 LF (6 inch)
- Madison St 888 LF (6 inch)
- Bromfield St 346 LF (10 inch)
- Bromfield Ct 292 FT (6 inch)
- Pine St 596 LF (6 inch)
- Oak St 607 LF (6 inch)
- Guild St 409 LF (6 inch)
- Elmira Ave 255 LF (8 inch)

Jetty Project on going.

Working with Jon Eric on replacing Sewers for the roundabout project.

12/17/12 Meeting in Boston on Plum Island Issues

12/20/12 Meeting with CDM Smith in Boston to discuss Plum Island Issues.

50% design is completed for Graf Rd force main replacement.

Test Pits for Graf Rd force main replacement is scheduled for mid to Late January.

Manhole repair completed

December 28 2012 force main break on Graf Rd.

Total of 54,971 LF was cleaned by Sewer Line Maintenance crew 2012

Draft Memorandum regarding Graf Rd and Hale St force main replacement from Green Seal Environmental was added to the Sewer packet for review. Commissioner Hanlon requested that Green Seal be invited to the next Commission meeting to present their findings.

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

Vote: unanimous

#### AGENDA ITEM #4          Pretreatment Report

Reports due for the month of November and December have been received from the following industries and found to be in good order; Electronic Products Inc., PCI Synthesis, Materion Technologies, Strem Chemical and Micrometal Technologies Corp.

Diane's Fine Desserts successfully completed repairs to their treatment system and returned it to service.

We have received a Discharge Permit Application from Rochester Electronics.

I attended the Massachusetts Pretreatment forum.

We received zero discharge confirmation letters from Dynachrome and Circle Finishing.

A motion was made by Commissioner Cook seconded by Commissioner Tomasz to accept the Pretreatment Report. Vote: Unanimous

#### AGENDA ITEM #5          Chief Operator's Report

Monthly effluent BOD for December averaged 13 mg/l with 97% removal.

Monthly average effluent suspended solids average 4.0 mg/l with 99% removal.

#### Odor Complaints

2 odor complaints for November, Lime Street and Water Street

1 odor complaint for December

#### Sewer Calls

## November

9 total Sewer calls 48 regular – 3 house plugs, 2 street plugs

Plum Island calls 2 total calls – 2 regular hours and 12 overtime hours

## December

5 total Sewer calls 2 house plugs, 3 street plugs

Plum Island calls 1

## Project Repairs

Staff continues weekly coordination meetings for phase two contractor and engineers.

Some freeze up problems are occurring as the weather becomes colder. Wet hauling of sludge is taking longer than expected with the changes in hookup to pump out valves.

Operations Building flooded out in December due to a broken feed line to water cooler.

This was not due to previous construction or fault of the project. Water was removed with vacs and cleaned up. There does not seem to be any damage to the floors.

We are trying to line up some training and safety sessions to take place in the next few months if possible.

We encountered some freezing and breakdowns on the temporary dewatering unit in December.

Dianne's Fine Foods treatment system went back into service in December.

Meetings on project issues for gravity bypass, aerobic digester modifications, new influent pumps and other issues attended by partial staff.

New truck ordered by Anthony Furnari for sludge hauling. Staff discussed input into the truck specs and options.

One operator out on sick leave due to shoulder surgery.

Some staff attending Boston Conference for wastewater.

I attended an EPA Tier 2 Right to Know workshop with David Harwood in January at the Refuge and Wildlife Center at Plum Island Turnpike.

A motion was made by Commissioner Tomasz, seconded by Commissioner Cook to accept the Chief Operator's Report. Vote: Unanimous

## AGENDA ITEM #6      **City Engineer's Report**

### West End Easement Project

- JE and DC met with Surveyor to finalize details and prepare Draft easement docs for final review.
- Project ongoing.

### Plum Island Water Sewer Project

- JE and DC prepared for and attended a few meetings, one in Boston and pulled together information for O&M Plan. JE coordinated with design consultants on various aspects of the work.
- This work is ongoing.

### Proposed Roundabout Intersection Improvements Project:

- JE prepared various contract agreements with Contractor. Held Pre-Award meeting with Contractor to discuss contractual issues.

- JE is assisting in ongoing negotiations with Martin family for proposed easement.
- JE assisted in interviews with various firms to hire a Resident Project Representative and coordinated drafting of contract agreement with preferred firm.
- JE met with ConCom Agent at site to prepare for upcoming NOI filing.
- JE and DC coordinated with and observed the installation of gas line by NGrid and surveyed as-built locations for changes to contract drawings.
- JE and DC met with NGrid Electric twice to determine proposed pole relocations.

Merrill Street Roadway and Utility Reconstruction Design:

- DC performed final design edits to contract drawings.
- Project is ongoing.

Bresnahan School Project:

- JE coordinated with Projects design engineer on various issues.

Bartlett Mall (Frog Pond) Renovations Project:

- DC coordinated with contractor to inspect and videotape various drainage lines around the pond. She coordinated with various departments relative to this work.
- This work is ongoing.

Waterfront Bulkhead Reconstruction Project:

- JE attended design review meeting with engineers to go over various construction options.
- JE and DC performed field work to assist engineers with sinkhole locations.

A motion was made by Commissioner Tomasz to accept the City Engineer's Report and seconded by Commissioner Cook.

Vote: unanimous

AGENDA ITEM #7            **Director's Report**

- Monthly meetings with Mayor and Staff for operational, capital projects and budget issues with various divisions.
- Monthly meetings with Mayor and Staff for operational, capital projects, and budget issues with various divisions.
- Employees sent to various seminars in reference to their department.
- Attend Mayor's monthly department head meetings
- Continued monthly meetings with City Planner, Building Commissioner and Health Director to review city projects
- Attend monthly construction progress meetings for the WTP.
- Attend Budget and Finance meetings with city councilors.
- Attend City council meetings.
- Monthly meetings with OPM and AECOM reviewing WTP Project.
- Monthly inspection of WTP with Mayor, OPM and Consultants.
- Business Manager has been reviewing credit card agreements with different companies for setting up credit card payments on line.
- Business Manager is coordinating the City's annual financial audit for the Enterprise funds.
- CSS Architects were chosen for the design. (see attached letter)
- Bids were referred to city solicitor to be reviewed for the TV inspection bid for the sewer infrastructure.
- West End Easement Project final documents are being reviewed by surveyor and City Engineer.
- Sewer Superintendent and staff are reviewing the 50% design plans for the Graf Road force main replacement. Spring date for construction.
- Staff has been monitoring the jetty project to assure no interference of water and sewer system.
- Annual Budget process is beginning for FY2014. Budget narratives with goals and objectives are being

prepared by each division.

A motion was made by Commissioner Tomasz to accept Director's Report and seconded by Commissioner Cook.

Vote: unanimous

#### AGENDA ITEM #8            WWTF Expansion Project

The WWTF report was given by Pieter Hartford. Updates from the previous meeting were as follows:

##### Contract 1 Construction status:

- Punchlist reduced to \$83,500 following settlement meeting
- Proposed settlement agreement with Waterline
- Motion made by Commissioner Cook and 2<sup>nd</sup> by Commissioner Tomasz to accept the proposed settlement agreement with Waterline
- HVAC system and warranty service repairs
- Aeration Blower Building hood enclosure
- ANR plan submitted to Planning Board for approval at February 6<sup>th</sup> meeting
- Ethan Manning designated as City contact for PV system reporting.

##### Contract 2 Status:

- Proposed change order No.2 (\$43,178)
- Motion was made by Commissioner Cook and 2<sup>nd</sup> by Commissioner Tomasz to not exceed the \$43,178
- All in favor
- Masonry walls for operations building completed
- Currently installing roof trusses for operations building
- Framing for metal siding on gravity thickeners completed
- Potential change orders

##### Project Budget Status:

Local funding on Ineligible costs

Summary of project costs

##### Sewer Commission Votes:

Approval of proposed settlement agreement with Waterline

Provisional approval of MCC Change order No.2

#### AGENDA ITEM #9            Old/New Business

Deputy Director Andrew Lafferty gave an update of the Administration Building.

CSS Architects Inc. from Wakefield, Ma was rated by the Committee as the first choice. We requested a lump sum fee proposal from them.

A meeting was called to review the proposal. The planning office also attended at our request. Geordie Vining brings a lot of designer selection experience and assisted in the review of their proposal.

We reviewed the letter response to CSS regarding clarification on some of the items and the terms.

CSS Architect has provided the preliminary "Program" for users to complete and submit. Those have been

compiled and are ready to be turned over to CSS upon finalizing their fee proposal.

Jon Eric is currently working on the storm water and review of the response letter. Upon completion of his review, it will be sent to CSS.

At this time the award of designer is not official.

Commissioner Cook asked if any changes to the rate were needed as we are midway through the fiscal year. Ethan Manning responded that the staff recommendation was to make the mid-year adjustments to the rate and he would be sending around a mid-year review prior to the next Commission meeting.

**AGENDA ITEM #10**      **Executive Session**

None

**AGENDA ITEM #11**      **Confirm next Meetings**

February 27<sup>th</sup> 5pm

March 27<sup>th</sup> 5 pm

**ADJOURN**

The Commission motioned to adjourn at 6:10 pm.

Submitted by:  
Dawn Gettman  
Newburyport DPS