

MINUTES OF THE BOARD OF SEWER COMMISSIONERS

April 24, 2013

4:30 P.M.

115 Water Street

Wastewater Treatment Facility

MEMBERS ATTENDING: Sewer Commissioners, David Hanlon, John Tomasz, and Robert Cook – Water Commissioners John Tomasz, Larry Kelly and Roger Jones

MEMBERS ABSENT: Water Commissioner Erford Fowler

STAFF: Director Anthony Furnari, Deputy Director Andrew Lafferty, Sewer Collections Superintendent Jamie Tuccolo, Business Manager Ethan Manning, Chief Operator Joe Dugan, Assistant Chief Operator Robert Bradbury, City Engineer Jon Eric White, Operations Superintendent Paul Colby and Water Distribution Supervisor Dan Lynch

GUESTS: Mayor Holaday and Kent Nichols from Weston & Sampson.

Meeting Called to Order by Commissioner Hanlon at 4:35 PM

AGENDA ITEM #1 Joint Water & Sewer Commission Meeting

Mayor Holaday proposed to the Water and Sewer Commissions that we combine the two. She stated that it has been difficult to find qualified members to fill the vacant positions.

She handed out an Act of Creating a Board of Water and Sewer Commission in the City of Newburyport, to the Commissioners to review.

Kopelman and Paige have reviewed and researched the request to combine the two Commissions and have found no issues. To combine the two will require a special Act of the Legislature.

Mayor Holaday asked that Commission members send her any comments or concerns that they might have. A 2nd Joint meeting is scheduled for May 29th 2013.

Mayor Holaday noted that Ricoh has been hired for Data Management to make documents searchable. She has been working aggressively with Rubin and Rudman concerning K&P's ability to work at this level. She met with Secretary Sullivan in January to get him up to speed. Meeting with Commissioner Kimble at State House to discuss Newbury issues due to the storms and re-met to discuss Plum Island issues. Jon-Eric White is working with Rubin and Rudman on what protocol needs to happen for testing materials.

Mayor Holaday noted that she had a meeting with D&C Construction, SB Contracting and CDM-Smith to go through timelines. Representatives from 3 General Contractors want to be present when test pits are opened. D&C went to EL Prescott for bolts which were made in India.

The Sewer Commission is in favor of joining the Water and Sewer Commissions together.

Jamie Tuccolo asked the Commission to review and approve a new policy allowing emergency access to homes on Plum Island to allow for emergency shut off.

Motion was made by Commissioner Tomasz and 2nd by Commissioner Cook to allow 35 Annapolis and any other homes, an access point to the home for an emergency disconnect.

Vote: unanimous

Motion was made by Commissioner Cook and 2nd by Commissioner Tomasz to come out of joint session.
Vote: unanimous

Regular Agenda

AGENDA ITEM #2 Appointments

None

AGENDA ITEM #3 Minutes/Bills/Transfers

A motion was made by Commissioner Tomasz and seconded by Commissioner Cook to accept the March 27th 2013 minutes as presented.

Vote: unanimous

AGENDA ITEM #4 WWTF Expansion Project

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

Contract 1 Construction status:

- Punchlist remains @ to \$41,035
- Awaiting Receipt of Detailed Shop Drawing for Laboratory HVAC System
- City Solicitor to finalize terms of Settlement Agreement by end of week.

Contract 2 Status:

- Still Evaluating claim for additional pile costs
- Exterior brick work for Operations Building is completed
- Completed Installation of Gravity Bypass for Headworks Last Week
- Installation of New Aeration Piping for Aerobic Digesters is under way
- Gravity Thickener #2 Scheduled to be Operational week of May 6th
- Drained & Inspected Primary Clarifier #2 to Confirm Dimensions for Replacement of Drive Mechanisms
- Based on Inspection of PC #2, the scope of work is currently being revised

AGENDA ITEM #5 Sewer Superintendent's Report

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

- I/I video inspection, Contract was awarded on 3/7/13 to National Water main, we are currently looking into their data software, to see how it will work with our system.
- The information from video reports completed is installed and running on our GIS system, the progress is ongoing; we are pleased with the product thus far.
- Jetty Project, jetty is completed; they are restoring the parking lot.
- NPDES permit section (Collection System) working with Pieter Hartford on combining I/I and collection system into one report.
- Multiple meetings with Mayor, regarding PI.
- Budget meeting with Mayor, Tony Peter L and Ethan, ongoing.
- Working on installing isolation valves on the vacuum main on the island, this method will allow us to shut down parts of the vacuum main not the whole system during an emergence.
- Looking to install on Annapolis Way, possibly Fordham Way and any other street that could be affected by erosion.
- Drafting a new policy for Sewer Commission to review and approve. The purpose of the new policy

requiring property owners to provide access to the property's water and sewer services for all new construction on the Island.

- Working with Jon Eric on replacing Sewers for the roundabout project. Merrimac St, Spofford St, and Moseley Ave. 4/16/13 Merrimac St 3 MH, 200' of 18" PVC sewer main installed. Currently working on Moseley and Spofford St.
- 75% design completed for Graf Rd force main replacement.
- Test pits for Graf Rd force main replacement is scheduled the week of April 22 (weather pending) The purpose of the test pits are to determine exact location, and size of the existing force main on Low St.
- Working with Dan Lynch and K & P on amending and rewriting the IMA between City of Newburyport and the Town of Newbury. The process is time consuming due to lack of finding correct documents. The new IMA will be presented to the board upon completion for approval and signatures before going to Mayor and City Council for a vote. The Town of Newbury selectman will sign (The Town does not need to vote.)

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

Vote: unanimous

AGENDA ITEM #6 Pretreatment Report

Reports due for the month of March 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.

PCI Synthesis has been issued a Notice of Violation. A copy is included with this report. While no formal reply has been received, I have been told that the source of the methylene chloride has been located and steps are being taken in hopes of preventing further violations.

I conducted annual sampling of Strem Chemical and PCI Synthesis for Acid/Base Neutral Extractables 625. No violations to report.

I have received notice from Materion Technologies that they have extended their closure date from May 31, to August 16 with production to cease August 1st.

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

AGENDA ITEM #7 Chief Operator's Report

Monthly effluent BOD for March 2013 was 29 mg/l with 87% removal.

Monthly average effluent suspended solids average 10 mg/l with 96% removal.

Odor Complaints

Water street resident to project engineer

Sewer Calls

10 total Sewer calls 22 regular 24 overtime – 5 house plugs, 5 street calls

Plum Island calls 2 total calls – 0 regular hours and 6 overtime hours

Project Repairs

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

We had increased the blowers to 2200 CFM with good results as suggested by Weston and Sampson with good results. Turbidity has been in the low numbers many days and the suspended solids and effluent has improved greatly. We were previously running half the speed of blowers and did not have the proper mixing

because of existing tank depth.

Quarterly Acute toxicity sample has been sent to our contract lab.

DMR testing has been started at our plant lab on BOD, Suspended Solids, Fecal Coliform, and chlorine residual.

The power transfer shutdown and the bypass of flow went well and staff worked through the evenings from 1:30 until 5:30 am for both tasks. Letters were passed out to neighbors in the direct area informing residents of the late night and early morning work performed. We had big issues with influent pumps plugging after bypass was complete. A temporary bar screen was installed in the bypass channel for manual removal of floatables and rags.

Problems with hypochlorite and dechlorination have been resolved with Jeremy Turner our SCADA representative for the project. Randy Robbins also assisted with calibration and adjustment of the equipment.

Partial dewatering of one primary clarifier number 1 for inspection was performed and the clarifier was put back into service within a few days. We are currently dewatering the clarifier again for the painting representative's inspection.

We are switching and cleaning chlorine contact basin number one for inspection and cleaning. Our goal is to run 2 contact basins as a trial to see if results improve with contact time of disinfection chemicals.

Cleaning of grit chambers and headworks will take place in the next few weeks by staff with assistance from Methuen Construction.

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

AGENDA ITEM #8 Director's Report

- 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
- Monthly meeting with Construction and Engineering Staff on sewer issues and maintenance programs
- Attend monthly construction progress meetings for the WWTP project.
- Attend Budget and Finance meetings with city councilors.
- Attend City council meetings.
- Monthly meetings with OPM and Weston & Sampson reviewing WWTP Project.
- Monthly inspection of WWTP with Mayor, OPM and Consultants.
- Thanks to Business Manager for a smooth transition of cell phone changeover to new carrier with cost saving measures.
- Continued meetings with Mayor and Staff regarding sewer and water issues for Plum Island.
- Meeting with Business Manager and staff reviewing FY 2014 Budget and Capital needs.
- Jetty Project has been completed for this year. No utility issues.
- Business Manager Reports that the on-line pay system has been increasing gradually.
- City Engineer continues to report that the West End Easement project is moving forward. Field Surveyor is preparing documents for all impacted abutters.
- Test Pits for the new Graf Road force main are scheduled to start at the end of the month.

- City Engineer and Sewer Superintendent have monitored the installation of 200 feet of new Sewer line and manhole structures at the new roundabout location.
- Staff is working together to establish a streamline process for utility permitting through all city divisions

Update on Project

Construction progress has been good at the plant. Methuen and subs have had 25 to 30 workers on site each day. The brick face of the building is complete and the roofing company is on site. Their first task is to install the raised seam metal roof on the hipped roof portion of the Operations Building and the ferric chloride shed. The membrane roof will follow.

A lot of plumbing and electrical work has been done inside the building. Piping and equipment installation is just starting.

The bridge crane has been installed in the sludge press room. The headwork's is currently being bypassed (by gravity, no temporary pumping required, so rehab of the headwork's is about to start. The new influent pumps have been fitted with the mechanical seals and will be installed once the headwork's is completed.

The first startup of permanent is planned for the week of May 6th, that being Gravity Thickener #2

The project is about 62% complete to date. The contractor still projects completion for the latter part of October this year and W&S and OPM find that this schedule to be credible. Punch list and debugging are likely to take until the end of the year.

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

Vote: unanimous

AGENDA ITEM #9 City Engineer's Report

- City Engineer continues to report that the West End Easement project is moving forward
- Coordinating with MMR on Plum Island Issues

AGENDA ITEM #10 Old/New Business

Ethan Manning Proposed Water and Sewer Interest Ordinance:

An interest charge of fourteen percent per annum shall be made on water and sewer bills remaining unpaid thirty-one days after the billing date. No longer will a demand charge of fifteen dollars be applied but a demand charge of five dollars shall be added to any water and sewer account that remains unpaid and delinquent after the final bill is issued in that fiscal year.

Motion was made by Commissioner Cook and 2nd by Commissioner Tomasz to approve proposed Water and Sewer Interest Ordinance

Vote: unanimous

Motion was made by Commissioner Tomasz and 2nd by Commissioner Cook on approval of Capital transfers as listed in the amount of \$733,000. CIP-Vacuum Truck \$200,000, CIP-DPS Building \$350,000, CIP-Meter Replacement Program \$50,000, CIP-HVAC Improvements \$33,000 and CIP-WWTF Fence \$100,000.

Vote: unanimous

AGENDA ITEM #11 Executive Session

None

AGENDA ITEM #12

Confirm next Meetings

May 29th 4:30pm

ADJOURN

The Commission motioned to adjourn at 6:02 pm.

Submitted by:
Dawn Gettman
Newburyport DPS