

**TOWN OF EDGARTOWN
BOARD OF WASTE WATER COMMISSIONERS**

**MINUTES OF THE
REGULAR MEETING OF JANUARY 16, 2020**

WASTE WATER COMMISSIONERS PRESENT:

Mr. Glen S. Searle, Chairman
Mr. Scott Ellis, Commissioner
Mr. Sean E. Murphy, Commissioner

EWWD STAFF PRESENT:

Mr. Joseph Rock, Acting Facilities Manager
Mrs. Pia Webster, Administrative Assistant

OTHERS PRESENT:

Mr. William G. Burke, Applicant for Facilities Manager Position

MEETING CALLED TO ORDER:

The Board of Waste Water Commissioners of the Town of Edgartown held their Regular Meeting on Thursday, January 16, 2020, at 3:00 p.m. in a special location, the second floor Board Room of the Edgartown Public Library, 26 West Tisbury Road, Edgartown, Mass. Also present from the Board were Waste Water Commissioners Scott Ellis and Sean E. Murphy.

NEW BUSINESS:

INTERVIEW FOR FACILITIES MANAGER POSITION: WILLIAM G. BURKE.

Chairman Searle asked applicant William Burke to tell the Board about himself. Mr. Burke described how he had worked mainly for private companies that ran municipal wastewater systems. He provided a summary of his work history, which included stints in Gloucester, New Bedford, Winthrop, Chatham, Provincetown and, most recently, Webster. Mr. Burke also outlined the course of his training, leading to his attainment of a Massachusetts Grade 7-C Wastewater Treatment License; a Connecticut Grade III Wastewater Treatment License; and a Water Environment Associate Grade IV Collection Certificate.

Mr. Burke asked Acting Facilities Manager Joseph Rock about the average summer flow at the Facility and the Department's MassDEP contact. Commissioner Murphy explained how the Town Administrator oversaw the budgeting. Mr. Rock spoke of the 75,000-gallon septage holding tank that would be installed as part of the Capital Improvement Program. He also described the pin system used to regulate the level of the holding tank. Mr. Burke wanted to know if the Facility had a SCADA system, and Mr. Rock replied that this would be part of the CIP in progress. Commissioner Murphy spoke about how the sewer user billing system worked.

The discussion turned to salary and the cost of living on the Island. Commissioner Murphy offered to connect Mr. Burke to Water Superintendent William Chapman, who lived off-Island and commuted to work each day. Asked when he could realistically start, Mr. Burke said a week after the drug test.

Mr. Burke asked if the Department used Tighe & Bond, and there was some discussion of Tighe & Bond and the engineers who worked there. Mr. Rock noted that the current iteration of the Plant had been built in 1995. Mr. Rock and Mr. Burke discussed the press and the handling of the sludge cakes, for instance, playing with the belt speed to get the proper consistency.

Commissioner Murphy told Mr. Burke that the Board would discuss the matter and then would make their offer through Human Resources Director Kim Lucas. Chairman Searle said he would check with Ms. Lucas the following day. Mr. Burke thanked the Board and left the meeting room. The time was 3:43 p.m.

Commissioner Murphy remarked that Mr. Burke certainly seemed qualified for the position. He made a motion that subject to Ms. Lucas's looking further into the background of the applicant, the Board offer Mr. Burke the position of Facilities Manager and move forward with the hiring process. Commissioner Ellis offered a second, and the motion carried unanimously by voice vote.

Mr. Rock pointed out that if the Department was fully staffed, it would not be unreasonable for Mr. Burke to live off-Island. With a Grade 7 Operator left in charge on-Island, just about any emergency could be handled by staff, and in any event, the Facilities Manager was not expected to be on-call or to work weekends.

EXECUTIVE SESSION: FOR THE PURPOSE OF DISCUSSING THE DISCIPLINE OR DISMISSAL OF, OR COMPLAINTS OR CHARGES BROUGHT AGAINST, A STAFF MEMBER, TO RETURN TO OPEN SESSION UPON THE CLOSE OF EXECUTIVE SESSION.

Commissioner Ellis made a motion to go into Executive Session for the purpose of discussing the discipline or dismissal of, or complaints or charges brought against, a staff member, to return to Open Session upon the close of Executive Session. Commissioner Murphy provided a second. Chairman Searle conducted a Roll Call Vote, with the results as follows:

Chairman Glen S. Searle	Yes
Commissioner Scott Ellis	Yes
Commissioner Sean E. Murphy	Yes

The Board entered Executive Session at 3:50 p.m. and returned to Open Session at 4:07 p.m.

EMAILS AND MINUTE-TAKING.

Commissioner Murphy stated that he had a concern with the Minutes of the Regular Meeting of December 18, 2019 and with the minutes in general. He pointed to the footnotes on page 2 as being unnecessary and inappropriate. Also, minutes were intended to be an accurate summary of a meeting and thus he would characterize the quotes the Admin Assistant had included as superfluous. In summary, he said, he was not ready to approve the December 18, 2019 Minutes.

Chairman Searle took Admin Assistant Webster to task for sending an email on the Town's system to the Town Administrator's Assistant, Kristy Rose, and others that Ms. Rose had taken exception to and about which she had expressed displeasure to Chairman Searle. The Chairman stated that if the Admin Assistant was going to express her opinion, she should not do so using the Waste Water Department's email account.

OTHER BUSINESS:

APPROVAL OF MINUTES.

Commissioner Ellis made a motion to approve the **Minutes of the Special Meeting of November 4, 2019**, seconded by Chairman Searle. The motion carried, with Chairman Searle and Commissioner Ellis voting aye and Commissioner Murphy abstaining because he had participated in the meeting by speaker phone.

A consideration of the **Minutes of the Regular Meeting of December 18, 2019** was deferred until the next meeting. Commissioner Murphy made a motion to approve the **Minutes of the Special Meeting of December 30, 2019**, with Chairman Searle providing a second. The motion carried by voice vote, with Chairman Searle and Commissioner Murphy voting aye and Commissioner Ellis abstaining because he had not attended the meeting.

Commissioner Murphy made a motion to approve the **Minutes of the Executive Session of February 5, 2019**, seconded by Commissioner Ellis. The motion carried unanimously by voice vote. Next, Commissioner Murphy made a motion to approve the **Minutes of the Executive Session of February 13, 2019**, seconded by Commissioner Ellis. The motion carried unanimously by voice vote. Lastly, Commissioner Murphy made a motion to approve the **Minutes of the Executive Session of April 19, 2019**, seconded by Commissioner Ellis. The motion carried unanimously by voice vote. Commissioner Murphy clarified with the Admin Assistant that these Executive Session minutes were not being approved for release but would remain under the protections of Executive Session.

OLD BUSINESS:

UPDATE: CIP PROGRESS & THE MVP GRANT.

Acting Facilities Manager Rock reported that the Department had not received the Municipal Vulnerability Program Grant, noting that the evaluators had been looking for more community support for the Department's proposal.

Mr. Rock updated the Board on Capital Improvement Program progress. The Chase Road Pump Station PLC Replacement Project had been completed in December, and preliminary reports indicated that the batch mode operation of the station during low-flow periods had nearly eliminated call-outs associated with pump clogging. Robert B. Our Company had begun demolition work on the existing scum pumps to make way to put the new pump skid in place. And plans and specifications for the Dunham Road and Chase Road Pump Station Upgrade had advanced to the 90 to 95 percent level.

Commissioner Murphy wanted to know if anyone had reached out to the Harborside Inn about the expansion of the easement in their South Water Street parking lot that would be needed for the Dunham Road Station work; no one had. Commissioner Murphy also pointed out that the Department would have to go to the Historic District Commission for permission to do this work. A discussion ensued regarding how the road would have to be closed off. Mr. Rock expected that the work would begin after Thanksgiving 2020. He added that they had received permission from Water Superintendent Chapman to stage equipment at the Water Department's 24 Meshacket Road property.

OTHER BUSINESS [Continued]:

FACILITIES MANAGER'S REPORTS.

Mr. Rock went over some of the highlights of the Chief Operator's Report for December 2019. Flow for the month had been 3,646,823 gallons, and effluent, 3,677,215 gallons, with a monthly nitrogen average of 3.48 milligrams/liter. He described the procurement process for the emergency motor replacement for the Chase Road Station and how the work requirements had to be changed once the motor had been evaluated by Williamson New England Electric Pump and Motor. Operator Sebastian Corwin had passed his Grade 4 Plant Operator Certification examination; and Mr. Rock had set up a timeframe for staff to receive their annual vaccines.

FINANCIAL REPORTS.

The Admin Assistant reported that on January 7 she and Mr. Rock had met with the Financial Advisory Committee and the Board of Selectmen for the FY2021 Budget and April 2020 ATM Warrant Hearings. The Assistant went through some of the reports she had presented to those boards. Pointing to a sheet titled Town of Edgartown Budget Analysis Page 50, she noted that the Equipment Hire and Solid Waste Removal Contracts lines would rise 18.38 percent and 12.81 percent, respectively, in FY21. Turning to a report titled Increases in Costs of Solid Waste Removal, the Admin Assistant showed that in FY20 the Department could expect a combined shortfall of about \$7,700 in the Equipment Hire and Solid Waste Removal Contracts budget lines.

The Admin Assistant went through the Fiscal Year 2020 Projected Income and Expense Summary, which predicted a Net Surplus of \$130,000. Also, a Septage Receiving chart predicted Revenue of more than \$600,000 in FY20 and Sewer User Charges of more than \$1.5 million.

At the Budget Meeting, said the Admin Assistant, the Town Administrator had requested that the Department withdraw one of its Warrant Articles, and Mr. Rock and the Admin Assistant had agreed that the Tractor with Blade, Bucket, Mower and Rake was needed more urgently than the Flatbed Dump Truck. Chairman Searle said that to his knowledge the Financial Advisory Committee had been made no final decisions on the Warrant Articles; so there was still hope for the Flatbed Truck Article.

ADJOURNMENT

There being no further business, Chairman Searle made a motion to adjourn the Regular Meeting, which Commissioner Ellis seconded. The motion carried unanimously by voice vote. The Regular Meeting adjourned at 4:44 p.m.

Respectfully submitted,

Pia Webster
Administrative Assistant

APPROVED:

BOARD OF WASTE WATER COMMISSIONERS
TOWN OF EDGARTOWN

Glen S. Searle, Chairman

Scott Ellis, Commissioner

Sean E. Murphy, Commissioner