

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

**MINUTES OF THE  
REGULAR MEETING OF MARCH 26, 2020  
CONDUCTED VIA ZOOM TELECONFERENCE**

**WASTE WATER COMMISSIONERS PRESENT:**

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

**EWWD STAFF PRESENT:**

Mr. William Burke, Facilities Manager  
Mr. Joseph Rock, Plant Operator  
Ms. Jennifer Smyth, Department Assistant, Meeting Host  
Mrs. Pia Webster, Administrative Assistant

**OTHER[S] PRESENT:**

Mr. Ian B. Catlow, P.E., Vice President, Tighe & Bond

**PREFATORY REMARKS**

This being the first wholly teleconferenced meeting of the Board, Administrative Assistant Pia Webster read into the record a prepared statement titled "Introduction to Teleconference," which outlined the governor's Executive Order and the current State of Emergency declared in the Commonwealth due to the Covid-19 Pandemic. The statement included cautionary words about the public nature of the video conference, the fact that it was being recorded, and the means by which those listening in could obtain copies of the materials being discussed.

**MEETING CALLED TO ORDER:**

The Board of Waste Water Commissioners of the Town of Edgartown held their Regular Meeting on Thursday, March 26, 2020, at 3:00 p.m. via Zoom teleconference. At 3:03 p.m. Chairman Glen S. Searle called the meeting to order. He read into the record a written statement titled "Teleconference Meeting Ground Rules." He asked those logged in to the meeting to identify themselves, which they did.

**OLD BUSINESS:**

**UPDATE: PROGRESS OF CAPITAL IMPROVEMENT PROGRAM PROJECTS.**

Ian B. Catlow, P.E., Vice President of Tighe & Bond, reported that he had been to the Island on March 17, at which time Facilities Manager William G. Burke had walked him around the site of the **Effluent Discharge Beds**. He agreed with Mr. Burke, he said, that except for Basin No. 1, which had been worked on by the Highway Department crew the year before, the need for rehabilitation was “a sure thing.”

Mr. Catlow continued that the next step would be for Tighe & Bond to develop plans for removal of the vegetation from each of the basins, as well as the subsequent reconstruction of the beds to a state approximating their original, newly constructed condition. A survey would be done to estimate the extent of solids disposition in the beds, though there did not appear to Mr. Catlow to be a lot of that. And they would propose the installation of a monitoring well to determine the maximum mounded groundwater elevation immediately under the beds. The specs developed could be used, Mr. Catlow added, to work with the Highway Department.

As for the **Chase Road Station and Dunham Road Station Upgrade Projects**, Mr. Catlow reported that plans by Tighe & Bond regarding design development and specifications for those projects were 90 percent complete. A number of outstanding issues related to the Dunham Road Station Upgrade remained. First, although former Facilities Manager David Thompson had designed a cedar fence to hide the newly aboveground generator, the maximum fence height of 42 inches allowed by Historic District Commission regulations would not do the job; current Facilities Manager Burke was trying to get in touch with HDC Admin Assistant Bricque Garber to get on their agenda.

Another hurdle was the requirement for a Temporary Construction Easement at the site, something Mr. Burke would have to talk to Town Administrator James Hagerty about. The Facilities Manager would also have to run the Chase Road Station UpGrade Project work, sited on a State road, by Mass DOT.

Mr. Burke wanted to know if the monitoring well at the Effluent Discharge Beds would be permanent; yes, replied Mr. Catlow. Regarding the Dunham Road Station Upgrade generator, Mr. Burke suggested having a propane model instead of diesel, thereby cutting about 18 inches from the height. It would also run quieter and be a better choice maintenance-wise, he said. Mr. Catlow pointed out that a propane model would have a larger footprint; so he would have to explore this possibility further. The Board agreed by consensus that it was worthwhile for Mr. Catlow to look into the propane model.

Mr. Catlow then said that he had come up with a quote for the Discharge Bed survey he had been describing, though too late for distribution at the current meeting. Admin Assistant Webster asked for further details, specifically, the cost. Around \$39,000, replied Mr. Catlow.

The discussion turned to whether using Warrant Article 71 Funds (ATM18) for the purpose of rehabilitating the Effluent Discharge Beds met the spirit and letter of the Article’s wording.

Plant Operator Joseph Rock felt that it did. Admin Assistant Webster stated that if the Facilities Manager was comfortable with it, she was as well.

Commissioner Ellis made a motion that the Board leave the next steps with regard to the engineering survey (Wastewater CIP Project Amendment #2 Rapid Infiltration Bed Evaluation) up to Facilities Manager Burke and Mr. Rock. Commissioner Murphy provided a second, and Admin Assistant Webster conducted a Roll Call Vote, with the results as follows: Mr. Searle, Aye; Mr. Murphy, Aye; Mr. Ellis, Aye.

**NEW BUSINESS:**

**DISCUSS/VOTE: FY20 SEWER USER CHARGES ABATEMENT REQUESTS NO. 2.**

The Board members considered and voted on the following FY20 Sewer User Charges Abatement Requests: **1. Lorna Peters Garron & Douglas C Garron** (Bill 7608, S0098, 20D/242), **72 No Water St**, Abate Request \$1,520.00; **2. Benjamin L. Hall** (Bill 7615, S0174, 20D/225), **15 Simpsons Ln**, Abate Request \$684.00; **3. Benjamin L & Therese M Hall** (Bill 7616, S0333, 20C/3), **21 Oliver St**, Abate Request \$608.00; **4. Edmund J & Deborah A Willoughby** (Bill 7927, S0872, 20A/96), **30 Curtis Ln**, Abate Request \$233.70; **5. Benjamin L. Hall** (Bill 8015, S0688, 20D/198), **40 Main St**, Abate Request \$152.00; **6. Daniel Marecki & Jane Holler** (Bill 8031, S1114, 20A/98) **22 Curtis Ln**, Abate Request \$228.00; **7. 78 Pease's Point Way Nominee Trust** (Bill 8154, S0390, 20D/58.1), **78 Peases Point Way N**, Abate Request \$760.00; **8. Michael Pastynak** (Bill 8238, S1259, 37/64), **16 Vickers St**, Abate Request \$1,064.00; **9. Charles C Hajjar, Trs, Edgartown Inn Realty Trust** (Bill 8476, S0033, 20D/228), **60 No Water St**, Abate Request \$4,069.23; **10. Stephen P Donovan & Nancy Heffner Donovan** (Bill 8513, S0323, 29B/11.21), **92 So Water St**, Abate Request \$477.58; **11. Gina George** (Bill 8569, S1354, 28/147), **49 Marthas Rd**, Abate Request \$76.00; and **12. Townsend R Morey Jr Trs, School Street Nominee Trust** (Bill 8663, S1366, 20D/152) **69 School St**, Abate Request \$252.29; for a total of \$10,124.80 in Abatements Requested.

All were voted by Roll Call in the affirmative, with Nos. 1, 2, 3, 4, 5, 6, 8, 10, 11 and 12 being unanimous, and Nos. 7 and 9 with Chairman Searle and Commissioner Ellis voting in the affirmative and Commissioner Murphy abstaining because he had a conflict.

**DISCUSS/VOTE: CHANGE TIME OF REGULAR MEETING TO THREE O'CLOCK.**

Commissioner Ellis moved to change the time of the Regular Meeting of the Waste Water Commission to three o'clock, seconded by Chairman Searle. Admin Assistant Webster conducted a Roll Call Vote, with the results as follows: Mr. Searle, Aye; Mr. Murphy, Aye; Mr. Ellis, Aye.

**DISCUSS/VOTE: APPOINT NEW CHIEF OPERATOR.**

The Board members considered three possible motions with regard to Joseph Rock's appointment as the Department's new Chief Operator (CO): To appoint him as CO at Step 2 of Grade G (G/2); to appoint him at G/2 and give him back-pay from the pay period beginning

Wednesday, February 19; or to appoint him starting at a higher step, to be negotiated with the Personnel Board.

Mr. Rock pointed out that former Facilities Manager David Thompson had in fact put this position in the budget in the expectation that if Mr. Rock should attain his Grade 6 Certification, he would start at Step 3 in FY20. Mr. Burke said he had no problem with that. Admin Assistant Webster said that the third option – with any step higher than 2 being negotiated with the Personnel Board – had come directly from an email from Human Resources Director Kim Lucas.

Following some discussion, Commissioner Murphy made a motion to appoint Mr. Rock as the new Chief Operator and to negotiate with the Personnel Board to start him at Step 3 of Grade G. Commissioner Ellis provided a second, and Admin Assistant Webster conducted a Roll Call Vote, with the results as follows: Mr. Searle, Aye; Mr. Murphy, Aye; Mr. Ellis, Aye.

**DISCUSS/VOTE: PROPOSED NEW GRADE FOR GRADE 2 CERTIFICATION.**

Facilities Manager Burke spoke about how many of the jobs at the Edgartown Plant were not covered by operator license and how at small facilities it was often the case that maintenance and collection system tasks and repairs were independent of licensing requirements. He would like to offer staff, he said, a chance to advance in collection and maintenance but not to the detriment of the Plant.

Mr. Rock said he absolutely agreed with this approach; further, the Plant did not have anyone with direct training in collection. This would have to go to the Personnel Board as a new classification of D, Collection System Operator, which would be one grade below a Grade 4. *[Commissioner Murphy had to leave the meeting for a few minutes during this and the next item on the agenda.]*

Mr. Burke spoke of the four-grade NEWEA voluntary certification program for collection personnel and asked Mr. Catlow his opinion of that program. Mr. Catlow described the program as a “nice parallel track.” The Board agreed that the Facilities Manager should continue to pursue the establishment of a new Grade 2 Certification for Collection.

**DISCUSS/VOTE: CO’S RIGHT TO SIGN IN FACILITIES MANAGER’S ABSENCE.**

Commissioner Ellis made a motion that for the duration of Stage III Activation or above, to allow the Chief Operator to sign Department paperwork in lieu of the Facilities Manager. The Chairman provided a second, and the Admin Assistant conducted a Roll Call Vote, with the results as follows: Mr. Searle, Aye; Mr. Ellis, Aye.

**OTHER BUSINESS:**

**FACILITIES MANAGER’S REPORT.**

Facilities Manager Burke described the system he and Mr. Rock had developed to cover the care and maintenance of the Plant during the Stage III Activation due to the Covid-19 Pandemic, assigning a two-man team working two days at a time to handle laboratory duties and emergency discharges in Septage Receiving. IT Manager Adam Darack had delivered some laptops to the

Department so remote work was possible. As for any declaration of a Stage IV Emergency, he had not heard anything in that regard, he said. If an Operator got sick, Mr. Burke added, that person was asked to stay out.

### **CHIEF OPERATOR'S REPORT.**

Mr. Rock reported that the Total Nitrogen for February was 2.90 milligrams per liter and 4.46 milligrams per liter, for a monthly average of 3.68 milligrams. Early in the month there had been a sewer backup at the Dippin' Donuts complex caused by a failed check valve on the duplex pump station; Farrissey Tele-Comm was called in to repair the check valve. There had been excessive ammonia on February 9, which was handled by increasing the aeration from 16 to 24 hours.

### **FINANCIAL REPORTS.**

Admin Assistant Webster reported that Septage Receiving Volume and Revenue were up 17.1 percent over this point last fiscal year, down from being up more than 21 percent; the increase would continue to drop as Septage Receiving remained open only for Emergency Discharges.

As for FY20 Operating Budget Expenditures, the Total Used (including the Repair/Replace Account) stood at 66.7 percent, thus being underspent by nearly \$24,000. Salaries & Wages stood at 58 Percent Used, underspent by about \$92,000, with \$13,700 encumbered, for a net of around \$78,300. The exact cost of Mr. Rock's promotion had yet to be figured into that calculation, she added.

### **APPROVAL OF MINUTES.**

Commissioner Ellis made a motion to approve the **Minutes of the Executive Session of January 16, 2020** as written, seconded by Commissioner Murphy. The Admin Assistant conducted a Roll Call Vote, with the results as follows: Mr. Searle, Aye; Mr. Murphy, Aye; Mr. Ellis, Aye.

Turning to the **Minutes of the Special Meeting of February 6, 2020**, Commissioner Ellis made a motion to approve as written, seconded by Commissioner Murphy. Admin Assistant Webster conducted a Roll Call vote, with the results as follows: Mr. Searle, Aye; Mr. Murphy, Aye; Mr. Ellis, Aye.

Commissioner Ellis made a motion to approve the **Minutes of the Regular Meeting of February 20, 2020** as written, seconded by Chairman Searle. The Admin Assistant conducted a Roll Call Vote, with the results as follows: Mr. Searle, Aye; Mr. Ellis, Aye; and Mr. Murphy, Abstaining, because he had not attended the entire meeting.

Lastly, Commissioner Murphy made a motion to approve the **Minutes of the Special Meeting of February 27, 2020** as written, seconded by Chairman Searle. The Admin Assistant conducted a Roll Call Vote, with the results as follows: Mr. Searle, Aye; Mr. Murphy, Aye; and Mr. Ellis, Abstaining, because he had not attended the meeting.

**ADJOURNMENT**

There being no further business, Chairman Searle made a motion to adjourn the Regular Meeting, which Commissioner Ellis seconded. Admin Assistant Webster conducted a Roll Call Vote, with the results as follows: Mr. Searle, Aye; Mr. Murphy, Aye; Mr. Ellis, Aye. The Regular Meeting adjourned at 3:55 p.m.

Respectfully submitted,

Pia Webster  
Administrative Assistant

APPROVED:

BOARD OF WASTE WATER COMMISSIONERS  
TOWN OF EDGARTOWN

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Glen S. Searle, Chairman

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Scott Ellis, Commissioner

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Sean E. Murphy, Commissioner