

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

**MINUTES OF THE
REGULAR MEETING OF APRIL 16, 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 G. Burke, Facilities Manager
Mr. Joseph Rock, Plant Operator
Ms. Jennifer Smyth, Department Assistant, Meeting Host
Mrs. Pia Webster, Administrative Assistant

OTHER TOWN EMPLOYEE(S) PRESENT:

Mr. James M. Hagerty, Town Administrator

OTHER(S) PRESENT:

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

PREFATORY REMARKS

This being a teleconferenced meeting, Admin 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 Coronavirus Pandemic; and included cautionary words about the public nature of the video conference 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, April 16, 2020, at 3:00 p.m. via the Zoom teleconference app. At 3:03 p.m. Chairman Glen S. Searle called the meeting to order and read into the record a written statement titled "Teleconference Meeting Ground Rules."

OTHER BUSINESS: FINANCIAL – DISCUSS BUDGET FREEZE, CH 77 TRANSFER.

Referring to an e-mail sent earlier in the day by Town Administrator James M. Hagerty, Admin Assistant Webster related that in an effort to address the effects of the Covid-19 Pandemic, a budget freeze had been instituted. Mr. Hagerty, who was attending the meeting, explained that the Board of Selectmen and the Financial Advisory Committee had voted jointly the evening before to freeze all non-essential spending, defined as expense costs outside of reoccurring utility payments, contractual obligations and/or those directly supporting health and public safety.

Facilities Manager William G. Burke had some questions about the balances in various accounts and which account balances were available for spending. Mr. Hagerty spoke of the possible \$1 million to \$1.2 million shortfall that could occur because of municipal taxes and fees that might not be generated or collected before June 30. This could affect Free Cash to a negative degree, he said.

The Admin Assistant pointed to an FY20 Operating Expenditures Report as of April 21, 2020 that included Projected Salaries & Wages Expenditures figures through the end of the fiscal year. She had concluded, she said, that about \$106,000 could be available for Chapter 77 Transfer out of the Salaries & Wages section of the Operating Budget. She had asked Mr. Burke and Chief Operator Joseph Rock to work out the Department's needs over the next few months, and making any leftover funds available for transfer to other Town departments.

Mr. Hagerty advised the Board members to hold those funds where they were for the time being, waiting until June to consider a transfer when everyone would have a clearer picture of, for instance, when Special Town Meeting would occur.

Mr. Rock suggested that while the funds were available, the Department should complete the bed valve work, since the two bed valves themselves had already been purchased. The Facilities Manager agreed, since the valves were in stock and had been paid for.

The discussion turned to the Department's new work schedule and when and how the acceptance of discharge beyond septage from emergency pump-outs would be phased in. Mr. Hagerty recommended slowly opening up Septage Receiving to other Waste Types, beginning on April 27. Mr. Burke said he understood the need for the income the Station generated. However, the volume of septage the Receiving Station could accept depended upon the amount of inflow from the Sewer Users System. Mr. Burke asked Ian B. Catlow, P.E., Vice President of Tighe & Bond, to explain.

Mr. Catlow said that septage tended to be 40 times the strength of the flow that entered through the Sewer System and that the Septage Receiving Station should take in anywhere from 2 to 5 percent of the total daily flow into the Plant, 10 percent at the most. Chief Operator Rock noted that the current Daily Total Flow stood at 130,000 to 150,000 gallons, whereas it normally was about 200,000 gallons a day during this week in April. You'd want to keep the flow from the Septage Receiving Station at 10,000 gallons or less, said Mr. Catlow.

Waste Water Commissioner Sean E. Murphy suggested that the decision to phase in the acceptance of discharge beyond septage from emergency pump-outs be left in the hands of the Facilities Manager. Chairman Searle and Waste Water Commissioner Scott Ellis agreed.

Town Administrator Hagerty wondered if the Board would consider increasing the Septage Acceptance Rates, considering that the Edgartown Station was "the only game in town." Commissioner Murphy responded that it was the tendency of the pumpers to pass on any increases

in rates to their customers; so it would only hurt the customers, many of whom could ill afford the hike.

Mr. Burke pointed out that it had been eight years since Septage Rates had been raised. The Admin Assistant provided some background on why the rates were structured as they were and the history of what had occurred when residents of Edgartown were assigned a lower rate for septage than were the residents of other Island Towns. The discussion wound down.

OLD BUSINESS:

UPDATE: PROGRESS OF CAPITAL IMPROVEMENT PROGRAM PROJECTS.

Mr. Catlow asked the Town Administrator if the spending freeze would delay the bidding on the Department's Capital Improvement Projects, specifically the **Chase Road Pump Station and Dunham Road Pump Station Upgrade Projects**. No, answered Mr. Hagerty, that money was already appropriated. But the construction freeze could affect costs, he added.

Further, Mr. Catlow wanted to know if Mr. Hagerty would assist the Department in acquiring the necessary Temporary Construction Easement at the site of the Dunham Road Pump Station Project. He understood, he said, that there had been some litigation with the owner of the Harborside Inn, who owned the parking lot on which the construction site would be infringing.

Mr. Hagerty responded that although a settlement of the suit hadn't yet occurred, he had a good relationship with Bill Young, the lot owner. He said he would send over sample language and that could be worked on, complemented with a plan, and put before the lot owner.

Commissioner Murphy discussed with Mr. Catlow the timeline of the project, an element that would have to be written into the Easement. In Mr. Catlow's opinion, it was a 12-month project. So they would need an eight-month Easement, said Commissioner Murphy. A discussion ensued regarding how much space would be necessary. The Town Administrator advised Mr. Catlow and the Board members to send their conclusions to him and he would speak to Bill Young about the Easement.

Mr. Catlow wanted to know about progress with the Historic District Commission (HDC). Chairman Searle said that he wanted to talk to the neighbors about the project. Mr. Catlow said he had contacted the HDC Assistant about the installation of a 42-inch-high fence around the Dunham Road Pump Station and she had seemed amenable to the plan. However, the Admin Assistant from the Zoning Board of Appeals had looked at it "a lot less favorably."

So Mr. Catlow had gone back to the drawing board and considered using plantings, instead of a fence, to camouflage the station, since the risk of vandalism at the site was low. If the Board was willing to entertain a strictly planting option, then, Mr. Catlow said, he would recommend arbor vitae. Commissioner Murphy noted that he thought the project would have to go before the Planning Board since it involved a public utility. Commissioner Ellis said that he preferred plantings to a fence.

The engineer then turned to the topic of the **Rapid Infiltration Beds Project** and a scaled-down version of an earlier proposal from Tighe & Bond titled "**Wastewater CIP Project Amendment #2 Rapid Infiltration Bed Evaluation**." The scope of work would include a bit of background research, using the information uncovered to evaluate groundwater elevations; and then a day or two of test

pit investigation and double-ring infiltrometer testing to estimate the extent to which the RIBs were impaired by vegetative material and solids deposition. Records would then be digitized, and the amount of soil and vegetation removal would be estimated.

Mr. Catlow added that he had spoken to Brian Dudley of MassDEP. Mr. Dudley had indicated that so long as the Department was showing progress in handling the RIBs Project, they would not be feeling any undue pressure from the State.

Admin Assistant Webster checked the Draft Minutes of the Regular Meeting of March 26, 2020 to ensure that the Board had already voted to “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.” No additional vote was necessary.

As for the question of using a propane generator at the Dunham Road site, Mr. Catlow reported that there was “not a huge cost difference.” In addition to being cost-neutral, the choice of propane turned out to be size-neutral, “not saving a lot of height.” The only question in Mr. Catlow’s mind was whether the Department could get propane in an emergency. *[Mr. Hagerty left the meeting at this point, 3:56 p.m.]*

NEW BUSINESS:

REPORT/DISCUSS: HIRING OF NEW SAFETY OFFICER.

Mr. Burke reported that the Department had begun advertising for a new Safety Officer. Commissioner Ellis noted that the position of Safety Officer had been filled by Joseph Rock until he had been appointed the Chief Operator. Commissioner Murphy confirmed that the position had always been full-time; and Commissioner Ellis established with Mr. Burke that the holder of the position had to be a Grade 4 Plant Operator. Mr. Rock explained that among the Safety Officer’s duties were the updating of safety procedures and policies; and the annual training of all Operators in those procedures and policies. Mr. Burke pointed out that the State was now the enforcing OSHA representative.

OTHER BUSINESS [Continued]:

FACILITIES MANAGER’S REPORT.

Facilities Manager Burke reported on, among other things: his work with Tighe & Bond on the Chase Road Pump Station and Dunham Road Station Upgrade Projects; the leaky roofs on the Laboratory Building and the Operations Building; and the recent load bank testing, which indicated deficiencies in the Dock Street Station and Dunham Road Station generators. There was discussion about contracting for generator maintenance and service.

CHIEF OPERATOR’S REPORT.

Chief Operator Rock reported that the total flow for March had been 3,512,490 gallons, with a monthly average total nitrogen reading of 5.89 milligrams per liter. He had ordered a new pump for the Pierce Lane Pump Station. Also, he said, Kirk from ITS had figured out that the issue with Pump No. 1 at Chase Road had been a broken signal isolator; and a RISE engineer had done an

energy audit for the Department and found no areas for improvement. Administrative staff had been telecommuting; while operations had been working with skeleton crew.

FINANCIAL REPORTS [Continued].

Admin Assistant Webster added that reminder notifications for the Annual Sewer User Charges had been mailed out two days earlier. Referring to a report titled “FY20 Sewer Charges Collection Report as of April 15, 2020,” Mrs. Webster pointed to a collection rate of 74.2 percent, with posted collections of \$1,102,961.20 and \$382,790.64 left to collect.

APPROVAL OF MINUTES.

Commissioner Ellis made a motion to approve the **Minutes of the Regular Meeting of March 26, 2020**, seconded by Chairman Searle. The Chairman conducted a Roll Call Vote, with the results as follows: Mr. Searle, Aye; Mr. Murphy, Aye; Mr. Ellis, Aye.

ADJOURNMENT

There being no further business, Chairman Searle made a motion to adjourn the Regular Meeting, which Commissioner Murphy seconded. The Chairman conducted a Roll Call Vote, with the results as follows: Mr. Searle, Aye; Mr. Murphy, Aye; Mr. Ellis, Aye. The Regular Meeting adjourned at 4:14 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