

**TOWN OF EDGARTOWN  
BOARD OF WASTE WATER COMMISSIONERS  
DRAFT MINUTES OF THE  
REGULAR MEETING OF MAY 21, 2020  
CONDUCTED VIA ZOOM TELECONFERENCE**

**WASTE WATER COMMISSIONERS PRESENT:**

Mr. Scott Ellis, Acting Chairman  
Mr. Sean E. Murphy, Commissioner

**WASTE WATER COMMISSIONER ABSENT:**

Mr. Glen S. Searle, Chairman

**EWWD STAFF PRESENT:**

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

**OTHERS PRESENT:**

Mr. Simon Athearn, CEO, Morning Glory Farm  
Mr. Ian B. Catlow, P.E., Vice President, Tighe & Bond  
Mr. George A. Sourati, P.E., Sourati Engineering Group

**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, May 21, 2020, at 3:00 p.m. via the Zoom teleconference app. At 3:02 p.m. Acting Chairman Scott Ellis called the meeting to order and read into the record a written statement titled "Teleconference Meeting Ground Rules."

**NEW BUSINESS: REPORT/DISCUSS/VOTE – TIE-IN OF MORNING GLORY FARM.**

George A. Sourati, P.E., owner of Sourati Engineering Group, described his design for the proposed sewer lateral and pump installation at Morning Glory Farm (Map 28 Lot 224.1). Included in Mr. Sourati's submission to the Board were: a letter dated May 6, 2020 outlining his proposal; a plan laying out the pump siting and the running of the lateral across the property; a plan showing how the lateral would parallel Meshacket Road and tie into the sewer main at the end of Llewellyn Way; and the instruction manual for the E-One Extreme Series 486-Gal. Capacity Grinder Pump Station.

Mr. Sourati summarized what he had proposed in the May 6 letter. Among the features of his plan were: the Morning Glory Farm Market, with two kitchens and a six-bedroom apartment; expected daily sewage flow of 3,558 gallons, with 2,898 gallons from the Market and 660 from the apartment; and a peak flow of 24 gallons per minute based on the list of fixtures provided. He said that initially he would install three E-One Extreme Series Pump Stations, with the third one used only if the two on-duty units could not handle the expected flow.

Mr. Sourati continued that a 1½-inch underground sewer pipe would meander under the parking lot along Meshacket Road up to the point across from Llewellyn Way, where he had not yet been able to locate the sewer main. One of the existing septic tanks would be converted into a 3,500-gallon grease trap. Acting Chairman Ellis wanted to know if Facilities Manager William G. Burke was happy with the details of the proposal. Mr. Burke noted that Mr. Sourati wanted to add a fourth pump if three were found not to be sufficient; the Facilities Manager asked that the Department be notified if that turned out to be the case.

Waste Water Commissioner Sean E. Murphy said he thought that if a sewer main ran for longer than 700 feet, its installation required an approval from MassDEP. Chief Operator Joseph Rock explained that while this regulation had once in fact in force, the DEP had changed it a few years earlier. Responding to another query from Commissioner Murphy, Admin Assistant Webster said that the entire length of Llewellyn Way had sewer main, with a manhole at the far end.

Commissioner Murphy also asked if this installation would make any residents along Meshacket Road or Llewellyn Way subject to mandatory sewer tie-in the case of future septic failure. The answer to this question was no, since just about the entire run of the line proposed was lateral line on private property belonging to Athearn Family Land, LLC (Morning Glory Farm); the tie-in itself would be at the very corner of Llewellyn Way and Meshacket Road.

Commissioner Murphy inquired why the Athearns had chosen not to do a septic upgrade instead. Simon Athearn, CEO of Morning Glory Farm, related that this was the fourth septic system failure on the property since the 1980s and that Health Agent Matthew Poole had encouraged this solution. Mr. Sourati added that the soil onsite was "not good for septic."

Mr. Sourati then described the 3,500-gallon cast-concrete grease trap that would be set up. Commissioner Murphy asked Facilities Manager Burke if he was comfortable inspecting grease traps. Yes, replied Mr. Burke, who said the Department would have Mr. Sourati put baffles in the grease trap. Mr. Sourati noted that when complete, of the more than 1,200 feet of pipe laid for the project, all but less than 100 feet of it would be on private property.

When Acting Chairman Ellis made a motion to approve, the Admin Assistant interrupted and requested that the Board members look at the last page in this section of their meeting binders at the

proposed motion she had drawn up, which included conditions not written in Mr. Sourati's proposal. Mr. Ellis withdrew his motion, and the Commissioners looked over the text, which read:

*“Motion: To accept the proposed Sewer Tie-in by Athearn Family Land LLC, 120 Meshacket Road, Map 28, Parcel 224.1, as outlined by George A. Sourati, P.E. in the following materials:*

*Letter dated May 6, 2020 from Mr. Sourati to the Board of Waste Water Commissioners; and*

*Plan by Sourati Engineering Group titled “Sewer Main Plan in the Town of Edgartown, Site: Morning Glory Food Market w/ Kitchens + Takeout Plus Six Bedroom Apartment Map 28 Parcel 224.1, 120 Meshacket Road” showing the Athearn parcel, layout of the buildings, siting of the pump station and lateral main path across the property; and*

*Plan by Sourati Engineering Group titled “Sewer Main Plan in the Town of Edgartown, Site: Morning Glory Food Market w/ Kitchens + Takeout Plus Six Bedroom Apartment Map 28 Parcel 224.1, 120 Meshacket Road” showing the layout of the main down Meshacket Road to its tie-in to the Llewellyn Way line, plus drawings of the pump station, sewer main connection detail; typical lateral main assembly detail, and profiles of system; and*

*E/One Extreme WH484 Quadplex with Sentry Protect Plus Generator Transfer and Sentry Advisor, Typical Installation Instructions Manual;*

*And further, that this approval is conditional upon the application for an Initial Commercial Sewer Permit by Athearn Family Land LLC and the granting of said permit by the Edgartown Waste Water Department;*

*And further, that this approval is conditional upon the Trench and Final Inspections of the installation by Waste Water Department Staff, as well as Bedroom and Drain Counts by Waste Water Department Staff;*

*And further, that should the addition of a fourth pump be required, said fourth pump cannot be installed without the application for a Revised Commercial Sewer Permit by Athearn Family Land LLC and the granting of said permit by the Edgartown Waste Water Department.*

Acting Chairman Ellis made the motion as written, seconded by Commissioner Murphy. The Admin Assistant conducted a Roll Call Vote, with the following result: Mr. Ellis, Aye; Mr. Murphy, Aye. Mr. Athearn was told that the next step was to obtain the required Grinder Pump Easement, followed by the Commercial Sewer Permit. Messrs. Athearn and Sourati thanked the Board members and staff and left the meeting.

Admin Assistant Webster then referred the Commissioners to the documents in the same binder section titled “MV-2248-1 Town of Edgartown – Katama Project Design Data (updated)” and “Memorandum of Understanding Between the Department of Environmental Protection and the Town of Edgartown Wastewater Commission.” She pointed out that it was imperative that the former document, not updated since 2017, be revised to include now Morning Glory Farm, which would be tying into the Katama Project System. Additionally, the figures for the Meeting House Place Project, she said, was been twice amended in the past two years. There was also the M.V.

Hospital's 490 Edgartown-Vineyard Haven Road Project to consider. Some kind of watershed gallage exchange figure had to be voted on by the Commission, she said.

Mrs. Webster expressed her deep concern and discomfort with the fact that she seemed to be the only person currently in the Department with any institutional memory of the Katama Project and the Town's 2004 Agreement with MassDEP. She urged technical staff to speak to former Facilities Manager David Thompson and/or Brian Dudley of DEP to gain a better understanding of the Agreement and the set-asides. As a Grade E [Admin Assistant], she said, she was in no position to be responsible for educating a Grade G [Chief Operator] and a Grade J [Facilities Manager].

**OLD BUSINESS:**

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

Ian B. Catlow, P.E., Vice President of Tighe & Bond, related that the matter of the Temporary Construction Easement for the **Dunham Road Station Upgrade Project** remained unsettled and that the ball was in his court. The issue of using arbor vitae to camouflage the station was all set, he said, having been given the green light by the Historic District Commission and, as a utility, the Facility being exempt from the dimensional requirements of the Zoning Board of Appeals. As for the propane tank, it would be seven feet long and 30 inches in diameter and would hold 250 gallons of fuel.

Mr. Catlow reported that he had submitted the DOT Access Permit for the **Chase Road Station Upgrade Project** and was adding a plug to facilitate the portable generator. Tighe & Bond had been working on the polymer feed system design for the **Septage Storage System Project**, and he expected, he said, for that project to go out to bid in mid-June. Mr. Burke asked Mr. Catlow to send him the latest plans for the system and to give him a week to go through them. Mr. Catlow suggested they conduct the bid process as a Zoom opening, which was being allowed by the State. Commissioner Murphy said that as long as the opening met the standards of the Inspector General, it would be acceptable to the Board. He then requested that the Zoom opening also be run by Chief Procurement Officer Bryan Belanger.

Chief Operator Joseph Rock wanted to know whether any progress had been made with acquiring the necessary parts for the **Scum Pump Replacement Project**. Mr. Catlow said he had spoken to Damon Burchill of Robert B. Our Co., Inc., who had described to him some production line issues. Mr. Catlow also mentioned that the following Wednesday, Tighe & Bond Staff Engineer Sam Taugher was visiting the Plant to look at the **Rapid Infiltration Beds**.

**VOTE: CLARIFICATION OF MOTION RE: CHIEF OPERATOR POSITION.**

The Admin Assistant explained that the motion to appoint Joseph Rock as Chief Operator in the Regular Meeting of March 26 had left Mr. Rock and the Facilities Manager to negotiate with the Personnel Board to start Mr. Rock at Step 3 of Grade G, instead of Step 2, which was what the Town would grant as a matter of course. When the Personnel Board approved this request in their meeting on April 8, Mrs. Webster had been able to pay the new Chief Operator at the G-3 rate, beginning with the Pay Period Ending April 14, 2020, but not earlier, since the Commissioners' motion had not specified a starting date for the higher rate of pay. The motion in their binders, said

the Admin Assistant, would get Mr. Rock his back pay, making his raise retroactive to the date he had stepped down as Acting Facilities Manager.

Acting Chairman Ellis moved to make the promotion of Joseph Rock to Chief Operator at Grade G Step 3 retroactive to February 19, 2020, thereby increasing his rate of pay from \$31.99 per hour to \$34.40 per hour for the Pay Periods Ending March 3, March 17 and March 31, 2020. A second was provided by Commissioner Murphy; and the Admin Assistant conducted a Roll Call Vote, with the following result: Mr. Ellis, Aye; Mr. Murphy, Aye.

**NEW BUSINESS [Continued]:**

**DISCUSS/VOTE: FY20 SEWER USER CHARGES ABATEMENT NO. 3.**

The Admin Assistant provided background on the Abatement Request of DeLuna LLC, 8 Atwood Circle (Map 29B Lot 57). Commissioner Murphy said that at one point an inquiry had been made about his legal services in connection to this property. (No services had been provided.) But due to Chairman Searle's absence, he would be voting on this matter under the Rule of Necessity. Acting Chairman Ellis said he would be voting on it as well for the same reason, though he had worked at this property. Acting Chairman Ellis then moved to abate off the full amount of \$1,140.00 from the FY20 sewer bill for Account Number S0254, seconded by Commissioner Murphy. Mrs. Webster conducted a Roll Call Vote, with the following result: Mr. Ellis, Aye; Mr. Murphy, Aye.

The Admin Assistant said that of the eight FY20 Sewer User Charges Hardship Abatements, seven of the applicants were identical to last fiscal year's. The addition was new customer Glenda I. Medeiros of 3 Duarte Circle. Commissioner Murphy moved that the Board approve the FY20 Sewer User Charges Hardship Abatements as presented, totaling \$3,738.85, seconded by Acting Chairman Ellis. Mrs. Webster conducted a Roll Call Vote, with the following result: Mr. Ellis, Aye; Mr. Murphy, Aye.

**OTHER BUSINESS:**

**FACILITIES MANAGER'S REPORT.**

Facilities Manager Burke reported that he was looking into the sludge cake transport and disposal fees and the possibility of the Department's buying its own truck. He had been working on the Department's Coronavirus Reopening Plan and had submitted it to the Town Administrator. Among the items he had had to purchase for the plan was a second water cooler, this one for the Laboratory Building. In addition, he had pursued the hiring of an experienced operator; but this had not worked out because the Town was not offering a high enough hourly rate of pay. So he had decided to hold off any additional hiring until March 2021. Lastly, with much lower Sewer User Flow figures than usual, perhaps the best the haulers could hope for in the near future, Mr. Burke said, was opening up the Septage Receiving Station to the discharge from the maintenance pumping of Edgartown septic systems.

**CHIEF OPERATOR'S REPORT.**

Chief Operator Rock reported that the crew had been working two- or one-man shifts. On May 5 they had responded to a sinkhole forming in the Edgartown Council on Aging parking lot. It turned

out that a sump pump under pressure had led to a pipe breaking; the Highway Department had repaired it. On May 24 the crew responded to a high-level alarm at the Vineyard Golf Club Pump Station. An Operator on-duty had noticed the low flow registering nonetheless, and they realized a breaker had been tripped; so they pumped down the wet well and checked all the floaters.

**FINANCIAL REPORTS.**

Admin Assistant Webster reported that Septage Revenue and Volume, which in late March had been around 21 percent higher than in the previous fiscal year, were virtually flat. The Operating Budget was in sound shape, with about \$42,800 from Expenditures and \$7,300 from Equip, Repair, Replace & Upgrade available for the remainder of the fiscal year for the Department and about \$100,000 left for the Town from Salaries and Wages. And with a balance of \$3,237,317.65, she reminded the Board that the CIP Account would not be replenished until FY2022.

**APPROVAL OF MINUTES.**

Acting Chairman Ellis made a motion to approve the **Minutes of the Regular Meeting of April 16, 2020**, seconded by Commissioner Murphy. The Admin Assistant conducted a Roll Call Vote, with the following result: Mr. Ellis, Aye; Mr. Murphy, Aye.

**ADJOURNMENT**

There being no further business, Commissioner Murphy made a motion to adjourn the Regular Meeting, which Acting Chairman Ellis seconded. Mrs. Webster conducted a Roll Call Vote, with this result: Mr. Ellis, Aye; Mr. Murphy, Aye. The Regular Meeting adjourned at 4:12 p.m.

Respectfully submitted,

Pia Webster  
Administrative Assistant

APPROVED:

BOARD OF WASTE WATER COMMISSIONERS  
TOWN OF EDGARTOWN

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Scott Ellis, Acting Chairman

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Sean E. Murphy, Commissioner