

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

**MINUTES OF THE
REGULAR MEETING OF DECEMBER 18, 2019**

WASTE WATER COMMISSIONERS PRESENT:

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

EWWD STAFF PRESENT:

Mr. William Meader, Junior Operator
Mr. Joseph Rock, Acting Facilities Manager
Mrs. Pia Webster, Administrative Assistant

OTHER EDGARTOWN TOWN OFFICIALS PRESENT:

Mr. Shane Ben David, Assistant Superintendent, Water Department
Mr. William Chapman, Superintendent, Water Department
Mr. James M. Hagerty, Town Administrator
Ms. Kim Lucas, Human Resource Director

MEETING CALLED TO ORDER:

The Board of Waste Water Commissioners of the Town of Edgartown held their Regular Meeting on a special day, Wednesday, December 18, 2019, at 4:00 p.m. in a special location, the Fred B. Morgan, Jr. Selectmen's Meeting Room in the Edgartown Town Hall, 70 Main Street, Edgartown, Mass. At 4:00 p.m. Chairman Glen S. Searle called the meeting to order. Also present from the Board were Waste Water Commissioners Scott Ellis and Sean E. Murphy.

NEW BUSINESS:

DISCUSSION: FACILITIES MANAGEMENT.

Commissioner Ellis related that there had been some discussion of bringing Water Superintendent William Chapman, who holds a Grade 4 Wastewater License, on board at the Waste Water Department as Interim Facilities Manager until a more permanent solution was found to the departure of longtime Department Head David Thompson. Mr. Chapman said that he could be helping out in the interim; what he was wondering was what the long-term goal for the position

was. Human Resources Director Kim Lucas pointed out that her office had recently received an application from someone with a C-7 Wastewater License.

After enumerating some of the problems encountered by Mr. Thompson in the Facilities Manager position, Mr. Hagerty stated that the handling of wastewater was an important aspect of the Town and that it was vital to set people up for success. So he was looking at having Mr. Chapman serve for a four to five month period, while receiving a stipend acceptable to his Department and Board and also to his Assistant Superintendent, Shane Ben David, who would be picking up any slack created by Mr. Chapman's new Waste Water Department responsibilities.

As far as the need for a Grade 7 License was concerned, said Commissioner Murphy, there were two different positions in question. One was the Chief Operator, who would run the Plant; the other was the Facilities Manager, who was more of an administrator. Superintendent Chapman pointed out that, in fact, there were wastewater facilities where the managers did not have any wastewater licenses; often in industry somebody with a B.A. or an engineering degree was sought for that position. And Mr. Rock had the skill set for a Chief Operator, Commissioner Murphy noted.

Mr. Hagerty indicated that the Waste Water Department had an active lawsuit, a major project with the Boys' & Girls' Club, and numerous capital projects on its plate. Commissioner Murphy mentioned that the burn-out factor had loomed large for Mr. Thompson and that having two different people in the Chief Operator and Facilities Manager positions would mean that disgruntled Department employees could go to someone other than their crew supervisor with their complaints. He added that they had to come up with some kind of financial proposal for the Water Department.

Mr. Rock said that what he had observed in plants where the administrative people were not licensed was that the Chief Operator had control over the process of the plant. Commissioner Murphy said that if Mr. Chapman were the Facilities Manager, he would be in charge; for instance, if there were a dispute, he would settle it. But he would not be dealing with the day-to-day operation of the Plant.

Mr. Hagerty recommended that the Board member look at the résumé mentioned earlier by Ms. Lucas. He added that he would contact the DEP about whether a Waste Water Department's manager had to have a Grade 7 License. Commissioner Ellis noted that the MassDEP distinguished between a Chief Operator and an Assistant Chief Operator but not between a Facilities Manager and a Chief Operator. Ms. Lucas mentioned to Mr. Chapman that he would have to fill out a Disclosure Form, since he would be holding more than one job with the Town.

First and foremost, said Mr. Chapman, for the short term at least, he was willing to help. He had told Assistant Superintendent Ben David about the possibility of interim work for the Waste Water Department right away, and Mr. Ben David said he would be able to fill in the blanks left by Mr. Chapman's taking on of Waste Water Department duties. Furthermore, he and Mr. Ben David were both concerned – and it was certainly Mr. Chapman's preference – that the Water and Waste Water Departments be kept separate.

Mr. Hagerty suggested that the Waste Water Department give Mr. Chapman six months as the Interim Facilities Manager. Ms. Lucas pointed out that to do so would require (a) the agreement of both the Water Commission and the Waste Water Commission to (b) a finite period of time with (c) an agreed-upon maximum number of hours devoted to the Waste Water Department and (d) an

agreed-upon (six-month) stipend. Mr. Hagerty asked Ms. Lucas if she thought this matter should also be cleared by the Personnel Board.

A number of points were then clarified: That in the Waste Water Department, two positions were open, Facilities Manager and Chief Operator; that according to current Town job descriptions, both positions required a Grade 7 Wastewater License; and that Water Superintendent Chapman could reduce his hours at the Water Department to make available the funding needed to compensate Assistant Superintendent Ben David for the additional work the latter would be taking on during this interim period.

It was settled that the next step would be to call a Special Meeting of the Water Commission so that members of that Board could: (a) agree to the concept and length of Mr. Chapman's interim appointment; (b) decide on a specific breakdown of Mr. Chapman's hours and compensation; and (c) fix the amount of Mr. Ben David's additional compensation. The discussion wound down. Messrs. Ben David, Chapman and Hagerty, as well as Ms. Lucas, left the Regular Meeting at this point. The time was 4:35 p.m.

**DISCUSSION/VOTE: AWARD OF BID FOR CONTRACT NO. WW-20-09 –
DEWATERED SLUDGE CAKE DISPOSAL.**

Acting Facilities Manager Rock related that inclement weather the day before had slowed the journey of the successful bid package for the Dewatered Sludge Cake Disposal Contract to its destination at Town Hall. But the Chief Procurement Officer had been able to approve an emailed copy, he said, after perusing evidence of a Federal Express invoice with accompanying delivery guarantee.

A single bid had come from Synagro Northeast LLC of Baltimore, Md. at a cost of \$90 per wet ton, said Mr. Rock, which was higher than the price that former Facilities Manager Thompson had used in calculating the FY21 Equipment Hire Operating Budget Account (at \$85,000).

Administrative Assistant Pia Webster pointed out that the FY20 price was \$85.10, up from the original \$80.70 bid figure for FY18, after annual Consumer Price Index adjustments; so the rise in price of this latest bid was significant. But we have no alternative, stated Commissioner Murphy, who then made a motion to award Contract No. WW-20-09 Dewatered Sludge Cake Disposal to Synagro Northeast LLC of Baltimore, Maryland, at the quoted price of Ninety Dollars (\$90.00) Per Wet Ton. Commissioner Ellis provided a second, and the motion carried unanimously by voice vote.

OLD BUSINESS:

UPDATE: CIP PROGRESS & THE MVP GRANT.

Mr. Rock went through a December 18 memorandum addressed to him from engineer Ian B. Catlow of Tighe & Bond Inc. titled "December Wastewater Project Update," noting that there had been little actual progress since the November Regular Meeting. The Department had just processed the final payment to Industrial Technical Services, Inc. for the Chase Road Station PLC Upgrade, he said; plus Robert B. Our Co., Inc. continued to coordinate with its supplier for delivery of the new Scum Pump.

Mr. Rock related that plans by Tighe & Bond on design development and specifications for the Dunham Road and Chase Road Pump Station Upgrades were 90 percent complete, and that designing and specs for the Septage Storage & Plant Upgrade Project were about halfway done. Mr. Catlow had not heard anything yet about the Municipal Vulnerability Program Grant.

Lastly, reported Mr. Rock, in mid-January the Plant staff would be meeting with Tighe & Bond to review current plans and equipment selections, including the staging of equipment for the Dunham Road Station Upgrade Project at the former Water Department headquarters on Meshacket Road. There was a brief discussion about the degree to which the Town would have to intrude beyond its own easement on to the Harborside Inn parking lot property on South Water Street while the work was ongoing. Commissioner Ellis noted that a fence would have to be constructed around the work area.

OTHER BUSINESS:

FACILITIES MANAGER'S REPORTS.

Chase Road Substation Motor Replacement Project.

Mr. Rock reminded the Board members that they had voted in their previous meeting to award the Chase Road Substation Motor Replacement Project to Williamson New England Motor Service Corp. at a cost of \$22,757.16. Former Facilities Manager Thompson's understanding with the Williamson sales representative, who had since moved on, was that a brand-new motor would be available two weeks from the acceptance of the quote.

Mr. Rock had found out since, he said, that the wait time was more like six to eight weeks. So what he had arranged with the owner of the company instead of purchasing a new motor was the complete removal, rebuilding and reinstallation of the old motor, all completed within about a two-week period. An advantage of the new plan, which had the same price attached, was that it required no installation work on the part of Department staff. The new plan was described in the revised "Quote Information" section of the quote from Williamson, which could be found in the Commissioners' binders.

Commissioner Ellis made a motion to accept the change in wording of the Work Description by Williamson New England Motor Service Corp. for the Chase Road Substation Motor Replacement Project. Commissioner Murphy provided a second, and the motion carried unanimously by voice vote.

Chief Operator's Report: November 2019.

The Acting Facilities Manager reported that in the past month the Department had welcomed two new Junior Operators, Jason Flanders and Mark Chagnon. He also related that just before Thanksgiving the transducer at the Dock Street Substation had failed, with the station still functioning on VTScada even after he had installed a new transducer. The day after Thanksgiving an engineer from Tighe & Bond had come on-Island to fix the installation and integrate the transducer, allowing the station to run automatically ever since.

FINANCIAL REPORTS.

Admin Assistant Webster pointed to the schedule of “FY21 Joint Meetings of Financial Advisory Committee and the Board of Selectmen” issued by the Town Administrator earlier that day and noted that the Waste Water Department was in the Tuesday, January 7, 3:00 p.m. slot. She encouraged members of the Board to attend.

Reporting on Septage Revenue and Volumes as of December 17, Mrs. Webster related that business had begun to slow. At 1,359,796 gallons, total Septage Receiving Volume was up 12.5 percent over the same point last fiscal year (down from 17.2 percent growth four weeks earlier); and Revenue was up 12.4 percent at \$310,680.87 (down from being up 16.7 percent in November).

APPROVAL OF MINUTES.

Turning to the **Minutes of the Special Meeting of December 12, 2019**, Commissioner Murphy made a motion to approve as written, seconded by Commissioner Ellis. There being no comments or amendments, the motion carried unanimously by voice vote.

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 4:49 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