



TOWN OF EDGARTOWN

WASTE WATER DEPARTMENT
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TOWN OF EDGARTOWN BOARD OF WASTE WATER COMMISSIONERS

MINUTES OF THE REGULAR MEETING OF APRIL 19, 2018

WASTE WATER COMMISSIONERS PRESENT:

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

EWWD STAFF PRESENT:

Mr. David Thompson, Facilities Manager
Mrs. Pia Webster, Administrative Assistant

OTHER TOWN OFFICIALS PRESENT:

Ms. Juliet Mulinare, Procurement Officer

MEETING CALLED TO ORDER:

The Board of Waste Water Commissioners of the Town of Edgartown held their Regular Meeting on Thursday, April 19, 2018, at 4:00 p.m. in the conference room at the Edgartown Waste Water Treatment Facility, located at 330 West Tisbury Road, 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. Because Procurement Officer Juliet Mulinare was there to address bid matters, the Chairman moved to New Business.

NEW BUSINESS:

EVALUATION/ACCEPTANCE: BID FOR REPLACEMENT OF FLOW METERS.

Facilities Manager David Thompson reported that only a single bid had been submitted for Contract WW-18-33 Replacement of Process Flow Meters, opened on Wednesday, April 11; and that bid was from engineering and environmental services firm Weston & Sampson CMR, Inc. for \$126,500. In fact, Weston & Sampson had been the only *qualified* bidder, having been the only credentialed attendee at the required site visit on March 16. (Also attending the site visit had been a regional salesperson from TriNova, Inc., a company that produces the type of hardware involved in the project.)

Commissioner Ellis asked if Mr. Thompson had ever dealt with Weston & Sampson before. No, he had not, answered Mr. Thompson, but they had done “a ton of stuff with Tighe & Bond,” an outfit obviously pleased with their work. The Facilities Manager continued that he and the Procurement Officer had gone through the checklist of items required for a complete and successful bid. Ms. Mulinare noted that a check for the five percent bid bond would have to be forthcoming from the bidder to seal the deal but that otherwise, everything was in order.

Commissioner Ellis wanted to know if the project had to go back out to bid, since only a single bid had come in. No, that was not required, replied the Facilities Manager. Mr. Thompson went on that when GHC Inc. had put together the Condition Assessment, the Flow Meters Cost Estimate had been \$165,000, a \$38,500 difference that could be enough to buy an additional set of two flow meters, at about \$25,000 per set. “I had left one flow meter off, at Meshachet,” said Mr. Thompson. “It would be nice to have a flow meter at Katama.”

Commissioner Murphy made a motion to accept Weston & Sampson CMR, Inc.’s bid of One Hundred Twenty-Six Thousand Five Hundred and Zero Hundredths Dollars (\$126,500.00) for Contract WW-18-33 Replacement of Process Flow Meters. Commissioner Ellis offered a second, and the motion carried unanimously by voice vote.

The Board of Waste Water Commissioners and the Facilities Manager signed the Notification of Award for Contract WW-18-33; and Ms. Mulinare presented the Chairman with a standard Agreement between Weston & Sampson and the Town to sign. Mr. Thompson said he would send the Notification of Award the following morning to Weston & Sampson and would arrange for the bid bond; and Ms. Mulinare agreed to obtain the signature of the Town Accountant on the agreement to assure the availability of funds. Mr. Thompson said that once the bid bond check was in hand, he would issue the Notice to Proceed.

SOLE SOURCE PROCUREMENT PROPOSAL: REPLACE AERATION MOTOR.

The Facilities Manager pointed to the draft titled “Sole Source Procurement Proposal: Aeration Motor Replacement” in the meeting binders. He explained that supplies or services could be purchased without advertising when a reasonable investigation showed that there was only one practicable source for the required supply or service. That determination had to be in writing, and careful recordkeeping had to be maintained. “When I started pulling together the specs for replacements,” the Facilities Manager related, “I couldn’t come up with a hit.”

Ms. Mulinare confirmed with Mr. Thompson that the Aeration Motor would cost less than \$50,000, a condition of Sole Source Procurement. Mr. Thompson explained that there would be two motors, at about \$25,000 apiece and that one would be bought in the current fiscal year.

OLD BUSINESS:

DISCUSSION /VOTE: POSSIBLE EXTENSION OF SEPTAGE RECEIVING HOURS.

With the new March 23 policy introducing nonworking, unpaid lunches for staff, the Department working day had been extended by a half hour to 3:30 p.m. Thus, said the Facilities Manager, the possibility had arisen of extending the arrival deadline time of the septage haulers on

Mondays, Tuesdays, Thursdays and Fridays from 2:30 p.m. to 3:00 p.m. It was up to the Board members, he said, to make the change, or not. Commissioner Murphy made a motion to amend the Septage Receiving Station arrival deadline time on Mondays (except on holidays), Tuesdays, Thursdays and Fridays from 2:30 p.m. to 3:00 p.m. Commissioner Ellis offered a second, and the motion carried unanimously by voice vote.

NEW BUSINESS [Continued]:

DISCUSS/VOTE: FY18 SEWER USER CHARGES ABATEMENT REQUESTS NO. 3.

Administrative Assistant Pia Webster related that there was a single FY18 Sewer User Charges Abatement Request for this meeting; and with the request deadline having passed on April 9, this would be the last. All that was left were the Hardship Exemptions, which the Board would hear in the May Regular Meeting, once the Board of Assessors had completed their hearings.

Thomas and Sharon Johnson, 136 Cooke St (Map 20C Parcel 210, S0455). The house originally at this site had been demolished in November 2016. Mrs. Webster had confirmed with Water Department Admin Assistant Lindsey Mercier that the water service had been turned off at the street on November 3, 2016; service had resumed on February 22, 2018. However, Operator Joseph Rock had inspected the premises and ascertained that the structure's fixtures have not yet been installed and that the new house was still uninhabitable. In his correspondence Mr. Johnson wrote that he expected completion of the project in July 2018. Thus, he had requested a full abatement of his FY18 Sewer User Charges invoice of \$666.00

Commissioner Ellis made a motion to abate the FY18 bill for 136 Cooke Street in the full amount of \$666.00, seconded by Commissioner Murphy. There being no questions or discussion, the motion carried unanimously by voice vote.

DISCUSS/VOTE: REFINEMENT OF HAULER PAYMENT POLICY.

Admin Assistant Webster reported that the last time the Board of Waste Water Commissioners had considered Septage Hauler Payment Policy was in their Special Meeting of January 31, 2013. At that time the following policy had been adopted:

That before discharging a load at one of the Treatment Facility's stations, a hauler shall have paid any outstanding balance on his account; and further, that no hauler balance shall remain outstanding for more than ten business days.

The Admin Assistant related that the ten-business-day rule has worked out well for the haulers who did little business with the Department, particularly in the cold months. But having the haulers who came in almost daily pay any outstanding balances on the next business day they did business with the Facility had quickly become impractical, especially as activity in Septage Receiving almost doubled over the years.

Eventually, continued Admin Assistant Webster, she had adopted the practice of insisting upon collecting the balance due when a hauler's balance reached \$3,000. (The clearing of balances after ten business days still stood.) Three thousand dollars, she said, represented 12,500 gallons of septage at 24 cents per gallon, and this meant that on average the three biggest haulers – Jay's

Septic Service, Araujo Brothers, Inc. and Maciel & Sons – paid the Department by check every four or five business days, more often during the busy season.

In order to get a better sense of the relative size of the Septage Revenue A/R, the Admin Assistant had decided to consider the average Accounts Receivable figure in Septage Receiving at the end of each month for each fiscal year since FY14 as a percentage of the Total Septage Revenue for that fiscal year. (FY14 was the year the Department was able to start with a clean slate with regard to hauler balances, she said.) That percentage figure ranged from 2.03 percent in FY14 down to 1.38 percent in FY17. So far in FY18, it stood at 1.59 percent. In terms of Revenue, this was about an average of 5.03 days of Revenue being due. So, concluded Mrs. Webster, the A/R in Septage Receiving was definitely healthy and under control if collecting after ten business days or at a balance of \$3,000, which came first, was the policy.

Commissioner Murphy made the following motion: To delete the Septage Hauler Payment Policy adopted in the Special Meeting of January 31, 2013 and to substitute for it a new policy:

That septage haulers shall be allowed to run an outstanding balance of not greater than Three Thousand and Zero Hundredths Dollars (\$3,000.00); and further, that no hauler balance shall remain outstanding for more than ten business days.

Commissioner Ellis provided a second, and there being no questions or discussion, the motion carried unanimously by voice vote.

OTHER BUSINESS:

CORRESPONDENCE FROM THE BOARD.

The Commissioners accepted and signed two pieces of correspondence originating from the Board and the Facilities Manager. The first – addressed to the Oak Bluffs Board of Waste Water Commissioners, as well as James Monteith, the Facilities Manager of the Oak Bluffs Wastewater Treatment Facility – was a letter of thanks for the generous loan of their trailer-mounted generator. The second, also from the Board and Mr. Thompson, congratulated Operator Patrick Hickey on passing his Municipal Wastewater Treatment Plant Operator Grade 4 Examination, prior to having taken any courses but having studied on his own.

FACILITIES MANAGER’S REPORTS.

“A *lot* of bad weather!” was how the Facilities Manager summed up his Chief Operator’s Report for March, referring to Winter Storms Quinn, Riley, Skylar and Toby. “We took a considerable number of hits,” he added. Commissioner Ellis related that the flooding levels down at the Yacht Club were above those reached during Hurricane Bob in 1991.

Mr. Thompson spoke a bit about the continuing situation at 211/215 Upper Main Street, where the water from basement sump pumps had been channeled illegally into the sewer system. “There are no [E-One] pumps there now,” he said, adding, “They killed the pumps.”

The Facilities Manager also reported that the series of storms, coupled with the Steamship Authority's mechanical woes, had led to several cancellations of trips by Power Equipment, the firm engaged to fix the Chase Road Substation generator. At this point they were rescheduled to come on April 27.

FINANCIAL REPORTS.

Admin Assistant Webster pointed out that at 1,642,499 gallons as of April 17, Septage Receiving Volume was exceeding the previous fiscal year's to that date by 18.4 percent; and year-to-date Septage Receiving Revenue was surpassing FY17's by 20.0 percent, growing from \$311,630.25 to \$373,859.81 as of April 17 in the respective fiscal years.

Turning to the report titled "FY18 Operating Budget Expenditures as of April 23, 2018," Admin Assistant Webster noted that Total Operating Budget Expenses stood at 81.6 percent used, while they should be at 78.2 percent used at this point in the fiscal year. The next report broke down the projected Salaries & Wages Accounts Expenditures through the end of the fiscal year, accounting for the overspending that would occur because the employee raises voted for that fiscal year had not been factored into the FY18 Operating Budget.

In calculating the needed Overtime funds, the Admin Assistant continued, she had figured an average expenditure of \$1,638.00 per pay period (two weeks), an above-average amount that should prove adequate to cover the rest of the fiscal year. That would leave \$47,775.09 in the Salaries & Wages Accounts available for Chapter 77 Transfer – with the approval of the Financial Advisory Committee – to the lower part, or Expenses Section, of the Operating Budget.

With the transfer, Mrs. Webster went on, approximately \$136,000 would be left unused in the Expenses Section. Next, she had set aside three big, more or less set expenses for the remainder of FY18: Electric, \$40,000; Equipment Hire, \$20,000; and Solid Waste Removal Contracts, \$18,000. These three totaled \$78,000. Subtracting the \$78,000 from the unused \$136,000 in Expenses left \$58,000. If one were then to divide the \$58,000 by the 11 Bill Warrant periods left until mid-July, the result was about \$5,275.00.

In other words, stated Admin Assistant Webster, outside of the big three expenses and Salaries and Wages (including Overtime), the Department had an average of \$5,275 per week to spend on its Expenses. There was also, she added, about \$8,600 left in the Equip, Repair, Replace, Upgrade Equipment Account.

Commissioner Murphy had some questions about the Chief Operator Salary Line, which had been untapped in FY18. Facilities Manager Thompson explained that in FY19 he had had to keep that line on orders from the Town Administrator, although he did not expect to have a Chief Operator; he would take the salary of one of his Plant Operators out of it.

Responding to another query from Commissioner Murphy, Mr. Thompson explained that Edgartown's was a Grade 7 Wastewater Facility and that he was the only Grade 7 Operator employed by it. The Airport Facility was a Grade Wastewater 5, he said. Plant Operator Joseph Rock, he estimated, had about three more years because attaining Grade 7 status.

APPROVAL OF MINUTES.

The Commissioners considered the **Minutes of the Regular Meeting of March 22, 2018**. Commissioner Ellis made a motion to approve the minutes, as written, and Chairman Searle seconded said motion. There being no discussion, amendments or queries, the motion carried unanimously by voice vote.

ADJOURNMENT

There being no further business, the Regular Meeting adjourned at 4:31 p.m.

Respectfully submitted,



Pia Webster
Administrative Assistant

APPROVED:

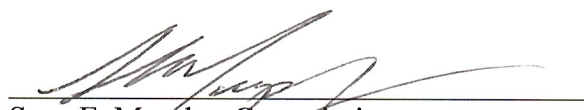
BOARD OF WASTE WATER COMMISSIONERS
TOWN OF EDGARTOWN



Glen S. Searle, Chairman



Scott Ellis, Commissioner



Sean E. Murphy, Commissioner