

**TOWN OF EDGARTOWN
BOARD OF WASTE WATER COMMISSIONERS
MINUTES OF THE
SPECIAL MEETING OF NOVEMBER 8, 2018**

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

MEETING CALLED TO ORDER:

The Board of Waste Water Commissioners of the Town of Edgartown held a Special Meeting on Thursday, November 8, 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. Waste Water Commissioner and Acting Chairman Scott Ellis called the meeting to order. Also present from the Board was Waste Water Commissioner Sean E. Murphy. Absent was Chairman Glen S. Searle, who was obliged to chair a Community Preservation Committee meeting, the scheduling of which conflicted with the Waste Water Commissioners Meeting.

OLD BUSINESS:

REPORT: STATUS OF CAPITAL IMPROVEMENTS.

“The UV guy backed out at the last minute,” reported Facilities Manager David Thompson, referring to the staff from Glasco UV of Mahwah, N.J., who had been slated to install the Ultraviolet Disinfection System at the Plant. He had hoped, he said, to tell the Board that the UV system had been substantially installed, “but we’re nowhere.” Responding to a question

from Acting Chairman Ellis, Mr. Thompson said he was trying to make it happen “as soon as possible.”

As far as the flow meters were concerned, “the new flow meter in septage is giving us *agita*,” continued the Facilities Manager, who described how at times the hose from the hauler’s truck could be disconnected yet the flow meter continued to read. “The haulers have had some issues with some of the quantities,” he stated. “So they’re [Weston & Sampson are] coming back at the end of the month to try something else.”

The result of this was that manual adjustments had to be made, explained Mr. Thompson. Administrative Assistant Pia Webster pointed to a chart that showed a total of 41 manual adjustments from October 4 to November 7. “And two more today,” she added. “So yeah, it’s been a problem,” said Mr. Thompson. “But it’s resolvable?” inquired Commissioner Murphy. Mr. Thompson answered that a different flow meter had been ordered for the Septage Receiving Station, but that there was a three-to-four-week lead time.

NEW BUSINESS:

REPORT: CAPITAL PROGRAMS FY19 – FY25.

The Facilities Manager reported that he had not requested any capital funds for Fiscal Year 2020 since the Department had \$3.7 million left in the Capital Improvements Program Fund from FY19. Furthermore, almost all of the items in FY21 through FY25 were also in the CIP.

DISCUSSION/VOTE: DRAFT FY20 OPERATING BUDGET.

Although he had received the customary memorandum from the Town Administrator asking for level funding in FY20, began Mr. Thompson, he of course could not do that because, for instance, some of his vendor contracts had COLAs built into them. Furthermore, with the tariff issues going on in Washington, he was not confident that the prices of items made of steel would remain stable.

The Facilities Manager related that he had added 2 percent to the Salaries Budget and 5 percent to the Overtime Budget, since the older Overtime figures had come from before the Compensation Plan revision. On the Expenditures side, the Equipment Hire and Solid Waste Removal Contracts Accounts vendor agreements had cost-of-living adjustments built into them; the average rise between them for FY20 came to 2.25 percent.

Most of the other accounts were given a 2 percent bump, except for accounts like Equipment Maintenance, where spending in FY18 had gone significantly over what had been budgeted; so he had increased that item by 6.4 percent. Other account amounts had not been increased at all.

But the increase had come out to 2 percent overall? inquired Acting Chairman Ellis. Yes, replied Mr. Thompson. Commissioner Murphy made a motion to approve the Fiscal Year 2020 Operating Budget as submitted, seconded by Acting Chairman Ellis. There being no further discussion, the motion carried unanimously by voice vote.

DISCUSSION/VOTE: FY20 WARRANT ARTICLES.

The first Warrant Article, said Mr. Thompson, was for the Equipment and Collection System, which the Department asked for every year, this time in the amount of \$68,000, up from \$65,000 in FY19. The second Article requested \$54,250.00 for an F-350 flatbed dump truck to replace the 1993 F-350 dump truck the Department had inherited from the Water Department. With the flatbed, explained the Facilities Manager, he would be able to put the stake sides on it, as well as mount a crane on it. And the third Article asked for \$6,500 for audit costs associated with the FEMA grant, which were not reimbursed by the Hazard Mitigation Grant Program. The same appropriation from FY19 had not been spent.

“I’ll make a motion to approve the Warrant Article requests,” began Commissioner Murphy, “only because Glen [Searle]’s not here. And I’ll make the motion, because I’m not supposed to vote on these because I’m the Town Moderator. But Glen’s not here, so we don’t have a choice.” “I’ll second that,” said Commissioner Ellis. The motion carried unanimously by voice vote.

“I totally forgot about that, Sean,” said Mr. Thompson. “What is it? *Rule of Necessity*,” said Commissioner Murphy. “And it’s noted in the record,” said Mr. Thompson.

A brief discussion followed about the next steps in the budget process.

OTHER BUSINESS:

FACILITIES MANAGER’S REPORTS.

The Facilities Manager reported on the origins of the electrical problems with the Dock Street panel behind Town Hall on October 18. He said it could have been in 1974 or it could have been in 1989 when they took the utility power that was on the box on the side of Town Hall to the generator. The utility power ran from the meter box underground to the generator and then into the transfer switch; the transfer switch sensed whether utility power is available or not. If it sensed utility power is not available, the generator kicked on.

Unfortunately, the generator, which staff had run several times during that window of time, failed to start, and that was due to a bad ignition switch. “So a fourteen-dollar part cost us about four grand overall,” related Mr. Thompson. “But it helped us identify the underlying problem. When they put those conductors in between Town Hall and the generator pad, they buried it. No conduit, direct bury. Unbelievable ... One of them got compromised and then it shorted out.”

This led to a topic that Mr. Thompson had raised in the Department Head meeting earlier that week: a Town-wide contract for generator maintenance. The Waste Water Department had seven generators; the Water Department had five; the Library had one, the Fire Department had one, as did the Police Department. So Mr. Thompson had a template from the Town of Lawrence, as well as the RFP and the resulting bids. “So I need the Town Procurement Office and the Town Administrator to get onboard,” he said. “It makes sense,” remarked

Acting Chairman Ellis. “Why should five different entities contract with five different people?” agreed Commissioner Murphy.

Mr. Thompson added that the contract would include a response time of 24 hours; a set charge-per-hour; a parts allowance; and a maintenance schedule, including load testing. He was hoping the Town could put this on the Warrant for \$75,000 to \$80,000. “It’s the compliance with the response time that’s going to be the tough hurdle,” he added.

The Facilities Manager also reported on the Energy Webinar on seasonal plants and energy savings he had hosted on October 31. He described it as basically a conference call with a Power Point attached to it. “It seemed to go well,” he noted.

“We jetted this month,” Mr. Thompson went on, referring to the jetting of the system by the Podgurski JumboJet Vactor. Also, a new Junior Operator, Sebastian Corwin, had started on Monday, and a new Department Assistant, Jennifer Smyth, had begun work on Wednesday. “Keep our fingers crossed,” said the Facilities Manager, adding, “First signs are encouraging.”

Lastly, Mr. Thompson notified the Board members of the Municipal Vulnerability Preparedness Workshop coming in early December.

FINANCIAL REPORTS.

Admin Assistant Webster went over a chart titled “FY19 Operating Budget ‘Deficit’ Spending as of November 13, 2018,” which indicated deficit spending of \$50,558.04, with \$231,010.95 or 46.6 percent of the Operating Budget spent, when \$180,452.91 or 36.4 percent of it ought to have been spent by this point in the fiscal year. However, she cautioned, a truer financial picture was provided by combining the Operating Budget with the \$65,000 Equip, Repair, Replace, Upgrade Equipment (“Repair-Replace”) Account, an item voted annually by Town Meeting.

Totaling the Operating Budget with the Repair-Replace Account put spending at \$273,817.14 or 48.8 percent, compared to \$204,112.91 or 36.4 percent, where spending should have been as of November 13. This amounted to deficit spending of \$69,704.23. This put the Department about \$20,000 deeper in the hole than they had been at this juncture last fiscal year, a spot out of which it would be difficult to climb.

Turning to the “FY19 Operating Expenditures” report, Mrs. Webster pointed to the Vehicle Maintenance – Repairs Account, where over \$9,000.00 in repairs to the 2006 Ford F250 had decimated that item, originally budgeted at \$2,000.00 but now standing at \$10,722.16 spent. Also gnawing at the budget had been the unfunded mandate from the Department of Labor Standards, which had left the New Equipment Account at \$16,288.85 or 144.1 percent spent. In addition, safety training associated with the DLS order had cost over \$1,500.00 in Overtime.

Admin Assistant Webster also went over Septage Receiving figures, which were up about 5 percent over the previous fiscal year’s.

As for Sewer Billing, Mrs. Webster remarked that she had some concerns about the Harbor View Hotel's being closed for the winter for renovations, wondering if this would mean management would be requesting a significant abatement of the hotel's Annual Sewer User Charges. Facilities Manager Thompson was not concerned, he said, since water service to the complex would not have been shut off for 365 consecutive days and thus this customer would not qualify for an abatement.

APPROVAL OF MINUTES.

The Board members turned to the **Minutes of the Regular Meeting of October 18, 2018**. Commissioner Murphy asked the Admin Assistant if she had given Patrick Kager draft of these minutes. Yes, she had, replied Mrs. Webster, she had had to, within ten business days of the meeting. "It's a FOIA request," said Mr. Thompson.

Commissioner Murphy clarified with Mr. Thompson that when he had approved the Duarte Circle project, he had required that there be two operating pumps, referring to pages 2-3 of the Minutes of October 18, 2018. "What I need is two commitments to the line," said Mr. Thompson. Commissioner Ellis pointed out that if the owners of 11A Duarte Circle got a building permit, there might not be an operating pump there for a few years. Mr. Thompson noted that the sewer application for the vacant lot would expire after one year. But they want to put this line in *now*, said Commissioner Ellis. They want to put it in *today*, said Mr. Thompson.

The Facilities Manager explained that in the Vickers Street project, a number of people had applied, the line went in, and then the pumps went in during the ensuing months. "In the short term, it's not death to the line as long as there's at least one pump that's actually running when they open the valve and it's ready to go..." he said

"But we know that that line that they're putting in is only going to have two pumps on it," said Commissioner Ellis, "or possibly, one. That's it." "If that line went in and there was only one pump on it forever..." began Commissioner Murphy. Mr. Thompson finished the Commissioner's sentence: "I wouldn't be thrilled."

The discussion continued. Commissioner Murphy said it was easily resolvable by disclosing the finances of the first line to their neighbors and working it out. The Admin Assistant said that Ms. Kager and Mr. Clairmont were pressuring Andrew Farrissey to put in the line. Mr. Thompson said he had told Mr. Farrissey to wait until after the Regular Meeting on November 29. Mr. Farrissey had also told Mrs. Webster that Ms. Clairmont and Mr. Kager were instructing him to install eight stubs on the line, even though the six other lot owners clearly were not interested in tying in to that line.

There being no other comments, Commissioner Murphy made a motion to approve the Minutes of the Regular Meeting of October 18, 2018 as presented, seconded by Acting Chairman Ellis. The motion carried unanimously by voice vote.

ADJOURNMENT

There being no further business, Commissioner Murphy made a motion to adjourn the Special Meeting, which Acting Chairman Ellis seconded. The motion carried unanimously by voice vote. The Special Meeting adjourned at 4:39 p.m.

Respectfully submitted,

Pia Webster
Administrative Assistant

APPROVED:

BOARD OF WASTE WATER COMMISSIONERS
TOWN OF EDGARTOWN

Scott Ellis, Commissioner

Sean E. Murphy, Commissioner