



# TOWN OF EDGARTOWN

WASTE WATER DEPARTMENT  
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## TOWN OF EDGARTOWN BOARD OF WASTE WATER COMMISSIONERS

### MINUTES OF THE REGULAR MEETING OF MAY 18, 2017

#### WASTE WATER COMMISSIONERS PRESENT:

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

#### EWWD STAFF PRESENT:

Mr. Joseph Rock, Plant Operator  
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 their Regular Meeting on Thursday, May 18, 2017, 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.

#### OLD BUSINESS:

##### UPDATE: DOCK STREET HAZARD MITIGATION PROGRAM GRANT PROJECT.

Facilities Manager David Thompson reported that he had been "chasing down the final items on the punch list" remaining on the Dock Street Pump Station Hazard Mitigation Program Grant Project. Leads had been run from the station to the panel behind Town Hall, he related, adding, "We're getting there."

##### UPDATE: VICKERS STREET SEWER MAIN EXTENSION.

Mr. Thompson said that the office was still getting a number of calls related to the Vickers Street sewer main extension. Andy Farrissey's crew was just about done laying the main, he noted. Plant Operator Joseph Rock inquired whether Farrissey was "stubbing out everybody." "Yes," answered the Facilities Manager.

**DISCUSSION: REVISED BAR SCREEN PROPOSAL FROM DUPERON.**

Next, the Board turned to a Revised Bar Screen Proposal from Duperon Adaptive Technology, whose original proposal for the hardware, at \$86,000.00, exceeded the \$72,000.00 set aside for the entirety of the project, including installation. *[See pages 3-4 of the Minutes of the Regular Meeting of March 16, 2017 for an account of the Proposal Evaluation and Bid Opening.]* Dated May 11, 2017, the revised bid was \$74,500.00 and would be valid for 60 days.

Facilities Manager Thompson said that he had discussed the “massive over-engineering” of the original proposal with Ian B. Catlow, P.E., of Tighe & Bond and that the proposal had been pared down to what was needed and wanted. With \$72,000.00 having been provided by Article 63 of the 2016 Annual Town Meeting, Mr. Thompson explained that the difference would be made up out of the Equip, Repair, Replace & Upgrade Account, with all of this spending occurring after July 1.

Waste Water Commissioner Scott Ellis made a motion to allow Mr. Thompson to sign the contract with Duperon in the amount of \$74,500.00 for the Influent Screen System per Proposal No. 8434 R3. Waste Water Commissioner Sean E. Murphy provided a second, and the motion carried unanimously by voice vote.

**NEW BUSINESS:**

**APPROVAL: GRIT & SCREENINGS DISPOSAL CONTAINER REQUEST FOR QUOTES.**

The Board members considered the three quotes for the 20-Yard Grit and Screenings Disposal Container from: Thompson Fabricating, Inc. of Wheatland, Penn., \$8,900.00; Bucks Fabricating of Hadley, Penn., \$10,800.00; and Wastequip, LLC of Charlotte, N.C., \$12,427.00. Mr. Thompson pointed to the Payment Approval for Procurement Form he had submitted to Chief Procurement Officer Juliet Mulinare, included in the meeting binders. The three quotes, he noted, were under the threshold calling for the full bidding process.

“This is what Bruno’s was looking for?” asked Commissioner Murphy. Yes, replied the Facilities Manager, who added that the fabrication had a six-to-eight-week lead time. The cost would come out of the Equip, Repair, Replace & Upgrade Account, and though the order had been put in with Thompson Fabricating already, the invoice would not be dated until after July 1. Mr. Thompson described how the Department would “trench out” a concrete pad next to the entrance to the Septage Receiving Station and set the container there. The color would be hunter green, not fire engine red, as shown on the model in the photograph.

Commissioner Murphy made a motion to let the Facilities Manager go ahead with the purchase of the Grit and Screenings Disposal Container from Thompson Fabricating of Wheatland, Penn. at the price of \$8,900.00. Commissioner Ellis offered a second, and the motion carried unanimously by voice vote.

**ACTIONS ON FY18 WARRANT ARTICLES.**

**I/I Evaluation & Mitigation Plan – Approve Engineering Services Agreement (\$105,000).**

“This is what the DEP wants to see before permit renewal,” explained the Facilities Manager, referring to the Massachusetts Infiltration and Inflow (I/I) Evaluation & Mitigation Plan that was due on or before December 31, 2017. He referred the Commissioners to a document titled “Agreement

Between Town of Edgartown, Massachusetts (Owner) and GHD, Inc. for Services for Infiltration and Inflow Analysis (Project) – May 2017,” the fee for which was \$105,000.00. After Mr. Thompson responded to a few questions from the Board, Commissioner Ellis made a motion that the Department sign the Agreement with GHD, Inc. in the amount of \$105,000.00, with Commissioner Murphy providing a second. The motion carried unanimously by voice vote.

**UV Disinfection System – Draft Invitation For Bid (\$221,000).**

Mr. Thompson related that the Department had had “complications in the past” with replacing the UV Disinfection System, specifically, in trying to get a proposal with specs that would solicit proposals for only what the Department needed. So he had “fine-tooth-combed the original specs of the plant” and had “written a proposal ... that doesn’t include fifty thousand dollars’ worth of engineering.... Just the system, that’s it. Whatever we’ve got, we replace what we’ve got.”

“Can they do it, do you think?” wondered Commissioner Murphy. Mr. Thompson replied that there was a company in New Jersey called Glasco UV, LLC, “[where they] literally make a drop-in replacement.” He explained that “the UV is much more intense than the ones we have now.” So the three banks the Plant had could be replaced by two banks, and either one of the two replacement banks could cover the plant. Also, the original proposal called for a recoating of the channel; but Ian Catlow had seen no reason to do that. Knocking off \$32,500 for the channel coating and \$21,000 for the related bypass pumping would bring the original Engineer’s Opinion of Construction Cost down to about \$221,000, although Mr. Thompson believed the job could be done for less.

What the Facilities Manager needed from the Board at the moment was for them to be aware of the “Invitation For Bid – Ultraviolet Disinfection Equipment Replacement WW-18” that would be published in the near future. The Glasco proposal was for \$99,000, plus the electrical expense, plus the equipment would have to be shipped in from New Jersey, plus they would have to dispose of the old panels, he said.

**Fire Alarm Replacement – Draft Invitation For Bid (\$103,000).**

Next, the Commissioners considered a document titled “Draft Invitation for Bid – Fire System Upgrade WW-18.” Owner Ralph Aiello of Electronic Security Systems, LLC of Vineyard Haven had walked with the Facilities Manager through the system. “He cleared me up on the Scope of Work,” said Mr. Thompson, who added, “This should hold up as a straight-up IFB.... We can do it for close to the Warrant amount.”

**Replace Laboratory Roofing – Request For Quotes (\$42,000).**

The Facilities Manager related that the Commonwealth’s threshold for the full bidding process had just been raised to \$50,000. So at \$42,000, the Department could still use the quote process for procuring a vendor for the Laboratory Roofing Replacement Project. “I’m working on collecting quotes for this...” Mr. Thompson said. “I know what the Scope of Work is. Get rid of the membrane roof, put down a sealed-seam PVC... They’re supposed to have a 50-year life,” he continued, “They don’t need... ballast and rocks to keep them from blowing away.” He added that, apparently, there were two roofs up there, not one, which could add to the cost of removal. Furthermore, he remarked, it was easy enough to get quotes until the contractor learned where your building was located.

Commissioner Murphy wanted to know if anyone from the Island had expressed interest in the job. Mr. Thompson replied that he had contacted Joseph T. Cazeault & Sons of Hingham and Edgartown, who had not responded. What about Associate Roofing? suggested Commissioner Murphy. "I can try them," said Mr. Thompson.

**REPORT: STAFFING UPDATE.**

The Facilities Manager reported that he continued to try to find a replacement for former Department Assistant Matthew Parker, who had left in early March. "We might have a live one we're interviewing soon," he said. Commissioner Murphy asked how the new Junior Operator, Mario Mercadante, was doing. "He's great, he's wonderful" said Admin Assistant Pia Webster. "I could use a couple more like him," said Mr. Thompson.

How's Steve doing, by the way?" inquired Commissioner Ellis, referring to Plant Operator Stephen Vancour. "He took a tumble in the Septage [Receiving] Building and fell on his shoulder," reported Mr. Thompson, "and now he may need rotator cuff surgery." But it's only a matter of time before he retires, noted Commissioner Ellis. "I keep hearing that," laughed Mr. Thompson, "but he lingers on."

**OTHER BUSINESS:**

**FACILITIES MANAGER'S REPORT.**

Facilities Manager Thompson reported that on April 26 there had been a force main breakup at 9 Whalers Walk. "That was a good couple of days for myself and Mr. Rock here," he said.

On April 11, he went on, he had submitted MEMA Reimbursement No. 3. "I just got a flare about a half hour ago from Robert B. Our," he said. "They're wondering why their invoices aren't getting paid. And what's going on is, over at the Town Accountant's is, they're waiting for a reimbursement to come in before they cut the checks for the next set of invoices... They said they don't want to run a deficit. Well, these are the biggest invoices of the whole job. There's no way they won't go into deficit."

Mr. Thompson said that he had e-mailed the Town Accountant explaining the situation and would let the Commissioners know what came of it. The Board members and staff discussed the matter for a few minutes. "I expect some sort of blowback from Town Hall," concluded the Facilities Manager. "Usually, they get me about five of three on Friday."

Admin Assistant Webster pointed to a letter from Sharon Willoughby that she had included in this section of the meeting binder since it had been addressed to the Board. It duplicated a letter Ms. Willoughby had sent the previous December, inquiring about the process for tying in four properties she owned on Katama Road. Although Mr. Thompson had responded to the December letter, Ms. Willoughby had obviously never received that response, as evidenced by the letter she had written dated May 17, repeating the query posed in the December 12 letter. Mrs. Webster pointed to Mr. Thompson's letter, another copy of which she had mailed to Ms. Willoughby earlier in the day. "I just read we have a new postmaster," commented the Admin Assistant, "so maybe it'll get better."

In addition, continued Mrs. Webster, she had called Ms. Willoughby that day to apologize for the fact that her first letter had been unanswered for all that time, assuring her that Mr. Thompson's response had been mailed and that she would deliver it in person if it was not in Ms. Willoughby's post office

box by Saturday. Mr. Thompson summarized the situation, which was that Ms. Willoughby owned a string of properties on Katama Road which lay outside the Edgartown Great Pond Watershed, thus disqualifying them from tying in to the main that ran down that road.

## **FINANCIAL REPORTS.**

“I’ve done a bit of figuring here, and I’m going to be putting in a Budget Transfer Request to the FinCom,” stated Admin Assistant Webster. “Because we’ve been shorthanded here, we have some money left in our Salaries and Wages [Accounts].”

Mrs. Webster went over a chart she had drawn up titled “FY17 Budget Transfer Request Chapter 77, Acts of 2006,” which laid out the following balances of note among the Salaries and Wages Accounts: an surplus of \$25,777.60 in the Plant Operators Salaries Account (0144002/511008); a deficit of -\$3,633.12 in the Salaries & Wages – Superintendent Account (0144002/511011); a surplus of \$10,915.20 in the Salaries & Wages – Secretarial Account (0144002/511015); and a projected deficit of -\$2,907.61 in the Salaries & Wages – Overtime Account (0144002/513000). This resulted in \$30,152.07 available for transfer to the Expenditures portion of the Operating Budget.

Now this, the Admin Assistant went on, was “a good idea because we’re down to only about forty-six thousand dollars in our [Operating] Budget and we have seven more weeks to the fiscal year. *However*, the rate at which we’re spending has really tightened, you’ll see, from the percentage used, ninety-point-eight percent, and we should be at eighty-seven percent. So it keeps tightening up, and that’s good. *However*, we have two more electric bills [this fiscal year]...”

*Last* fiscal year, Mrs. Webster related, those two bills for the plant came to the total of \$23,000, which was fully *half* of which was left in the Operating Budget balance. “We also have two fairly large Synagro bills for about five thousand dollars each [coming]” “That account is actually not in the red,” interjected the Facilities Manager. “But it doesn’t matter,” countered the Admin Assistant. “What matters is the bottom line. If the money isn’t in the bottom line, we don’t have it.” Responding to a query from Commissioner Murphy, Mrs. Webster said that the \$46,000 balance was before the \$30,000 Budget Transfer.

The Admin Assistant pointed to a report titled “FY17 Capital Accounts as of May 22, 2017,” noting that the Department was at last spending funds from the Paint Silos Account, money that had been voted at the Annual Town Meeting of 2011. Plant Operator Ted Van Gerven, she said, had been working on the silos, and she commended him for dutifully setting aside all receipts pertaining to that project so that she could channel funds from that Capital Account to pay portions of the Department’s bills from Edgartown Hardware, E.C. Cottle and so forth. Plant Operator Joseph Rock mentioned that Junior Operator Mario Mercadante had been helping Mr. Van Gerven with the Silo Project, “and it’s going really quick, it’s really on track.”

Admin Assistant Webster reminded the Commissioners that in their April meeting she had reported Total FY17 Septage Revenue had been off 1.1 percent when compared with FY16’s; and at their March meeting, the Septage Revenue had been off 3.1 percent. As of May 18, though, the Total FY17 Septage Revenue was *up* 4.2 percent over FY16’s, while Total Volume was up 3.7 percent and Total Trips were up 8.8 percent.

The next report was titled “FY17 Sewer User Charges Collection Report as of May 18, 2017,” which showed Posted Collections of \$1,183,878.92, with \$78,076.98 in Accounts Receivable. Finally, the

FY17 Cash Receipts Report as of May 18, 2017 indicated Total FY17 Sewer / Septage Collected Receipts of \$1,596,587.58, compared to \$1,571,485.75 at the same point in FY16, which had been a record fiscal year.

**APPROVAL OF MINUTES.**

The Board members considered the **Minutes of the Regular Meeting of April 20, 2017**. Commissioner Murphy stated that he would abstain, since he had not attended that meeting. There being no comments or questions, Commissioner Ellis made a motion to approve the Minutes of the Regular Meeting of April 20, 2017 as written. Chairman Searle offered a second, and the motion carried, with Chairman Searle and Commissioner Ellis voting aye and Commissioner Murphy abstaining.

**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 4:34 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