



# TOWN OF EDGARTOWN

WASTE WATER DEPARTMENT  
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**TOWN OF EDGARTOWN  
BOARD OF WASTE WATER COMMISSIONERS  
MINUTES OF THE  
SPECIAL MEETING OF NOVEMBER 3, 2015  
AMENDED**

**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 scheduled a Special Meeting for Tuesday, November 3, 2015, 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. Acting Chairman Scott Ellis called the meeting to order.

**NEW BUSINESS:**

**VOTE TO ACCEPT: FY16 SEWER WARRANT TO COLLECTOR.**

The Board members considered the Fiscal Year 2016 Annual Sewer User Charges Warrant to the Town Collector in the amount of One Million Two Hundred Eight Thousand Seven Hundred Eighty-Four and Seventy-Five Hundredths Dollars (\$1,208,784.75). Referring to the last page of the MUNIS Commitment for the bill run, Admin Assistant Pia Webster explained that after the billing she had noticed in perusing the category totals something was wrong: The residential OTD total was not divisible by the unit rate of \$70.00.

So, Mrs. Webster continued, she had gone through every bill to pull the errant ones, which turned out to be six prorated invoices. In addition, on the full commitment she had found two accounts that had not been billed at all. These anomalies, she believed, were due to a proration feature that had been activated by a Tyler Technologies trainer to allow for a second bill run later in the fiscal year; she would look into that further, she said.

In the meantime – in consultation with Town Accountant Kimberly G. Kane and Town Collector Melissa A. Kuehne – Mrs. Webster had corrected all eight invoices on October 30 by means of adjustments, then incorporated the new invoice amounts into the warrant total.

To summarize: The initial bill run total was \$1,203,791.19; the total adjustments came to \$4,993.56; and the final Warrant to Collector was in the amount of \$1,208,784.75.

Commissioner Sean E. Murphy made a motion to accept to the FY16 Sewer User Charges Warrant to Collector as presented, seconded by Acting Chairman Ellis. The motion carried unanimously by voice vote. Acting Chairman Ellis and Commissioner Murphy signed the Warrant to Collector. They also accepted and signed a corresponding FY16 Sewer User Charges Commitment No. 1 in the same amount.

**REPORT: PRESENTATION FOR CAPITAL PROGRAMS COMMITTEE.**

Facilities Manager Thompson explained that the updated Five-Year Estimate forms for the Capital Programs Committee had been due October 30. He had hoped, he said, to go over the Department's form at the planned Waste Water Commissioners Meeting on October 29 that had been cancelled due to lack of a quorum. He then went over the form he had submitted.

Mr. Thompson pointed out that he had moved the vacuum jetter trailer, which had failed to win FinCom support for FY16, to FY18. He related that with the emergency cable replacement work complete and paid for, the shortfall for the Dock Street Hazard Mitigation Project was now down to \$102,840; this was an item for FY17. "I should be able to get it under a hundred thousand, and then I don't have to go to Capital Programs," he said, adding that Ian Catlow of Tighe & Bond thought that in general bidders put enough of a premium on the work that there would be some leeway on the price.

The Facilities Manager also pointed to the mechanical bar screen for \$106,000 in FY17, moved from FY18. The crew had been having a lot of problems with it, he said, and the manufacturer now longer existed. Someone had bought the patents, but the Department could not use the provisions for sole source procurement because the item cost more than \$25,000. "So I'll put it out to bid and go from there," he said.

Mr. Thompson then described the need for new aeration drives and motors at a cost of \$478,000 in FY18 and a new UV disinfection system for \$215,000 in FY19. Commissioner Murphy wondered if the latter system would make it to 2019 and what would happen if it did not, since the old system was no longer supported by the manufacturer. "I'd have to bring in a computer whiz guy from Utah," said Mr. Thompson.

**OTHER BUSINESS:**

**SUPPORT & WARRANTY RENEWAL AUTHORIZATION  
FOR ELEMECH / PORTALOGIC.**

The Facilities Manager asked for a consensus from the Board on a "Support & Warranty Renewal Authorization" from EleMech Electrical and Mechanical Engineering Services dated October 13, 2015 totaling \$2,200. He explained that EleMech supported the PortALogic software for the septage acceptance operation that took in almost \$400,000 annually. The authorization covered an agreement through December 31, 2016. "OK by me," said Commissioner Murphy. "Sounds good," said Acting Chairman Ellis.

**ADJOURNMENT**

There being no further business, Commissioner Murphy offered a motion to adjourn. Acting Chairman Ellis seconded it, and the motion carried unanimously by voice vote. The Acting Chairman adjourned the meeting at 4:19 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