



TOWN OF EDGARTOWN

WASTE WATER DEPARTMENT
330 WEST TISBURY ROAD
P.O. BOX 1068
EDGARTOWN, MA 02539

TEL. 508 627-5482
FAX 508 627-5169

TOWN OF EDGARTOWN BOARD OF WASTE WATER COMMISSIONERS MINUTES OF THE SPECIAL MEETING OF NOVEMBER 19, 2015

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

OTHERS PRESENT:

Mr. Marc R. Drainville, P.E., GHD, Inc.

MEETING CALLED TO ORDER:

The Board of Waste Water Commissioners of the Town of Edgartown scheduled a Special Meeting for Thursday, November 19, 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.

OLD BUSINESS:

DISCUSSION/VOTE: GHD, INC. CONDITION ASSESSMENT CONTRACT.

Marc R. Drainville, P.E. of GHD, Inc. introduced himself as a civil and environmental engineer with over 20 years' experience who worked out of GHD's Hyannis office. Besides undertaking projects in the areas of planning and design, he had prepared with the Towns of Wareham, Barnstable, Chatham and Oak Bluffs conditions assessments comparable to the one he had proposed for the Facility. What was needed in this case, he explained, was twofold: a permit

evaluation requirement and a planned schedule for rehabilitation. "I just did something similar in Wareham," he said. Facilities Manager David Thompson held up a copy of the Wareham study results, offering the report to the Board members.

Referring to his "Proposal for Professional Services: Wastewater Treatment Facility Plant Evaluation and Condition Assessment" dated October 28, 2015, Mr. Drainville spelled out how he had 'prioritize[d] by criticality,' in view of the age of the Facility and Collection System, parts of which were as much as 40 years old. A key result would be the development of a 20-Year Plan, tiering the replacement options over reasonable and expected life spans. Second, Facilities Manager Thompson had asked him to include plant expansion options in his study and report. And lastly, the entire "Advanced Criticality Assessment" would be carried out with the participation of the Facilities Manager and his crew.

Mr. Drainville had brought a contract with him titled "Agreement Between Town of Edgartown (Owner) and GHD Inc. for Services for WWTF Plant Evaluation and Condition Assessment (Project) – November 2015," the terms of which were commensurate with the aforementioned proposal dated October 28, 2015. Waste Water Commissioner Sean E. Murphy asked whether Mr. Thompson needed a vote to proceed with the contract signing. When the Facilities Manager replied that he had some paperwork to attend to first, Commissioner Murphy suggested that the Board grant him the authority to sign once he had wrapped up the preliminaries.

Commissioner Murphy then made a motion to grant the Facilities Manager the authority, once he was satisfied with the contract and its preliminaries, to sign the contract titled "Agreement Between Town of Edgartown (Owner) and GHD Inc. for Services for WWTF Plant Evaluation and Condition Assessment (Project) – November 2015" for a fee of \$80,000. Acting Chairman Ellis provided a second, and the motion carried unanimously by voice vote.

UPDATE: HAZARD MITIGATION GRANT PROGRAM PROJECT RE-BID.

Mr. Thompson referred the Board members to his handout titled "Revised Bid Dock St. 11-19-15," as well as one titled "Dock St. Upgrade 7/1/2015." The Facilities Manager laid out the revised bid figures as they stood that day. Robert B. Our Co., Inc.'s original bid was \$549,000, with the bid from subcontractor Fall River Electrical Associates Co., Inc. bid coming in at \$243,633. Robert B. Our committed to contracting with Fall River Electrical, their combined bids had produced the lower bid.¹

The Facilities Manager continued that the original project total, approved by MEMA in July 2013, was \$524,760. From that amount would be subtracted a total of \$122,600 to be paid to Tighe & Bond for: engineering (\$76,100); pre-award design (\$13,200); and construction oversight (\$33,300). That left a bid ceiling of \$402,160.

¹ *The General Contractor bids were: Robert B. Our Co., Inc., \$549,000.00; and Waterline Industries Corp., \$727,677.00. The Electrical Sub-bids were: Fall River Electrical Associates Co., Inc., \$243,633.00; and Waterline Industries Corp., \$95,625.000. Robert B. Our will only work with Fall River Electrical as a sub-contractor, and Waterline Industries, with Waterline Industries. So the combination of Robert B. Our and Fall River Electrical becomes the low bidder.*

Mr. Thompson went over new figures contained in a letter from Dana E. Johnson, President of Fall River Electrical, comprising a cost deduction for the electrical scope of work for the project. According to the letter, “[t]he total lump sum deduct is Forty Six Thousand One Hundred and Twenty Five Dollars (46,125.)” Combined with reductions brought about by completion of the emergency cable-line work, as well as a reduced Scope of Work, the new total for construction came to \$502,875.

With the remaining available grant funds at \$402,160, the shortfall stood at \$100,715. Finally, said Mr. Thompson, Tighe & Bond had agreed to trim the scope of their fees by \$1,000, further cutting the shortfall to \$99,715 and shifting it under the Capital Programs Committee threshold of \$100,000.

Commissioner Murphy inquired whether Mr. Thompson expected the work on Dock Street to commence the following fall. Yes, answered Mr. Thompson, if voted at Annual Town Meeting, the full funding would be available July 1. And, he added, both Robert B. Our and Fall River Electrical had agreed to hold their pricing until after Annual Town Meeting in April. “Make sure it’s after the food and wine festival,” said Commissioner Murphy, referring to the Martha’s Vineyard Food & Wine Festival, which revelment last October had apparently been dampened by the racket of the generator borrowed from Oak Bluffs Wastewater Department.

Mr. Thompson explained that at the time of the upcoming construction, a sewer bypass would be installed and left in place, with a control panel attached to it. Acting Chairman Ellis wondered if it would be worthwhile for the Department to have its own backup generator. Mr. Thompson responded that the Oak Bluffs Department had two and that Edgartown could always use one of those under the Mutual Aid Agreement.

NEW BUSINESS:

REPORT: RESERVE FUND TRANSFER APPLICATION.

Acting Chairman Ellis and Administrative Assistant Pia Webster reported on their November 18 meeting with the Financial Advisory Committee and the Department’s request to transfer \$20,000 from the Reserve Fund to replenish the Equip, Repair, Replace & Upgrade Account (0144006 / 585010). Both the Repair/Replace Account and the Equipment Maintenance Account (0144005 / 524007) had been depleted by expenditures for emergency repairs on the Dock Street Pump Station electric supply cables, noted Mrs. Webster.

The Admin Assistant described a presentation and handouts she had prepared for the FinCom, complete with a year-to-date Operating Budget report, as well as reports on septage and sewer charge revenue. She credited Acting Chairman Ellis with capably answering committee member questions about the Dock Street cable repair job. Apparently, they had made a good impression, she said, because the FinCom voted there and then on the Department’s request, granting them the \$20,000 transfer.

Mrs. Webster said that from what they had heard in the meeting, it would be the FinCom – and not the Waste Water Commission – that would be submitting the Warrant Article for the Special Town Meeting requesting that the \$20,000 be transferred back into the Reserve Fund.

DISCUSSION/VOTE: ARTICLES FOR APRIL 2016 SPECIAL TOWN MEETING.

The Facilities Manager had two Warrant Articles for the April 2016 Special Town Meeting, having been able to dispense with a third, since the FinCom would be submitting the Article requesting the transfer of \$20,000 back into the Reserve Fund. *[See above.]*

Article One asked for \$20,000 from Free Cash to replenish the Repair/Replace Account “for expenditures in FY16 at the Wastewater Facility to help defray the \$51,806.31 cost of emergency replacement of electric supply cable at the Dock St. Pump [S]tation.” Article Two, no longer needed, had provided for a reimbursement of \$20,000 to the Reserve Fund. And Article Three sought \$20,456 for “additional sludge cake disposal due to high septage receiving volume and a rise in disposal costs in FY16.”

Commissioner Murphy made a motion to accept Articles One and Three for the April 2016 Special Town Meeting. Acting Chairman Ellis provided a second, and the motion carried unanimously by voice vote.

DISCUSSION/VOTE: ARTICLES FOR THE APRIL 2016 ANNUAL TOWN MEETING.

Next, the Board members considered the five Warrant Articles the Facilities Manager had drawn up for the 2016 Annual Town Meeting. Article One asked for \$99,715 for “the difference between the revised low bid and remaining engineering costs for the Dock St. Hazard Mitigation Project and the Town’s share of the FEMA Hazard Mitigation [G]rant.” Article Two requested \$6,500 for “audit costs associated with the FEMA grant...” Article Three sought \$72,000 “to rebuild and replace worn out parts of the mechanical bar screen at the Wastewater Facility.” Article Four asked for \$50,000 for the Repair/Replace Account in FY17. And Article Five requested \$17,000 “to replace a failed 18 inch effluent bed valve and several valves on the verge of failure.”

Following a brief discussion, Commissioner Murphy made a motion to accept the five Warrant Articles for the April 2016 Annual Town Meeting as presented. Acting Chairman Ellis provided a second, and the motion carried unanimously by voice vote.

DISCUSSION/VOTE: FY17 SALARIES & WAGES / EXPENSES BUDGET REQUEST.

Mr. Thompson went over the highlights of his proposed FY17 Operating Budget, pointing to items like Equipment Hire, Solid Waste Removal Contracts, Equipment Maintenance, and Replace Equipment, where allotments had increased by more than 20 percent over FY16 levels. For these under-budgeted accounts, he said, he had “stolen from a bunch of other categories.” The Facilities Manager also noted the items underscored in red, which indicated cases where actual spending in FY15 had exceeded what had been budgeted in FY16. The overall increase in the Operating Budget, as presented, would be 3.18 percent.

There was some discussion about the Department’s chances of the FinCom’s and the Town Administrator’s accepting an Operating Budget that exceeded the 2½ percent annual increase limit. Mr. Thompson responded that the increases in the Equipment Hire and Solid Waste

Removal Contracts lines would not be hard to justify. "I think you did a great job," remarked Commissioner Murphy.

As for the Salaries & Wages portion of the Operating Budget, Mr. Thompson related that the final figures were not in yet and that there would be no salary surpluses as there had been in the previous three years. He explained further that Junior Operator Joseph Rock was likely to be promoted to Full Operator (Grade 7, Step 1) on July 1, 2016 if he passed the Wastewater 4 examination in the spring.

In addition, Mr. Thompson continued, Jeremy Osborn would be promoted from Full Operator at Grade 7, Step 6 to Chief Operator at Grade 10, Step 1 on November 15, 2016. The rise in pay, though, would only constitute 18 cents an hour, something the Facilities Manager would seek to redress.

OTHER BUSINESS:

FINANCIAL REPORTS.

Admin Assistant Webster brief went over the reports she had presented to the Financial Advisory Committee on November 18. Also included in the Financials were her write-ups for the annual audit, as well as the Septage Billed Reconciliation for the Month Ended October 31, 2015.

ADJOURNMENT

There being no further business, Commissioner Murphy offered a motion to adjourn, with a second offered by the Acting Chairman. The motion carried unanimously by voice vote. Acting Chairman Ellis adjourned the meeting at 4:55 p.m.

Respectfully submitted,



Pia Webster
Administrative Assistant

APPROVED:

BOARD OF WASTE WATER COMMISSIONERS
TOWN OF EDGARTOWN



Scott Ellis, Acting Chairman



Sean E. Murphy, Commissioner