



TOWN OF EDGARTOWN

WASTE WATER DEPARTMENT
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TOWN OF EDGARTOWN BOARD OF WASTE WATER COMMISSIONERS

MINUTES OF THE REGULAR MEETING OF MARCH 13, 2014

WASTE WATER COMMISSIONERS PRESENT:

Mr. James K. Carter, Chairman
Mr. Scott Ellis, Commissioner
Mr. Glen S. Searle, Commissioner

EWWD STAFF PRESENT:

Mr. David Thompson, Chief Operator
Mrs. Pia Webster, Administrative Assistant

OTHERS PRESENT:

Mr. Richard J. Barbini, Schofield, Barbini & Hoehn
Ms. Michelle Oteri
Mr. William Oteri

MEETING CALLED TO ORDER:

The Board of Waste Water Commissioners of the Town of Edgartown held their Regular Meeting on Thursday, March 13, 2014, 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 James K. Carter called the meeting to order.

NEW BUSINESS:

DISCUSSION/VOTE: FURTHER AMENDMENT TO ROAD TO THE PLAINS EXTENSION DECISION.

“The impossible has happened!” laughed Richard J. Barbini of Schofield, Barbini & Hoehn, referring to his fourth appearance before Waste Water Commissioners since the preceding October. Mr. Barbini was there to present the latest plan to extend the sewer line down Road to the Plains, this time to its end at Meetinghouse Way. He introduced Michelle and William Oteri, who were representing Stephen and Jessica Duplessie of 65 Road to the Plains, who had instigated this final leg of the expansion. *[For the earlier*

sessions on the Road to the Plains project, see pages 1-3 of the Minutes of the Special Meeting of October 31, 2013; page 2 of the Minutes of the Regular Meeting of December 12, 2013; and page 2 of the Minutes of the Regular Meeting of January 9, 2014.]

This phase of the project involved about 700 feet of two-inch force main, continued Mr. Barbini, running from Wilson's Lane to the end of Road to the Plains at Meetinghouse Way. A terminal flushing manhole would be located at the end of the run, and another would be installed at the end of Wilson's Lane farthest from its junction with Road to the Plains, with a valve at the latter intersection.

Facilities Manager David Thompson related that Highway Department Superintendent Stuart Fuller had looked closely at the right of way, so that some of the residents of Road to the Plains might be able to tie in to the sewer system without disturbing the pavement. However, once the pavement project was completed, any tie-ins would have to be considered on a case-by-case basis and could not go forward without an excavation permit lest the Superintendent be "all over them." Mr. Barbini noted that in the Island Grove subdivision project, under-road directionals had been used successfully without disturbing the pavement.

Chairman Carter mentioned that he had spoken to Superintendent Fuller on March 10, when the latter had provided him with a startup date of March 24 for the paving. Yes, said Mr. Barbini, and then a five-year moratorium would take effect. Chairman Carter wished to make it clear that he would recommend the extension of this project only with the understanding that the Board of Waste Water Commissioners had no control over the ability of residents to tie into the sewer system once the five-year moratorium was in place. "It's *in Highway's court*," stressed the Facilities Manager.

Administrative Assistant Pia Webster pointed those present to the sample letter and the lists of names and addresses in their meeting binders, noting that pending approval of the latest extension, the letters to the residents who had not yet been notified of the project would go out the following morning. Responding to their request, she gave copies of the aforementioned materials to William and Michelle Oteri. Chairman Carter emphasized that this was a *private* project and that sending the letters would fulfill the Department's due diligence in the matter.

Facilities Manager Thompson explained how he would coordinate the opening of the valve with the initiation of the moratorium. Then he described how he was marking out the laterals off the rights of way, working with Mr. Barbini, to produce "the best set of as-builts we've got."

Chairman Carter asked about the width of the road. Mr. Barbini answered that the right of way was 40 feet, while the road itself measured about 18 feet. So there was adequate room to work with. Commissioner Glen S. Searle wondered if contractor Keith Fenner would be able to have the qualified residents tied in by March 24. "By tomorrow!" replied Mr. Thompson.

Chairman Carter reiterated that any recommendation from the Board was offered with the understanding that the Board and the Department had no control over tie-in eligibility

once the moratorium took effect; this was up to the Highway Superintendent. Commissioner Searle made a motion to approve the extension of the Road to the Plains sewer line from Vickers Way to its end at Meetinghouse Way. Commissioner Scott Ellis provided a second, and the motion carried unanimously by voice vote.

All agreed that the agenda item **Road to the Plains Drilling Progress** had already been covered. As for **Establishing Road to the Plains Abutter Tie-in Policy Going Forward**, Facilities Manager Thompson considered that subject dealt with as well. He had spoken to the Highway Superintendent and the Police Department about this, and he planned to tell residents interested in tying in after the establishment of the moratorium to go to Superintendent Fuller for an excavation permit. In other words, the Waste Water Department would not issue sewer permits in that area without an excavation permit approved by Superintendent Fuller.

Commissioner Searle wanted to know if the applicant would be bringing the excavation permit to the Waste Water Department. "They *have* to," answered Mr. Thompson. The discussion wound down.

DISCUSSION/VOTE: ABATEMENT REQUEST FROM THE CAMPBELLS.

For the benefit of Commissioner Ellis, who was new to the Board, Admin Assistant Webster went through the key points of Section 8 of Article IX of the *Rules and Regulations*, which laid out the procedure for disputing the number of drains on an annual bill. Ronald B. Campbell, Jr. and Elizabeth Campbell owned a home at **102 South Summer Street (Map 29B, Parcel 4, Acct S0386)**. Mrs. Webster related that she had heard from Mrs. Campbell for the first time in mid-February, by telephone; the deadline for written requests for abatements on the FY14 sewer bill was December 27, 2013.

The Admin Assistant continued that during the mid-February call Mrs. Campbell had related that back in November her husband had mailed a letter requesting the abatement of one OTD and further, that he had later e-mailed it to the Department. Mrs. Webster told her that the mailed letter had never been received; nor had a search of all e-mail accounts produced any sign of the correspondence.

Moreover, the Admin Assistant questioned why the Campbells had never called the office or had at least paid part of the bill. Lastly, the letter from the Campbells the Department later received indicated that a bar sink had been removed in 2011. Mrs. Webster questioned why the Department had not been contacted back then.

Commissioner Searle argued that the Campbells had waited through three billing cycles before calling the office to find out about their request; it made no sense. Chairman Carter said that the fact was, the Department had not received the letter by the deadline. "I agree," said Commissioner Searle.

Commissioner Searle made a motion to deny the Campbells' request to abate the cost of one OTD from their FY14 sewer bill because their request missed the deadline of December 27, 2013. Commissioner Ellis provided a second, and the motion carried

unanimously by voice vote. The Admin Assistant said she would write a letter to the Campbells informing them of the Board's decision and inviting them to arrange for a drain count by one of the Department's operators.

OTHER BUSINESS:

**DISCUSSION: SEEK OUTSIDE CONSULTANT FOR
INDEPENDENT FACILITY ASSESSMENT.**

Facilities Manager Thompson passed out materials that shed light on the expected life of secondary clarifiers. He argued that when he had made the case for their upgrade at the plant in front of the Financial Advisory Committee, he had not heard anyone say that further study was required before proceeding with this purchase.

Chairman Carter remarked, "You're not getting it." He explained that the Town was looking for a complete and independent study of *all* of the facility's needs. "If the Town tells you you don't have to do it, then we don't have to do it," said the Chairman. "I thought we *did* a ton of due diligence," said Mr. Thompson.

Chairman Carter asked the Facilities Manager if he knew of someone who did such comprehensive studies. Mr. Thompson replied that he had spoken to Ian Catlow of Tighe & Bond. "No, it can't be him," said Chairman Carter, who explained that Mr. Catlow was someone who had benefited and would benefit from Department projects. "You were going to ask the State," added the Chairman. The State doesn't do that, replied Mr. Thompson.

The Facilities Manager continued going over reports from various towns and cities that ordered clarifier upgrades. Chairman Carter again stated that this was not the direction that the Town was looking for. "It is not personal," he stressed. Admin Assistant Webster referred those present to a 2007 Infrastructure Status Report by the Massachusetts Infrastructure Investment Coalition, which covered concepts like asset management programs, as well as to Tata & Howard's Capital Efficiency Plans. She thought, she said, that perhaps this was more of what the Town was expecting, a way of planning the capital expenditures in an orderly way.

"I *know* what you're trying to do!" declared Mr. Thompson, poking the air with a copy of a comprehensive report for the Town of Riverside. "It's a shame," he went on. "Everything's the same age [here]." "Think of it as part of the process," advised Chairman Carter. "It has nothing to do with you." The Facilities Manager then named a few possibilities for engineers who could do the type of broader study that the Town Administrator appeared to have in mind. Chairman Carter reminded him that whomever he wanted, his choice would have to be passed by the Town Administrator. "I guess I have a keen grasp of the obvious," said Mr. Thompson.

FEBRUARY 2014 FACILITIES MANAGER'S REPORT

Facilities Manager Thompson reported that the effluent flow for February came to 3,447,414 gallons, which was 11 percent higher than the level for the preceding February.

This further confirmed, he said, the 25 percent calibration flow meter discrepancy discovered the previous summer. *[See pages 4-5 of the Minutes of the Special Meeting of August 29, 2013; and page 4 of the Minutes of the Regular Meeting of October 17, 2013.]*

Responding to a query from the Chairman, Mr. Thompson said that he had sent an e-mail to the Town Administrator explaining the calibration situation thoroughly. Chairman Carter requested that the Facilities Manager shape the information contained in the e-mail into a letter, adding any new data and addressing it to the Board of Selectmen. He reminded all present that Selectmen Smadbeck and Serpa had expressed strong interest in meeting with the Waste Water Commissioners and staff about discussing the impending needs of the facility.

The Facilities Manager continued his report. "We're way ahead on septage, at one-point-one million gallons," said Mr. Thompson, who wanted the Commissioners to be aware that every six dollars taken in meant one dollar spent out of the Department's operating budget. He also reported on February's "lousy weather" and "a lot of fixing things around here," as well as on a transformer incident at Chase Road.

Mr. Thompson related that he was going away and that during his absence Jim Monteith or Mike Eldridge would provide Grade 7 coverage for the plant. Responding to a question from Commissioner Ellis, the Facilities Manager explained that the person providing Grade 7 coverage was "there as a last resort for our operators." Chairman Carter inquired if there was "any written guidance for their involvement." "That would be a book," replied Mr. Thompson, adding that this was part of the State staffing plan, covered by the mutual aid agreement.

Asked about the unit heater replacement referred to in his written report, the Facilities Manager said, "That's another five thousand dollars." Commissioner Ellis inquired if the recently hired operator was working out fine. "A majority of the guys are pleased with her," Mr. Thompson said, adding that obviously she could not do everything. His solution was, "We work to operators' strengths and weaknesses."

FEBRUARY 2014 FINANCIAL REPORTS.

Admin Assistant Webster pointed to the FY14 Sewer Billing Collections as of February 28, which stood at \$1,046,523.25 of an Adjusted Commitment of \$1,098,853.83, leaving \$52,330.58 to collect, or 4.8 percent. Next considered was a chart that compared septage totals through March 13 for Fiscal Years 2012, 2013 and 2014, which were, respectively, a volume of 833,461 gallons with revenue of \$225,640.32; 696,896 gallons with revenue of \$158,238.99; and 1,106,298 gallons with revenue of \$246,269.13.

Moving on to the Cumulative Cash Receipts Report for the Month of February, Mrs. Webster pointed to the figure of \$1,470,660.66 of Total Sewer/Septage Income, a level exceeding the Town Accountant's annual projections by 14 percent. The Admin Assistant explained to Commissioner Ellis that most of the remaining pages of data were Septage Receivables Reports, which showed how each load discharged by each hauler was paid for.

The last report covered Operating Budget Expenditures as of February 28, 2014. Mr. Thompson remarked, "I'm worried about the electric" (which at \$116,889.60 was 84.7 percent of budget spent). Admin Assistant Webster noted that some overpayments had been made in that category, resulting in significantly smaller bills recently. That should slow down the spending, she said. Mr. Thompson pointed out that with the fiscal year two-thirds passed, the total operating budget expenditures stood at 66.8 percent. "We haven't broken the bank yet," he said.

Chairman Carter expressed concern about Capital Account 585010, of which 92.8 percent had been spent, and he mentioned that Mrs. Webster had notified the Town Administrator about this. The Admin Assistant explained that the Departments were obligated to keep the Town Administrator apprised when capital accounts were running low. When she had spoken to Mrs. Dolby, there had still been time to submit a Warrant Article for the April Special Town Meeting that could have added a few thousand dollars to the account. Mrs. Dolby, though, had not thought it necessary.

Chairman Carter asked Mr. Thompson not to forget about pursuing the establishment of a Resident Grinder Pump Capital Replacement Program. *[See pages 4-5 of the Minutes of the Regular Meeting of February 18, 2014.]* The Facilities Manager said that he would be discussing this with Ian Catlow of Tighe & Bond after the Annual Town Meeting in April.

Responding to a question from Commissioner Ellis, Mr. Thompson listed the four Warrant Articles the Waste Water Commissioners had submitted for the Warrant. They were: \$131,190 for the Town's 25 percent contribution to the Hazard Mitigation Grant; \$50,000 for the Department's Equipment and Collection System Maintenance Account; \$6,500 for auditing expenses not reimbursed by the Hazard Mitigation Grant Program; and \$141,800 for two new clarifier drives.

Chairman Carter asked if the advertisement for the sale of the utility truck had been posted. *[See page 3 of the Minutes of the Regular Meeting of November 21, 2013; and page 3 of the Minutes of the Regular Meeting of February 18, 2014.]* Mr. Thompson answered no, that he would post it as soon as he had returned from his trip, since he expected there would be many questions from those interested.

APPROVAL OF MINUTES:

In considering the **Minutes of the Special Meeting of October 31, 2013**, Admin Assistant Webster noted that she had reformatted the text for consistency; alphabetized the lists of attendees; and deleted the last paragraph before the adjournment on page 3 because it repeated the paragraph that preceded it. Commissioner Searle pointed to two misspellings on page 2. Chairman Carter suggested that the Board approve the minutes as amended with spelling corrections made. Commissioner Searle made said motion, seconded by the Chairman. The motion carried by voice, with Commissioners Carter and Searle voting aye, and Commissioner Ellis abstaining, since he was not on the Board at the time of the meeting.

Moving on to the **Minutes of the Regular Meeting of February 18, 2014**, Commissioner Searle made a motion to approve as written, seconded by Chairman Carter. The motion carried by voice vote, with Commissioners Carter and Searle voting aye and Commissioner Ellis abstaining, because he was not a member of the Board at that time.

As for **Minutes of the Special Meeting of March 10, 2014**, Admin Assistant Webster said that she had made one change since she had e-mailed copies to the Board, namely, she had corrected the header on page 2 to read "Special Meeting of March 10, 2014." Commissioner Searle made a motion to approve as amended, seconded by Chairman Carter. The motion carried by voice vote, with Commissioners Carter and Searle voting aye and Commissioner Ellis abstaining, as he was not yet a Commissioner at the start of that meeting.

ADJOURNMENT

Being adjourning, staff and Commissioners thanked the Chairman for his long and dedicated service to the Board. There being no further business or comment, Chairman Carter asked for a motion to adjourn. Commissioner Searle offered a motion to adjourn, seconded by the Chairman. The motion carried unanimously by voice vote, and Chairman Carter adjourned the meeting at 5:44 p.m.


Respectfully submitted,

Pia Webster
Administrative Assistant


APPROVED:

BOARD OF WASTE WATER COMMISSIONERS
TOWN OF EDGARTOWN

James K. Carter, Chairman



Scott Ellis, Commissioner



Glen S. Searle, Commissioner