



# TOWN OF EDGARTOWN

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

### MINUTES OF THE REGULAR MEETING OF JULY 17, 2014

#### **WASTE WATER COMMISSIONERS PRESENT:**

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

#### **EWWD STAFF PRESENT:**

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

#### **OTHER TOWN OFFICIALS PRESENT:**

Mr. Matthew E. Poole, Health Agent

#### **MEETING CALLED TO ORDER:**

The Board of Waste Water Commissioners of the Town of Edgartown held their Regular Meeting on Thursday, July 17, 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 Glen S. Searle called the meeting to order.

#### **OLD BUSINESS:**

#### **REPORT/VOTE: RESULTS OF NOTICE OF SALE OF UTILITY TRUCK.**

Chairman Searle related that at 3:00 p.m. that afternoon two closed bids responding to the "Notice of Sale of Surplus Property" for the 2003 GMC Savanna G3500 Utility Truck had been opened by staff. The responding bidders were as follows: Shane Parlos of Parlos Concrete Works LLC, Edgartown, Mass., offering \$16,700; and Steven H. Chaffee of Chaffee Industrial Roofing, East Providence, R.I., offering \$16,351.

Commissioner Sean E. Murphy made a motion to accept the bid of Parlos Concrete Works LLC of \$16,700 for the 2003 GMC Savanna G3500 Utility Truck, seconded by Commissioner Scott Ellis. The motion carried unanimously by voice vote.

Facilities Manager David Thompson pointed out that if the high bidder did not complete the sale within 72 hours, the award would revert to the next higher bidder. Commissioner Murphy offered another motion: To allow the award to revert to Chaffee Industrial Roofing if Parlos Concrete Works did not successfully complete the sale within 72 hours. Chairman Searle provided a second, and the motion carried unanimously by voice vote.

**NEW BUSINESS:**

Since Health Agent Matthew E. Poole had not arrived yet at the Regular Meeting, Chairman Searle moved on to the next agenda item.

**DISCUSSION: CONDITION ASSESSMENT PACKAGE FOR SELECTMEN.**

The Board members turned to a package of materials prepared by the Facilities Manager regarding a Condition Assessment of the Facility to be presented to the Board of Selectmen. Mr. Thompson explained that the two-page letter he had e-mailed would be shortened by cutting out the Request For Proposals that was currently part of the letter's text and including it as an attachment.

The Facilities Manager continued that he had been trying to talk to other engineers about producing proposals but had concluded that every engineer in New England was on vacation on the same beach, "building the biggest, stupidest sandcastle you've ever seen in your life." He had managed to speak to Sean Osborne, principal at OSD, LLC of Lexington, Mass., who had seemed interested.

Another person to whom he had spoken was James Monteith, Facilities Manager of the Oak Bluffs Wastewater Department. Mr. Monteith himself used Marc Drainville, Senior Manager at GHD, who had submitted a four-page Proposal for Professional Services to the Edgartown Department. *[See page 7 of the Minutes of the Regular Meeting of June 26, 2014.]* Mr. Drainville had conveyed, Mr. Thompson noted, that the cost of his proposal – \$90,000 – was "very ballpark" and that the Department could alter the Project Scope to scale it back.

"It seems like an awful lot of money," remarked Commissioner Ellis. "There's a *lot to it*," responded Mr. Thompson, who explained that when he had allocated \$45,000 for an Engineering Evaluation in FY19, that had not included a Condition Assessment. Commissioner Murphy wanted to know if the Condition Assessment/Engineering Report and any ensuing improvements would fulfill Mass DEP's requirements when time came for the 2020 renewal of the Facility's permit. Mr. Thompson replied that it would.

**REPORT/DISCUSSION: FIXED-RATE OFFER FROM VINEYARD PROPANE.**

Chairman Searle related that the fixed-rate propane offer from Vineyard Propane-Amerigas had begun with a conversation between him and Cliff Karako, who managed the office. Mr. Karako was offering a rate of \$2.09 per gallon; the Department had last paid \$2.30481 per gallon. After some faxes back and forth, the situation stood as the Department's

having to wait until the Procurement Officer and the Town Administrator had looked further into the matter.

Facilities Manager Thompson pointed out that the Facility could purchase the propane as a sole-source procurement, since it spent less than \$25,000 annually on this expense.<sup>1</sup> Vineyard Propane appeared, Mr. Thompson said, to be the only provider on-Island able to deliver on demand the extra capacity required by the Facility.

The problem was, he continued, the Town was considering initiating a Town-wide bid process for propane which was “not remotely in place.” In the meantime, the Department had an opportunity to lock into a good price. (At this point – 4:07 p.m. – Mr. Poole arrived at the meeting.)

The Facilities Manager recommended that the Department approach Mr. Karako about signing yearlong contracts. (The Department had two contracts with the vendor.) Then when the Town had its own propane bid program in place, the Department could sign on to that the following year.

Administrative Assistant Pia Webster cautioned those present about moving ahead without fully informing the Town Administrator. “I think they’d be sore at us if we didn’t,” she said. Mrs. Webster asked the Facilities Manager when propane deliveries would have to begin. September, answered Mr. Thompson. Responding to a query, the Admin Assistant said that the old contracts had expired the day before, July 16.

The Facilities Manager assured the Board members that the only generator site he had concerns about was at Morgan Woods and for that he could do a spot purchase, if needed. As for the Town’s coming up with a propane bid program, Mr. Karako had made it clear that his rate offer was off the table in such an event, Mr. Thompson said.

Chairman Searle gave Mr. Thompson his blessing to speak with Town Administrator Pamela M. Dolby and Procurement Office Jennifer O’Hanlon about the Board’s discussion that day. “Blessed you are,” said Commissioner Murphy. Commissioner Ellis agreed with this approach.

#### **DISCUSSION: ENHANCED-SYSTEM DISCOUNT PROPOSAL.**

Health Agent Matthew E. Poole related that a Wastewater Treatment Services, Inc. program report had identified a number of enhanced systems in Edgartown as needing to be pumped. “People say they can’t afford it,” he said. Mr. Poole explained how in the case of the double-chambered models, the full amount of 1,500 gallons had to be removed from the larger tank, not just the volume from the smaller top chamber. What he was asking was for the Board to vote a reduced rate for pump-outs of the enhanced systems.

Mr. Poole continued that one of the enhanced-system owners was on fixed income. In a case like that, he said, he might be more sensitive about flagging that system for early

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<sup>1</sup> “You may make sole-source procurement of any supply or service under \$25,000 when a reasonable investigation shows that there is only one practicable source for the required supply or service.” See page 75, *Commonwealth of Massachusetts Chapter 30B Manual*, 2011 edition.

pumping. He recommended accepting the MicroFAST Wastewater Treatment System report as proof about whether or not the system required pumping.

The Facilities Manager explained to the Board members that in the case of a failed system, the Health Agent or his Assistant sent a letter or e-mail to the Department, alerting staff to the presence of a failed system that qualified for a lower rate. Mr. Thompson wanted to include the enhanced-system pump-outs in the same category as the failed-system ones. "Couldn't we just rename it?" asked Commissioner Murphy. As in Failed/Enhanced System Waste Type? offered the Admin Assistant.

Commissioner Murphy wondered about the cases of \$3 million homes with enhanced systems, where the system had been installed to allow for an extra bedroom or two. "There *is* one of those," said Mr. Poole. The discussion continued. Admin Assistant Webster wanted to know how many systems Mr. Poole was talking about. Fifty-three of the type with the separate compartment, he replied, and 70 BioClears. "That's not going to break us," observed Commissioner Murphy. "Isn't this good for the environment?" remarked Admin Assistant Webster, adding "Isn't that one of our concerns?"

Mrs. Webster wondered about the consistency of the waste and inquired whether this type was easier for the plant to process, the way that tight tank waste was. No, answered Mr. Poole, what was pumped was "a pretty dense mixture."

Commissioner Murphy stated that if the Health Agent thought that having this special rate was important, and if the other two Commissioners agreed, then he was for it.

Commissioner Ellis murmured his agreement. Commissioner Murphy then made a motion that David Thompson and Matthew Poole work out what was necessary to institute the new rate for the enhanced-system pump-outs. Commissioner Ellis provided a second, and the motion carried unanimously by voice vote.

Admin Assistant Webster pointed out that for the long term this change would require amending the *Rules and Regulations*, something the Board could take up in their next Regular Meeting. For the time being, though, they could use the Failed System rate. Mr. Poole thanked the Commissioners. "This helps me, it helps the people in the Town," he said.

#### **AUTHORIZATION TO SIGN: ALERT SCIENTIFIC CONTRACT.**

Next, the Board considered a document titled "Preventive Maintenance Renewal Contract Proposal – Revised; Alert Scientific, Inc. Proposal No. 14-348PR, Alert Scientific, Inc. Job No. 14-1246." The term of the contract was one year at \$1,170.00 and provided for the inspection and maintenance of laboratory equipment.

The Facilities Manager explained that "under the old regime" the Board of Waste Water Commissioners did not want him "to sign even small contracts like this." He described what the contract covered. Commissioner Murphy made a motion to authorize Mr. Thompson to sign the Alert Scientific contract, seconded by Commissioner Scott. The motion carried unanimously by voice vote.

**UPDATE: DOCK STREET HAZARD MITIGATION GRANT NOTICE TO WATERFRONT DENIZENS AND BUSINESSES; SET SPECIAL MEETING.**

“We’re getting closer,” said the Facilities Manager, referring to the Dock Street Hazard Mitigation Grant Project. Mr. Thompson pointed to the notice in the meeting binders that would be distributed to all of the property and business owners on Dock Street before the project commenced.

Because FEMA liked to see public outreach, he planned to stage an informational meeting at Town Hall with a speaker who could talk about some of the long-term effects of the rising waters. The person he had in mind was Jo-Ann Taylor, coastal planner at the Martha’s Vineyard Commission and advisor to the Martha’s Vineyard Regional Emergency Planning Committee.

Commissioner Murphy expressed concern that the Police Department and the Board of Selectmen be given plenty of notice prior to the start of the project. “We’re aiming for the end of the Derby,” said Chairman Searle.

Mr. Thompson referred to some e-mail correspondence from project manager Ian Catlow of Tighe & Bond, asking to set up a Special Meeting date to discuss the final details of the project. The Board members agreed on August 7. Mr. Thompson related that Mr. Catlow would be accompanied by an electrical engineer either on that day or at another time.

Admin Assistant Webster wanted to know if the bid package would be ready at the time of the Special Meeting. “Shortly thereafter,” answered Mr. Thompson.

**REPORT: UNEXPECTED FY14 EXPENSES.**

Facilities Manager Thompson reported that on Wednesday, June 16 – the day after the last of the FY14 bills had been due – Town Accountant Kimberly G. Kane had e-mailed the Department, notifying him and the Admin Assistant of an \$8,082.54 spending deficit. Mr. Thompson continued that when he had agreed to give \$20,000 from the Salaries & Wages Account to the School Department, the Town Administrator had told him that the remaining \$7,000 of the surplus in that account was theirs to use. (Because the Overtime Account had not been entirely tapped out, on June 30 there had been \$10,000.00 left to use.)

Mr. Thompson related that on June 30 Ralph Packer of R.M. Packer Company, Inc. blindsided the Department with what had turned out to be about \$16,000 in previously unseen sludge cake transport bills. The total started at around \$20,000, but an investigation by Assistant/Operator Shelley Reed found \$4,000 worth of them to be duplicates or unsubstantiated.

Ms. Reed had met with Mr. Packer twice previously regarding his vendor account; and one month prior to the bill dump, Mr. Packer had assured her that the account balance was in order. “So I thought we were good to go,” said Mr. Thompson.

Admin Assistant Webster stated that Mr. Packer was clearly at fault. Further, this kind of careless bookkeeping appeared to be the norm rather than the exception, based on her

experiences working for the Towns of Tisbury and West Tisbury, as well as for the Water Department and the M.V. Commission.

The Admin Assistant indicated an e-mail from Town Administrator Pamela M. Dolby in the meeting binders addressed to Mrs. Webster and copied to Ms. Kane. In it Ms. Dolby stated that the \$8,084.00 deficit amount would be transferred from the Salaries & Wages Account to the Expenses Account. The Town Administrator questioned why the Packer bills dated back to August and why the transfer process had not been carried out properly. Mrs. Webster's e-mailed response to her followed. "I apologized to her," said the Admin Assistant.

Admin Assistant Webster pointed out that in her defense Town Accountant Kane had not been aware that this was not a case of "bill holding" when she had been confronted with the deficit. So her reaction to the submission of the Packer bills was understandable.

Commissioner Murphy commented on Mr. Thompson's e-mail to Town Accountant Kane and asked if he was ready to reassess any of the views expressed. "Not today," said Mr. Thompson.

**EMPLOYEE EVALUATION: FACILITIES MANAGER DAVID THOMPSON.**

The Board members discussed briefly how they intended to conduct the employee evaluation of the Facilities Manager. Under "Performance Rating" the Chairman called out the characteristics being considered, and the Commissioners came to agree about a number from one to five for each one. (The numbers were all threes and fours.)

Under "Areas for Improvement," Commissioner Ellis noted that although he had not been on the Board for long, it was clear to him that the employees seemed happy with Mr. Thompson's leadership. Commissioner Murphy inquired about the category of "Training Since Last Evaluation." "I'm trained out," replied Mr. Thompson.

Commissioner Murphy then recommended that Mr. Thompson receive his merit raise. "I'll second that," said Commissioner Ellis. The motion carried unanimously by voice vote.

**OTHER BUSINESS:**

**LETTER TO RALPH M. PACKER.**

The Board members considered a letter to Ralph M. Packer of R.M. Packer Company, Inc. for his firm's years of service in facilitating the transport of sludge cake from the Facility to an incinerating plant off-Island. Commissioner Murphy said that in view Mr. Packer's having lost the contract through the bidding process, he would be more comfortable if the first sentence, which contained the word "disappointment," were deleted. The other two members of the Board agreed.

The amended letter would read as follows: “We thank you for your years of exceptional service and look forward to our next opportunity to work together.” Mrs. Webster said she would have the amended version ready for their signatures first thing in the morning.

**JUNE FACILITIES MANAGER’S REPORT.**

“I miss Mr. Morgan,” began the Facilities Manager, referring to Operator Dale Morgan, who had been away from the job for three weeks due to a ruptured disc. Mr. Thompson mentioned that the Department had welcomed a new Operator – Mike Berninger – who had worked previously for Farrissey Tele-Comm and the Martha’s Vineyard Airport.

The big issue at the moment, continued Mr. Thompson, was a problem with the main compressor, which was currently unable to run the Facility and the Odor Control System at the same time. On July 28 some guys were coming to work on it. He had already sent the motor to New Bedford, only to find that the windings were good and that there were no major problems. “So it’s an electrical issue,” Mr. Thompson stressed, adding, “We’ve always been able to fix it ourselves before.”

Chairman Searle pointed to the display ad listing the FY15 Sewer and Septage Rates that had run that day in *The Martha’s Vineyard Times*. “It’s in tomorrow’s *Gazette*,” he said. Also in the Facilities Manager’s Report section of the binder was a copy of a letter to Daniel O. and Christine M. Santiago, owners of 105 Main Street, regarding a pump installation that had not met Department requirements.

**FINANCIAL REPORTS.**

Before the Admin Assistant began her rundown of the year-end fiscal picture, Mr. Thompson wished to point to the 97.8 percent Sewer Billing Collections rate and the low \$7,381.92 in Total FY14 Sewer Abatements. The numbers had been nothing like this two year earlier, he said. And this was due, he stressed, to the efforts of Mrs. Webster and Assistant/Operator Shelley Reed.

Admin Assistant Webster went through a report titled “Summary of FY14 Sewer Revenue and Budget Expenditures,” which was predicated on the idea that the Waste Water Department operation was currently set up to run on its Sewer Billing Collections. Sticking to that assumption, FY14 had ended with a surplus of \$304,544.39.

The next report was titled “Fiscal Year 2013 Income and Expense Summary,” which included all sources of income, as well as all expenditures, even those that the Town paid directly, like its share of Blue Cross-Blue Shield insurance premiums and debt service. With all these elements factored in, FY14 wound up with a deficit of –\$231,943.16.

Mrs. Webster pointed out that the deficit was low when compared to the one they could expect in FY15, –\$742,500.00. That was because Warrant Article spending in FY14 came to only \$64,926.40, while in FY15, they were planning for \$277,500.00 in Warrant Article spending.

The big story of the fiscal year, though, was Septage Revenue and Collections, said the Admin Assistant, with 1,722,168 gallons of waste accepted and \$389,962.07 collected.

**APPROVAL OF MINUTES.**

The Commissioners considered the **Minutes of the Regular Meeting of June 26, 2014**. Referring to the first sentence in the last paragraph on page 2, Commissioner Murphy wished to change the words, "since he was acting as attorney for the applicant" to "since he represented the applicant." On page 3 in the first sentence of the discussion of Installation Deficiencies at Bad Martha Farmer's Brewery, Commissioner Murphy asked to amend the words, "he was acting as attorney for the owner" to "he was representing the owner."

Commissioner Murphy then made a motion to approve the Minutes of the Regular Meeting of June 26, 2014 as amended. Chairman Searle provided a second, and the motion carried unanimously by voice vote.

**ADJOURNMENT**

There being no further business or comment, the Chairman asked a motion to adjourn. Commissioner Ellis offered a motion to adjourn, with Commissioner Murphy providing a second. The motion carried unanimously by voice vote. Chairman Searle adjourned the meeting at 5:00 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