



# TOWN OF EDGARTOWN

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

### AMENDED MINUTES OF THE REGULAR MEETING OF JUNE 20, 2013

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

Mr. James K. Carter, Chairman  
Mr. Timothy K. Connelly, Commissioner  
Mr. Glen S. Searle, Commissioner

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

Mr. David Thompson, Chief Operator  
Ms. Shelley Reed, Assistant/Operator  
Mrs. Pia Webster, Administrative Assistant

#### **OTHER(S) PRESENT:**

None

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

The Board of Waste Water Commissioners of the Town of Edgartown held their Regular Meeting at 2:00 p.m. on Thursday, June 20, 2013, in the conference room at the Edgartown Waste Water Treatment Facility, located at 330 West Tisbury Road, Edgartown, Mass. At 2:00 p.m., Chairman James K. Carter called the meeting to order.

#### **OLD BUSINESS:**

#### **ROOF REPLACEMENT QUOTES: VOTE TO ACCEPT.**

So, began the Chairman, three quotes had come in for the roof replacement project. *[The quotes for the Treatment Facility Roof Replacement Project were as follows: Kel Kor Inc. of New Bedford at \$24,442; Quality Restorations of West Springfield at \$24,900; and D. Best Construction, Inc. at \$28,700.]* Yes, acknowledged Chief Operator David Thompson, and he had responded to the responsive contractors. The Department *had* advertised, although this was not required, he added. Which one do you recommend? asked Commissioner Timothy K.

Connelly. Mr. Thompson replied that the Kel Kor Inc. quote was the lowest and further, that having done the fire station for the Town, the company was known to them.

Commissioner Glen S. Searle remarked that there had been problems with the fire station job. The Chief Operator countered that the trouble had arisen from the use of a cheaper type of nail that the Fire Chief had, in fact, OKed. Moreover, Building Inspector Leonard Jason, Jr. had approved the finished building. Mr. Thompson continued that the paperwork sent by Kel Kor Inc. had received the go-ahead from Procurement Officer Jen O'Hanlon and that he would be sure to have the work inspected by Mr. Jason.

The Chief Operator pointed out that although the Request For Written Quotes had called for references, none of the candidates had submitted any. "Do you want me to pursue that?" he asked. Commissioner Connelly remarked that a contractor who had gone to the Fire Chief for approval of the downgraded nail specs had gone to the wrong person. Nevertheless, said Mr. Thompson, the Building Inspector had signed off on the building. Chairman Carter was of the opinion that "two references are plenty."

Commissioner Connelly then made a motion to award the roof replacements project to Kel Kor Inc. at a quote of \$24,442.00, once the Chief Operator had received two references from the applicant. Commissioner Searle provided a second, and the motion carried unanimously by voice vote.

#### **DISCUSSION/VOTE: FY14 RATES.**

The Commissioners continued their consideration of FY14 rates that had begun in their May 30 meeting by discussing a June 20 memorandum by Administrative Assistant Pia Webster about a proposed House Visit Charge. Mrs. Webster, who had worked at the Water Department for nearly eight years, related that if a customer called the Water Department and the reason for the visit was not the Department's fault, the customer had to pay at least a \$25 charge. In some cases the Water Department also charged for labor. The hourly labor rate had been arrived at by averaging the current hourly rates of all crew members.

A discussion followed, at the end of which it was agreed that because the Chief Operator always sent out his crew members in pairs, the House Visit Charge would be \$50 instead of \$25. In addition, at least for the time being, the Chief Operator deemed it not productive to initiate the practice of charging for labor on house visits.

Turning to the septage rates, Chief Operator Thompson provided an account of the meeting that he, Commissioner Connelly and Admin Assistant Webster had the previous afternoon with six members of the Financial Advisory Committee. "One person wanted us to lower rates," he said, noting that the FinCom members had been "happy to hear from us." It seemed to FinCom members, he added, that the Department had a good chance of "making their numbers" in the current fiscal year.

Commissioner Connelly's impression had been that at least *four* members of the FinCom thought the Commissioners should lower septage rates. Two of them in particular had emphasized price optimization. Chairman Carter opined that perhaps in the future the Board

could look at this. But for now, he said, he was pretty confident that going with the rates they had would serve them well in the coming fiscal year.

Mention was made of how one member of the FinCom questioned the source of the \$300,000 target for annual septage revenue and whether it had any relation to reality. Admin Assistant Webster had explained to him that it was part of the Town's financial planning and that the figure came from the Town Accountant.

Another subject that had arisen at the FinCom meeting was the possibility of lower off-season rates for the benefit for year-round homeowners. "That's something we should be looking at," said Chairman Carter.

Commissioner Searle made a motion to establish a House Visit Charge of \$50 per visit; and further, to keep the same septage rates in FY14 as the Department had maintained in FY13. Commissioner Connelly provided a second, and the motion carried unanimously by voice vote.

#### **MAIN EXTENSION REQUESTS.**

The Board members turned to four recent main extension requests. The first was one they had dealt with before, the **request from attorney Paul K. Donovan, representing a group of Road to the Plains residents**, to extend the main farther down that road. *[For background on this matter, see pages 2-3 of the Minutes of the Special Meeting of March 25, 2013; pages 5-6 of the Minutes of the Regular Meeting of April 25, 2013; and pages 3-4 of the Minutes of the Regular Meeting of May 30, 2013.]* The Commissioners had before them a short letter for their signatures written under Town Counsel's guidance stating that the Board had no plans to revisit the position stated earlier.

Commissioner Connelly wondered if the Commissioners ought to say more in the letter to Mr. Donovan. Chief Operator Thompson reminded those present that the Town Administrator had instructed him to say as little as possible in writing to Mr. Donovan. Commissioner Connelly then made a motion to accept and sign the letter to Paul K. Donovan as written, seconded by Commissioner Searle. The motion carried unanimously by voice vote.

Next, the Commissioners considered the request of **Michael W. Hand** of South Weymouth, owner of 2.1 acres at **300 Edgartown-Vineyard Haven Road**, who was seeking to extend the main that ended near Pennywise Path. *[See pages 3-4 of the Minutes of the Regular Meeting of May 30, 2013.]* The letter that they had directed Chief Operator Thompson to write in the May 30 meeting stated, "The Commissioners have decided not to act upon your proposal at this time, as there is no engineering or State permitting proposal pertaining to this project available to us."

Commissioner Connelly made a motion to accept and sign the letter to Michael W. Hand as written, seconded by Commissioner Searle. The motion carried unanimously by voice vote.

Chairman Carter spoke once more of the need to get into writing the requirements of the Waste Water Department with regard to main extension applications.

The Commissioners turned to the request of **Jim Caldarone of Sourati Engineering Group**, who was working on behalf of a client who had purchased a division of the **Four Flags Condominiums at The Triangle**. Mr. Caldarone wrote that he wanted to sit down with the Chief Operator to discuss sewer main capacity and the possibility of adding apartments to the second floor of an existing building. "I told him to talk to Dick Barbini," said Mr. Thompson, referring to engineer Richard J. Barbini of Schofield, Barbini & Hoehn.

Chairman Carter wanted to know how the Board was responding to Mr. Cardarone. "I told him what I told the others," said the Chief Operator. "I told him the Commissioners aren't entertaining proposals until they're fully engineered." Commissioner Searle said he thought the Sourati plan was for a second story over the Edgartown Meat & Fish Market building. In any event, said Mr. Thompson, the extra flow necessary for the apartments had not been engineered into the original plan.

Commissioner Connelly echoed the Chairman's call for a written policy regarding the components of a complete sewer hookup application. "Let them get their own engineer," said Commissioner Searle. Commissioner Connelly suggested that if the Chief Operator had to take an applicant's plan to Mr. Barbini, the Department could pay Mr. Barbini for the service and pass on that fee to the applicant.

The last query had come from **Joseph Rock and Jade Bennett**, who were developing a property subdivided out of what used to be Map 28, Lot 1.4 along **Bennett Way**. "It's his mother's property," noted Mr. Thompson, adding that Mr. Barbini had informed him that the line down this street had been engineered to accommodate 10 residences. Seven were in, and this would be the eighth. The Chief Operator related that he was approving this tie-in request because the applicants had provided all the information he needed to make a rational decision.

#### **DISCUSS/VOTE: INTERDEPARTMENTAL SEPTAGE ACCEPTAGE POLICY.**

The Board members turned to the final version of the Interdepartmental Septage Acceptance Policy. *[For earlier discussions of this matter, see page 4 of the Minutes of the Special Meeting of March 25, 2013; page 3 of the Regular Meeting of April 25, 2013; and pages 2-3 of the Minutes of the Regular Meeting of May 30, 2013.]* Commissioner Connelly made a motion approve the "Policy and Procedure for Interdepartmental Septage Handling" as written, and Commissioner Searle provided a second. The motion carried unanimously by voice vote.

#### **NEW BUSINESS:**

##### **HAZARD MITIGATION GRANT.**

Chief Operator David Thompson spoke of hearing earlier in the month from Shirletta Leung of the Massachusetts Emergency Management Agency (MEMA) about the approval by FEMA of funds in the amount of \$393,570.00 from the Hazard Mitigation Grant Program (HMGP). He explained that the pre-engineering costs had been built into the grant.

There were two ways of handling those costs, Mr. Thompson continued. They could pay the \$13,000.00 upfront and then seek reimbursement for 75 percent of that amount from MEMA, once the grant paperwork was signed. Alternately, the pre-engineering costs could be folded into the total engineering package.

Either way, the Department would be responsible for 25 percent, the Chief Operator said, and those funds had to be approved by Town Meeting vote. Will this require calling a Special Town Meeting? inquired Chairman Carter. Mr. Thompson did not think so, figuring the vote could wait until April 2014.

Next, the Chief Operator related that when he had met with the Capital Programs Committee the preceding September and had described the HMGP application to them, the response had been positive. He planned, he said, to (a) use Tighe & Bond as the project engineer; (b) present the project at Annual Town Meeting in April 2014, asking the townspeople to raise and appropriate the aforementioned funds; and (c) begin the project in the fall of 2014.

Commissioners Searle and Connelly thought that the Department ought to ask the Town for more than the 25 percent that was required by the conditions of the grant. "Let's talk about Tighe & Bond," said Mr. Thompson, "I need the green light from you." He added that the firm did "this stuff on spec all the time."

Commissioner Searle recommended that Mr. Thompson talk to Town Administrator Pamela M. Dolby about asking the Town for \$145,000 to \$150,000 at the April 2014 Annual Town Meeting. Having secured Ms. Dolby's support, he should then consult with Tighe & Bond. "We're on the hook for thirteen thousand," noted the Chief Operator.

Commissioner Searle turned his recommendation into a motion, moving that the Chief Operator discuss with the Town Administrator the possibility of a Warrant Article providing \$145,000 to \$150,000 for the Town's part of the HMGP Project; and further, once the Warrant Article matter was more or less settled, that Mr. Thompson approach Tighe & Bond to open a discussion regarding their services as engineer for the HMGP Project. Commissioner Connelly provided a second, and the motion carried unanimously by voice vote.

When Mr. Connelly suggested that the Department needed a Consultant's Fee item in the Operating Budget, Assistant/Operator Shelley Reed and Chief Operator Thompson both pointed to the Special Services Account as one that effectively served this purpose.

#### **ABATEMENT AND REFUND REQUESTS.**

Chairman Carter opted to take up the latest abatement and refund requests in the next monthly meeting.

#### **INITIAL DISCUSSION: POLICY ON MAIN EXTENSIONS.**

The discussion on setting new parameters for what a potential sewer customer had to bring to the Department before any sewer main extensions would be considered was postponed until a later meeting.

**OTHER BUSINESS:**

**SET POLICY ON REPORTING TO CHAIRMAN ON LARGE PURCHASES.**

With the hour growing late, Chairman Carter chose to postpone this agenda item until a later meeting.

**DISCUSSION: SOLUTIONS FOR PUBLIC SAFETY  
ISSUES ON FACILITY CAMPUS.**

The Chairman passed on the discussion on public safety issues, holding off until a meeting with a less crowded agenda.

**VOTE/SIGNATURES: ALERT SCIENTIFIC CONTRACT.**

Before the Board members was a letter agreement dated June 5 addressed to Mr. Thompson from Stephen T. Donohue, Technical Service Representative of Alert Scientific Incorporated of East Hartford, Conn. The letter agreement was titled "Preventive Maintenance Renewal Contract Proposal: Alert Scientific, Inc. Proposal No. 13-364P; Alter Scientific, Inc. Job No. 13-1246."

Chief Operator Thompson explained that Alert Scientific took care of the facility's annual instrument calibration. Chairman Carter remarked that the Commissioners "just need to be aware" of vendor contracts and that he appreciated the Chief Operator's doing that. Commissioner Searle nodded in agreement.

On a motion by Commissioner Connelly, seconded by Commissioner Searle, the Board voted to approve the Preventative Maintenance Renewal Contract Proposal with Alert Scientific, Inc. The Chairman signed the contract.

**CHIEF OPERATOR'S REPORTS (APRIL AND MAY).**

Chief Operator Thompson reported that the total nitrogen level for the month of April was 1.3 mg/l, which was "spectacularly good." He spoke of the major welding project on the existing roll-offs conducted in midmonth and the various steps he and the crew had taken to salvage them until new ones could replace them. He had met several times, he said, with the Town's Procurement Officer to go over the steps necessary to effect a proper emergency procurement in the case of the roll-offs.

Among the events reported on for May were the following: The plant flow for the month had been 7,648,116 gallons, "significantly higher" than the 4.3 million in May 2012. Average total nitrogen was 1.35 mg/l for the month. The May 2 bid opening for the OC tower painting project was "wildly over" the figure that had been expected. The Podgurski Corporation Vactor truck had arrived on May 6 to jet the lines downtown and service the wetwells. A dye test was done at the Old Edgartown School in preparation for the new library. The new roll-offs are expected to ship on June 4.

**MAY 2013 FINANCIALS.**

In presenting the Septage Income Statement for the Month Ended May 31, 2013, Admin Assistant Pia Webster noted that the New Septage Revenue Billed for the month was 17 percent higher than for the same period the year before. The higher total *receipts* in May 2012 had resulted from the collection of past-due balances, she explained.

Moving on the Operating Budget Expenditures as of May 31, 2013, the Chief Operator commented that the balances in the expense accounts looked "really good." He brought attention to Acct 521001 Electric and Acct 521002 Heat; total expenditures from these accounts had diminished steadily over the past four or five years.

Mrs. Webster noted that there would be no Cash Receipts Report until the end of June, since the Town Accountant had posted some revenue deposits from May, when Ms. Kane had been away, in the month of June.

Commissioner Connelly wondered about the funds on Acct 100958/585025 Solar PV, which currently held \$12,900.00. Chief Operator Thompson related that he was looking for a way to spend those funds, though of course the project or items they were spent on had to meet specific criteria. Responding to Commissioner Connelly's query regarding Acct 512258/589004 Sewer Serv Cod-EM, Mr. Thompson said that yes, the funds could be used to purchase an E-One pump, though the pump would have to be installed in the Edgartown Meadows-Codman Springs subdivision.

As for the replacing the coating system on the odor-control silos, the Chief Operator said that he was letting that project go until the fall.

Lastly, Admin Assistant Webster indicated the three procedural reports she had submitted to the Town Auditor: "Processing Wastewater Department Cash Receipts"; "Processing Wastewater Accounts Payable and Accruals Write-Up"; and "Processing Wastewater Billing Adjustments." "These are definitive," commented Chairman Carter. Commissioner Connelly remarked, "It's excellent."

**APPROVAL OF MINUTES.**

Commissioner Connelly made a motion to approve the **Minutes of the Rescheduled Regular Meeting of October 18, 2012**, and Chairman Carter provided a second. There being no comment or amendments, the motion carried by voice vote, with Messrs. Carter and Connelly voting aye and Commissioner Searle, who had not attended the meeting, abstaining.

Moving on to the **Minutes of the Special Meeting of April 12, 2013**, Commissioner Connelly made a motion to approve as written, with a second from Chairman Carter. There being no comment or amendments, the motion carried by voice vote, with Messrs. Carter and Connelly voting aye and Commissioner Searle, who had not attended the meeting, abstaining.

Lastly, the Board considered the **Minutes of the Regular Meeting of May 30, 2013**. Commissioner Connelly offered a motion to approve as written, seconded by Commissioner Searle. There were no comments or amendments offered, and the motion carried unanimously by voice vote.

**ADJOURNMENT**

There being no further business, Chairman Carter asked for a motion to adjourn. Commissioner Connelly offered a motion to adjourn, seconded by Commissioner Searle. The motion carried unanimously by voice vote, and Chairman Carter adjourned the meeting at 3:14 p.m.

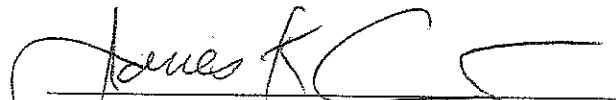
Respectfully submitted,



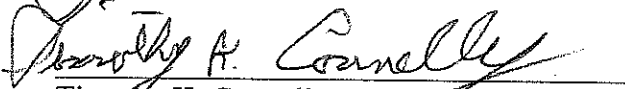
Pia Webster  
Administrative Assistant

APPROVED:

BOARD OF WASTE WATER COMMISSIONERS  
TOWN OF EDGARTOWN



James K. Carter, Chairman



Timothy K. Connelly, Commissioner



Glen S. Searle, Commissioner