



TOWN OF EDGARTOWN

WASTE WATER DEPARTMENT
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TOWN OF EDGARTOWN BOARD OF WASTE WATER COMMISSIONERS

MINUTES OF THE REGULAR MEETING OF NOVEMBER 14, 2013

WASTE WATER COMMISSIONERS PRESENT:

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

EWWD STAFF PRESENT:

Ms. Shelley Reed, Assistant/Operator
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 held their Regular Meeting at 2:00 p.m. on Thursday, November 14, 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.

NEW BUSINESS:

DISCUSSION/VOTE: ABATEMENT/REFUND REQUESTS.

Morton M. Rosenberg and Shirley S. Rosenberg, 245 Edgartown-Vineyard Haven Road, Unit 1, Acct No S0633 (Map 21, Lot 6.231). Administrative Assistant Pia Webster related that the Rosenbergs' case was one that had "slipped through the cracks." These customers had been charged for eight OTDs in FY13 and FY14, and Mr. Rosenberg had written last May to inquire about an abatement. The Rosenbergs had paid the FY13 Sewer Bill in full.

The property, which contains the Stop & Shop Pharmacy, had once included the medical clinic next door; hence, the eight OTDs. Plant Operator Jeremy Osborn did a drain count to confirm that this account had just four OTDs.

Waste Water Commissioner Glen S. Searle made a motion to adjust the Rosenbergs' FY14 bill from eight OTDs to four OTDs; and further, to refund to the Rosenbergs the \$260 they

had overpaid for their FY13 Sewer Bill. Chairman Carter provided a second, and the motion carried unanimously by voice vote.

Benjamin L. Hall, 40 Main Street, Acct No S0688 (Map 20D, Lot 198). Mrs. Webster explained that the water to this property had been turned off since January 18, 2012, as verified by the Water Department. She reminded the Board that they had abated the FY13 Sewer Bill for this property. Commissioner Searle made a motion to abate off the \$136.00 Sewer Bill for 40 Main Street, since the water had been shut off for 365 consecutive days. The Chairman provided a second, and the motion carried unanimously by voice vote.

Next, the Board considered eight Sewer Accounts where service had been initiated after July 1, 2013. Accordingly, the FY14 bills for said accounts were prorated as follows:

Date of Tie-in	Name of Customer	Address	Acct	Original Charge		Adjusted Charge
08.06.13	Mikara	2 Maggie’s Ln	S0865	\$476.00	to	\$428.68
08.06.13	Bruce Polishook	40 Plain Fld Way	S1116	\$952.00	to	\$856.08
08.15.13	Joan M Carey	5 Marsh Hawk Cir	S1126	\$680.00	to	\$593.34
08.19.13	Robert Mandel	22 Kitts Field Cir	S1125	\$544.00	to	\$469.35
09.23.13	Alfred Fournier	47 Dark Wds Rd	S1123	\$1,020.00	to	\$834.40
10.11.13	Nicole Friedler	19 Rd to Plains	S1127	\$340.00	to	\$243.66
10.11.13	Jess Shapiro	27 Plain Fld Way	S1128	\$680.00	to	\$487.32
10.11.13	N Passaretti	1 Gray Gull Cir	S1129	\$544.00	to	\$390.38

Commissioner Searle made a motion to adjust the FY14 Sewer Bills of the eight aforementioned accounts as presented. Chairman Carter asked how one knew when the sewer service was initiated. Admin Assistant Webster replied that the E-One inspection sheet was signed and dated and that this established the official start date. Chairman Carter offered a second, and the motion carried unanimously by voice vote.

REPORT: SECONDARY CLARIFIERS.

Facilities Manager Thompson related that he had spoken to Tighe & Bond Project Manager Ian Catlow about the costs of rebuilding both secondary clarifiers; rebuilding one and purchasing one new clarifier; and purchasing two new clarifiers. It cost \$26,000 to rebuild one and \$35,000 for a new one. “At 20 years old, they need to be redone,” he said.

“It’s a hefty item,” commented Chairman Carter, who inquired whether these could be funded as capital items. No, said Commissioner Searle, because the cost comes to less than \$100,000. Mr. Thompson explained that rebuilding the old clarifiers had turned out to be “a lot more involved” than he had expected. One would have to remove the driver and

be “a lot more involved” than he had expected. One would have to remove the driver and send it off-Island for rebuilding. “But the cost of *the crew* who removes it is prohibitive,” he said.

The Facilities Manager went through a document from Mr. Catlow entitled “Engineer’s Opinion of Construction Cost” which broke down the costs for the rebuilding of a clarifier. A crane and a millwright crew would be needed, with the crane running \$2,000 per day and the crew with work truck about \$200 an hour. There were also travel costs to factor in. The process would be repeated when they returned with the rebuilt unit. The subtotal came to nearly \$62,000. But with a planning level contingency fee of 25 percent, or \$15,444.80, the entire estimated cost came to \$77,224.00.

Mr. Thompson pointed out that the estimate included \$4,000 for a paint job “that we just did.” In addition, the contingency fee was high at 25 percent. Had he presented this to the Capital Programs Committee? asked Chairman Carter. The Facilities Manager said that he had but that the Chair had handed it back to him because the project cost less than \$100,000.00. The Chairman expressed concern that the physical plant of the facility was aging, and he wondered if it was time to invest funds in significant upgrades. Commissioner Searle, who had served on the Capital Programs Committee, echoed that sentiment.

The Chairman wondered if the Department would have to pay the engineering fees again when the second unit was addressed. “I think it would be considerably less for the second one,” said the Facilities Manager. Chairman Carter pointed out that the bottom line for the construction cost did not include the cost of design, bidding and construction services, which were not to exceed \$18,500.

Admin Assistant Webster directed the Commissioners’ attention to the list of proposed Warrant Articles, the amounts of which totaled \$283,724.00. She commented that this was a significant amount. Chairman Carter recommended that Mr. Thompson talk to Mr. Catlow about foregoing the painting of the tanks. The discussion continued.

Mrs. Webster pointed out that the Warrant Articles for the 2015 Annual Town Meeting were due in the Town Administrator’s Office on Wednesday, November 20. She suggested that the Board vote Warrant Articles One through Three as written and then vote Article Four, which related to the clarifiers, with some kind of “pending” wording to allow the Facilities Manager to tweak the amount the Department was requesting.

ANNUAL TOWN MEETING WARRANT ARTICLES.

Facilities Manager Thompson went through FY15 Warrant Articles One through Three, which read as follows:

One: To see if the Town will vote to raise and appropriate from Free Cash the sum of \$150,000.00 to fund Edgartown’s 25% portion of a Hazard Mitigation Grant Program reimbursement grant to upgrade and protect the Dock Street Sewer Pump Station against flood-related damage.

Two: To see if the Town will vote to raise and appropriate from Free Cash the sum of \$6,500.00 for auditing expenses not reimbursed by the Hazard Mitigation Grant Program.

Three: To see if the Town will vote to raise and appropriate from Free Cash, for expenditure in Fiscal Year 2015, the sum of \$50,000.00 for the Waste Water Department's Equipment and Collection System Maintenance.

Commissioner Searle made a motion to accept Warrant Articles One, Two and Three for the FY15 Annual Town Meeting as written. Chairman Carter offered a second, and the motion carried unanimously by voice vote.

Warrant Article Four was related to the clarifier rebuilds. Commissioner Searle wondered why the Department did not simply do the rebuild as well as buy a new clarifier in the same fiscal year. There were not, after all, any big Town projects before the Capital Programs Committee for FY15. So this was an ideal time to bring a project like this before them. Moreover, Commissioner Searle stressed, it would ultimately save considerable money. The Chairman agreed.

Admin Assistant Webster recommended that the Commissioners insert a "tentative figure of \$130,000" in their motion in support of Warrant Article Four, allowing the Facilities Manager the leeway to work out a more precise number before submitting the Articles on November 20.

Chairman Carter made a motion to submit FY15 Annual Town Meeting Warrant Article Four as follows:

To see if the Town will vote to raise and appropriate from Free Cash a sum of approximately \$130,000.00, the exact amount to be determined pending further research by the Facilities Manager, for the removal, replacement and installation of one of the 1995 secondary clarifier drives at the Waste Water Plant; the driver will then be available to be rebuilt and reinstalled at the later time; in addition to the purchase of a new secondary clarifier.

Commissioner Searle provided a second, and the motion carried unanimously by voice vote.

DISCUSSION/POSSIBLE VOTE: DRAFT FY15 BUDGET.

Facilities Manager Thompson went through the Draft FY15 Budget, explaining how he had broken it down, placing the larger money items on top and the smaller ones down below. He related how the Operating Budget figures for FY13 had not made much sense, having been put together by former Facilities Manager Joseph N. Alosso, who had been in the habit of sticking items where they did not belong simply to make the sums work.

Chairman Carter inquired whether the Salaries and Wages figures reflected the COLA increases. Admin Assistant Webster answered that those increases would not be put into the budget until they were voted by Town Meeting in April. Mr. Thompson provided an

explanation for how he had figured out whether or not funds spent on overtime in a particular pay period were within acceptable limits.

Commissioner Searle wanted to know why the Insurance line was \$18,000.00 in FY13 and was set at \$2,941.00 in FY15. Mr. Thompson explained that former Facilities Manager Alosso had paid unnecessarily for boiler insurance that was already included in the Town's umbrella policy. So the amount they saw under the item now was solely for vehicle insurance.

Responding to a question from Chairman Carter, the Facilities Manager said that if one included the Salaries & Wages portion of the budget, the FY15 version had a 3.49 percent increase. Without Salaries & Wages, that came down to 2 percent.

There followed a brief discussion regarding whether the Board was obliged to vote on the draft budget in this meeting. Admin Assistant Webster explained that unless the Commissioners intended to suggest amendments, this was in fact the document that the Department head would be handing in for copying for the Financial Advisory Committee's binders. The FinCom would certainly assume, she emphasized, that the budget submitted by the Department head was supported by his Board.

Mrs. Webster suggested further that if Chairman Carter lacked complete confidence in the budget, he could speak to a member of the FinCom with whom he was comfortable to get his or her feedback, but that he ought to do that soon. She recommended that the Board take a vote now, since the budget was due by December 2. If the Chairman were to have serious misgivings after discussing the budget with a FinCom member, the Board could meet in December, amend the budget, vote again, and resubmit it.

Commissioner Searle made a motion to approve the FY15 Operating Budget as presented, seconded by Chairman Carter. The motion carried unanimously by voice vote.

OTHER BUSINESS:

REPORTS: MEETING WITH CAPITAL PROGRAMS COMMITTEE.

Facilities Manager Thompson reported that he and Chairman Carter had attended a meeting of the Capital Programs Committee on November 12. "I did all the talking," he said. "I just talked about the Hazard Mitigation Grant Program." Chairman Carter requested that Mr. Thompson send to the Board members copies of anything he submitted to the grant administrators.

VISIT FROM TOWN AUDITOR.

Admin Assistant Webster reported that Auditor Sarah Wood had spent some time at the Waste Water Department office the previous day. Ms. Wood has been "pleased" with Mrs. Webster's financial procedures write-ups, copies of which were included in the meeting binders. The Auditor had also commented positively on the low Septage Receivables

figure of \$7,404.89 at the end of FY13, as well as the Admin Assistant's detailed tracking of hauler payments.

Chairman Carter wondered if the Facilities Manager's handling of the haulers' incorrect waste-type entries, discussed in the September 12 Regular Meeting, had had the desired effect. "The *Operators* are entering the waste type now," replied Mr. Thompson, adding that there had been no apparent need for manual PortALogic entries since that practice began.

At this point – 3:01 a.m. – Assistant/Operator Shelley Reed left the Regular Meeting.

FACILITIES MANAGER'S REPORT (OCTOBER).

The Facilities Manager reported that the effluent numbers – 7,554,977 gallons – were close to those for the same period in 2012. "Septage was crazy," he remarked, with 149,000 gallons for the month.

Plant Operator Matt Parker had started on October 1, Mr. Thompson continued. He noted that hiring someone who had worked at the facility three years before had "saved me a year and a half of training ... After a six-month probation period, he'll go for his license."

On October 10 the Hazard Mitigation Grant Program documents were signed at the Town Administrator's office, and on October 15 the package was sent to the Massachusetts Emergency Management Agency (MEMA).

On October 23 Mr. Thompson was contacted regarding a new Road to the Plains sewer extension proposal, and he had responded on October 25 to Richard Barbini, Frank Amazeen, Keith Fenner and Andrew Farrissey. He had worked up a letter that could be sent to 32 potential sewer applicants from that area.

Also in October the Facilities Manager had received a letter inquiring about an extension to 261 West Tisbury Road, something the Department could not do at this time.

In addition, Mr. Thompson had to address the issue of a grease trap shared by Lattanzi's and Espresso Love. Lattanzi's would be getting its own trap, and Mr. Thompson had offered advice on this. Mr. Lattanzi had further hoped to have a request for approval of 200 seats in his restaurant "rubberstamped." That was not going to happen, said the Facilities Manager.

Lastly, Mr. Thompson mentioned that the issue of Mullen Way was "raising its ugly head again."

OCTOBER FINANCIAL REPORTS.

With the hour growing late, Admin Assistant Webster said she just wanted to comment on the healthy Septage numbers. By the end of October, total Septage Billed in FY14 had reached close to \$182,000, she reported. Otherwise, unless anyone had questions, they should perhaps call it a night. Facilities Manager Thompson did have something to say,

commending Mrs. Webster for the order she had brought to the finances of the Department. Chairman Carter and Commissioner Searle thanked both the Admin Assistant and the Facilities Manager. "You're both doing a great job," said the Chairman.

MISCELLANEOUS.

Chairman Carter related that Kenneth Galley of Galley Plumbing Inc. had spoken to him about the prevalence of food grinders in sewer customers' sinks, despite their prohibition by the Department. Study was called for, he proposed, to determine if these appliances were in fact harmful to the facility's equipment. If people have them, we ought to be charging for them, noted Admin Assistant Webster.

ADJOURNMENT

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 3:25 p.m.

Respectfully submitted,



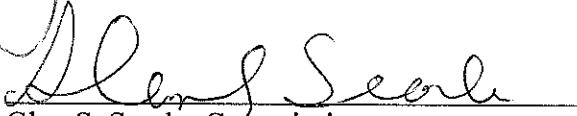
Pia Webster
Administrative Assistant

APPROVED:

BOARD OF WASTE WATER COMMISSIONERS
TOWN OF EDGARTOWN



James K. Carter, Chairman



Glen S. Searle, Commissioner