

**TOWN OF EDGARTOWN
BOARD OF WASTE WATER COMMISSIONERS
MINUTES OF THE
REGULAR MEETING OF AUGUST 19, 2021
CONDUCTED VIA ZOOM TELECONFERENCE**

WASTE WATER COMMISSIONERS PRESENT:

Mr. Glen S. Searle, Chairman
Mr. Scott Ellis, Commissioner
Mr. Walter A. Morrison, Commissioner

EWWD STAFF PRESENT:

Mr. William G. Burke, Facilities Manager
Mr. Joseph Rock, Chief Operator
Ms. Jennifer Smyth, Department Assistant, Meeting Host
Mrs. Pia Webster, Administrative Assistant

OTHERS PRESENT:

Mr. Chris Alley, Schofield, Barbini & Hoehn, Inc.
Mr. Ian B. Catlow, PE, Vice President, Tighe & Bond
Mr. Francis A. Ford, 4 Tilton Way
Mr. Edward Olivier, CFO, Martha's Vineyard Hospital
Mr. Edward L. Pesce, PE, Pesce Engineering & Associates, Inc.

PREFATORY REMARKS

This being a teleconferenced meeting, Admin Assistant Pia Webster read into the record a prepared statement titled "Introduction to Teleconference," which outlined the Governor's Executive Order and Post-Emergency Bill of June 16, 2021; and included cautionary words about the public nature of the video conference, as well as the means by which those listening in could obtain copies of the materials being discussed.

MEETING CALLED TO ORDER:

The Board of Waste Water Commissioners of the Town of Edgartown held their Regular Meeting on Thursday, August 19, 2021, at 3:00 p.m. via the Zoom teleconference app. At 3:00 p.m. Chairman Glen S. Searle called the meeting to order and read into the record a written statement titled "Teleconference Meeting Ground Rules." Public comment would be allowed in this meeting during the Old and New Business sections, the Chairman announced. Also present from the Board were Waste Water Commissioners Scott Ellis and Walter A. Morrison.

OLD BUSINESS:

IAN B. CATLOW, P.E., VICE PRESIDENT, TIGHE & BOND.

A. Update on Progress of CIP Projects.

Ian B. Catlow, P.E., of Tighe & Bond (T&B) reported that progress had been slow at the Chase Road and Dunham Road Stations Upgrade Project sites because mostly what remained of the work was landscaping, which they would hold off on until the weather cooled. Punch lists had been submitted for both stations.

B. Bid Documents for Edgartown WWTF SCADA System Upgrade.

Mr. Catlow next took up the bid documents for the SCADA Upgrade at the Plant and the remote stations, excluding Pierce Lane, as well as the two stations – Chase and Dunham – that T&B was currently working on. The project would provide connectivity between the Plant and the other stations, resulting in better monitoring of how the machinery and technology across the system was operating. Facilities Manager William G. Burke had looked over the plans and specs, Mr. Catlow said, and they had a few minor things to sort out. Department Assistant Jennifer Smyth, who is also the Town's Procurement Officer, noted that there were also some minor procurement issues to address.

Following a brief discussion, during which the proper motion was formulated, Commissioner Ellis made the following motion: To allow the Engineer to advertise for bidding the Edgartown WWTF SCADA System Upgrade Project, with the understanding that there would be some fine-tuning by the Procurement Officer, the Facilities Manager and the Engineer. Commissioner Morrison provided a second, and Chairman Searle conducted a Roll Call Vote: Mr. Morrison, Aye; Mr. Ellis, Aye; Mr. Searle, Aye.

C. Rapid Infiltration Beds Rehabilitation Project.

Much process had been made on the plans and specs for the RIB Rehabilitation Project, said Mr. Catlow. But they were at a pause point, since they needed to figure out what to do with all the material that would be removed from the beds. There were two options: to clear an area of about 200 by 200 square feet, south of the Carrouseles and to the west of the Old Septage Shed, to store the material; or to dispose of the material offsite. If they chose to do the latter, though, the material would have to be sampled for contaminants.

Chairman Searle thought that the neighbors should be notified that this work was going to proceed. Responding to a question from Commissioner Morrison, Mr. Burke explained that Highway Superintendent Allan DeBettencourt preferred that they store the material on the Waste Water Department campus and that the Highway Department crew would take it as they needed it. Chief Operator Joseph Rock pointed out that there was enough land so that the clearing would not reach the current fence line. Also, the area needed to be cleared in any case.

Addressing a comment from the Facilities Manager, Mr. Catlow said they were trying to spread out about 3,000 cubic yards of material over roughly an acre; so the material would be about a foot and a half deep. Mr. Burke remarked that clearing that area would return it to the flat state it

had been in when the Plant had been upgraded 25 years earlier. Not hearing any objections to the onsite storage solution, Mr. Catlow said they would head in that direction. Commissioners Morrison, Ellis and Searle expressed verbal agreement.

D. State Revolving Fund Loan Program Applications.

Mr. Catlow said that T&B had been working two applications on behalf of the Town for – in broad terms – planning money. Both applications were going to the State Revolving Fund (SRF) Loan Program. The first, which had a 75 percent grant component, was associated with developing an Asset Management Program to evaluate all of the equipment, buildings and other facilities within the Treatment Plant and the remote Pump Stations. The second was geared strictly toward the generation of a Comprehensive Wastewater Management Plan. This would look at flow projections, buildout across the area, and nutrient loadings on the Great Pond and other water bodies; and then develop a road map forward on how to deal with wastewater across Edgartown.

The applications would be submitted very soon, Mr. Catlow continued, and in January the State would issue a ranking of all the submitted projects. Then, if the applicant was still interested in borrowing the funds, they could try to get it voted through in the spring at Annual Town Meeting. All he was looking for now was an authorization to submit the two applications.

After some discussion about what was necessary to include in the motion, Commissioner Ellis moved that Tighe & Bond move ahead and submit the SRF Loan Program applications the following day, with the Board being fully aware that this vote in no way obligated the Town in any loan or other financial entanglement either now or in the future; and furthermore, that the next stage of the SRF Loan Program applications would be subject to the approval of the Selectboard. Mr. Morrison provided a second, and the Chairman conducted a Roll Call Vote: Mr. Morrison, Aye; Mr. Ellis, Aye; Mr. Searle, Aye.

CONTINUED DISCUSSION: THE GREEN HOME PROJECT.

Before the Commission was Edward L. Pesce of Pesce Engineering & Associates, Inc., speaking in support of the Green Home Project on behalf of the M.V. Hospital administration. Also present were MVH Chief Financial Officer Edward Olivier and Chris Alley, an engineer with Schofield, Barbini & Hoehn, Inc. Mr. Pesce related that in conversation with representatives of MassDEP, it had become clear that that agency wanted the Town to start the wastewater planning process and take a look at at least an initial report. He had thought, he said, that some American Recovery Act funds might be used to pay for some of the study and not SRF funds. It seemed to him that waiting for an initial report would take them up to January. So the M.V. Hospital team wanted to leave their options open and continue this matter until the Regular Meeting in January or until the initial planning work was done.

Mr. Catlow said that using American Recovery Act funds for the study was still a possibility and that this would be pursued once Town Administrator James Hagerty returned from his service commitment. Mr. Pesce clarified the study timetable with Mr. Catlow, should American Recovery Act funds not be utilized. It would be July first, after a vote at Annual Town Meeting, said Mr. Catlow. Mr. Pesce asked the Commissioners to authorize Mr. Catlow and Mr. Burke to

speak to the Town Administrator upon his return about the feasibility of using the Recovery Act funds, since that would advance the planning timeline for their discussions. Mr. Burke said he intended to speak to Mr. Hagerty. He went on that they knew in which general direction the DEP was pointing but that the agency had not laid out any specifics. But certainly if Mr. Pesce returned in January, they would have a much better picture at that time.

There being no questions or comments from the Board, Chairman Searle made a motion to continue the discussion of the Green Home Project to January 20, 2022, unless something came up sooner that needed to be addressed. Commissioner Ellis provided a second, and the Chairman conducted a Roll Call Vote: Mr. Morrison, Aye; Mr. Ellis, Aye; Mr. Searle, Aye.

NEW BUSINESS:

DISCUSS/VOTE: REQUEST FOR TIE-IN – FRANCIS A. FORD, 4 TILTON WAY.

Francis A. Ford, a co-owner of 4 Tilton Way (Map 20C Lot 176.2), said he hoped he would have the opportunity to tie in to the sewer system, as all the others on his street had. As a point of clarification, Department Assistant Jennifer Smyth noted that 6 Tilton Way, which Mr. Ford had thought was tied in, was in fact still on septic.

Chief Operator Joseph Rock stated that currently there was no sewer main on Tilton Way. Most of the properties on Tilton that were tied in had done so through a series of easements out to the Hob Knob connection, which in turn went to Upper Main Street. Recently, 10 Tilton Way had tied in through a lateral brought down to Cooke Street, where there had been a lateral brought up to serve 87 and 93 Cooke Street, which lateral connected to the main at Davis Lane, emptying into the manhole there. Although typically the Department did not like having customers tie in to another lateral, since it was a smaller line, it did run in front of Mr. Ford's lot and was, Mr. Rock said, the only potential means he saw of making the connection.

Chairman Searle said he personally felt that the Board should not let anyone tie in at the present time while they were in discussions with DEP and the Green Home Project was being put on hold. He suggested that Mr. Ford hold off at least a couple of months until the flow calculations were all set and they knew better what direction they were taking. Commissioner Morrison requested that Mr. Ford complete whatever easement work he needed to before he came back to the Commission. Mr. Rock said he did not know the legalities involved in tying in to the lateral that the owner of 10 Tilton Way had paid for. A discussion ensued, at the end of which Mr. Ford understood that he needed to work out some kind of shared-use agreement with the owner of 10 Tilton Way, a requirement to which Mr. Ford was amenable.

Chairman Searle declared that this discussion would be continued to the Regular Meeting on October 21, 2021.

VOTES: A. CDL DRIVER EMPLOYMENT AGREEMENT; B. SIGNATURES FORM.

Following a briefing by Mr. Burke and discussion, Commissioner Ellis made a motion to accept the Employment Agreement – CDL Driver, pending further fine-tuning by the Facilities Manager and the Human Resources Director. The Chairman offered a second, then conducted a Roll Call Vote: Mr. Ellis, Aye; Mr. Morrison, Aye; Mr. Searle, Aye.

Commissioner Ellis made a motion to approve the Signature Authorization Form, seconded by Commissioner Morrison. The Chairman conducted a Roll Call Vote: Mr. Ellis, Aye; Mr. Morrison, Aye; Mr. Searle, Aye.

REQUEST FOR REFERRAL TO TOWN COUNSEL: FINE-TUNING OF EASEMENTS.

After an explanation from the Facilities Manager, the Commissioners gave the go-ahead to refer to the Town Administrator for approval the matter of Town Counsel's fine-tuning the Waste Water Department's Service Easements.

OTHER BUSINESS:

FACILITIES MANAGER'S REPORT.

Mr. Burke said he had looked into the Sewer User Charges Abatements, as he had been asked to do in the May 20 Regular Meeting. He thought it best at this point simply to match the abatements as given by the collector, following Massachusetts law, where some of the caps were \$250 and \$200. The other task he had undertaken was to look into the possibility of buying a vac truck with the Highway Department. Now that the Waste Water Department had the MACK truck, he was considering a skid-mounted vac unit; still, there was more research to be done.

A representative from a paving company on the State bid list had come out to look at doing restoration work, Mr. Burke continued. There were some good options, most of which would extend the life of the paving by about another seven years without any major milling or new paving. He added that it was a busy time and he appreciated everyone's efforts in getting the applications into the SRF.

CHIEF OPERATOR'S REPORT.

Mr. Rock was happy to report that since installing the permanent stilling well in the Dock Street Pump Station, they had received no call-outs originating from that station. On Saturday, July 17, Mr. Rock had responded to a call from a knowledgeable concerned citizen, who had noticed the beginnings of a sewer overflow on Dunham Road. The incident was handled quickly, but it had highlighted a number of issues that were subsequently discussed with Mr. Burke, Tighe & Bond, Robert B. Our Company and Industrial Technical Services, leading to a satisfactory resolution.

FINANCIAL REPORTS.

Admin Assistant Webster referred to the FY22 Operating Budget Expenditures Report as of August 16, 2021, which, she noted, did not reveal much, it being so early in the fiscal year. Turning to the report titled Encumbered FY21 Operating Budget Expenditures, Mrs. Webster said that the Department had set aside \$17,607.50 for a replacement fuel pump, funds that had not been spent yet. Last was a report on Capital Accounts as of August 16, 2021, the most noteworthy element being, she remarked, the \$1.2 million that remained from Article 71.

Mr. Burke said that in fact the fuel pump for which FY21 funds had been encumbered was for the Plant generator and had actually been delivered; so the bill should be coming in. Also, they had found one other problem with that generator. So he was awaiting a proposal to have that

addressed as well. With Ms. Smyth not having seen a bill for the pump either, Mr. Burke said he would e-mail the vendor.

APPROVAL OF MINUTES.

Commissioner Ellis made a motion to approve the **Minutes of the Regular Meeting of July 22, 2021**, seconded by Chairman Searle. The motion carried by Roll Call Vote: Mr. Ellis, Aye; Mr. Morrison, Aye; Mr. Searle, Aye.

ADJOURNMENT

There being no further business, Chairman Searle made a motion to adjourn the Regular Meeting; Commissioner Ellis offered a second. The Chairman conducted a Roll Call Vote: Mr. Ellis, Aye; Mr. Morrison, Aye; Mr. Searle, Aye. The Regular Meeting adjourned at 3:54 p.m.

Respectfully submitted,

Pia Webster
Administrative Assistant

APPROVED:

BOARD OF WASTE WATER COMMISSIONERS
TOWN OF EDGARTOWN

Glen S. Searle, Chairman

Scott Ellis, Commissioner

Walter A. Morrison, Commissioner