

**TOWN OF EDGARTOWN  
BOARD OF WASTE WATER COMMISSIONERS  
MINUTES OF THE  
REGULAR MEETING OF FEBRUARY 23, 2023**

**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  
Mrs. Pia Webster, Administrative Assistant

**OTHER TOWN OFFICIALS PRESENT:**

Mr. Matthew E. Poole, Health Agent

**OTHERS PRESENT:**

Mr. Chris Alley, Project Manager, Schofield Barbini & Hoehn  
Mr. Roy M. Anderson, Gardner & Bloom  
Mr. David Bouck, Watershed Outreach Manager, Great Pond Foundation  
Ms. Jessica Cajigas-Smith, Senior Project Manager, Tighe & Bond  
Mr. Ian Catlow, PE, Vice President, Tighe & Bond  
Mr. Ted Courtney, Proprietor, The Port Hunter  
Ms. Margaret Ianello, Teaberry Lane Resident  
Ms. Juliet Mulinare, Chair, Master Plan Steering Committee  
Mr. Marc Nicotera, Navigator Homes  
Mr. Robbie Robinson, Waterfront Builders Inc.  
Mr. Daniel O. Roop, PE, Project Manager, Tighe & Bond

**PREFATORY REMARKS**

This being a teleconferenced meeting, Admin Assistant Pia Webster read into the record a prepared statement titled "Introduction to Teleconference," outlining then-Governor Baker's

extension of emergency accommodations; and including cautionary words about the public nature of the video conference and the means by which those listening could obtain copies of meeting materials. *[There was a delay in starting due to computer troubles.]*

**MEETING CALLED TO ORDER:**

The Board of Waste Water Commissioners of the Town of Edgartown held their Regular Meeting on Thursday, February 23, 2023, at 3:00 p.m. via the Zoom teleconference app. At 3:17 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:**

**TIGHE & BOND STAFF ON CIP PROJECT PROGRESS & CWMP PROGRESS.**

Reporting on the **Asset Management Planning Project**, Daniel O. Roop, Project Manager at Tighe & Bond, said they had been working on the vertical project groupings and rankings. For the **Penn Valley Sludge Pump Project**, they were finalizing the Gap III Energy Grant funding paperwork for a \$200,000 grant as well as the \$44,000 Green Communities funding support.

T&B was recommending that the Town procure three Penn Valley Primary Sludge Plunger Pumps and three Waste-Activated Sludge Plunger Pumps, as documented in “Sludge Pumping Equipment – Proprietary Specification,” dated October 19, 2022. The technical specs for the project were complete and had been sent to the manufacturer. T&B had reviewed and approved their submittal and forwarded that to Facilities Manager William G. Burke.

Mr. Roop continued that with the installation of these pumps, the Plant could handle the current flows and loads as well as potential future capacity buildouts such as a third Secondary Clarifier, if one were to come online at the Facility. T&B’s recommendation was for the Department to pre-procure these pumps, which had a six-to-eight-week lead time, while in the meantime putting out to bid the call for contractors to do the actual installation, with plans for the bid opening and contractor selection ahead of the April 20 Regular Meeting.

Jessica Cajigas-Smith, a T&B Senior Project Manager working on the **Comprehensive Wastewater Management Plan**, screen-shared a chart listing Edgartown wastewater flows and indicating a Gross Capacity of 254,673 gpd, an Adjusted Capacity of 185,273 gpd (after accounting for capacity set aside for residences in the Edgartown Great Pond Watershed), and a Current Capacity of 176,473 gpd (adjusting for the Town’s Meshacket Affordable Housing Project).

Also listed were six requests for increased flow totaling 29,745 gpd awaiting the Commission’s approval. Capacity calculations had been done, she said, to address the wastewater-flow-increase requests. If the six requests were granted, Ms. Cajigas-Smith concluded, the Remaining Capacity would stand at 146,728 gpd.

Commissioner Morrison stated that he would prefer to have some time to review the chart. The Chairman pointed out that the Martha's Vineyard Hospital group, which was one of the six applicants requesting additional wastewater flow, needed a letter from the Waste Water Commission expressing their support for the Navigator Homes project at 490 Edgartown-Vineyard Haven Road to tie in to the sewer system. The letter was to be presented to the Planning Board by the time of their meeting the following Tuesday night.

Commissioner Morrison asked about the Morgan Woods Station and Vineyard Golf Club Station upgrades that were to be part of the Navigator Homes Project tie-in to the system which had been discussed at an earlier juncture in the process; and he expressed concern that approval was being given for the project without those details having been worked out properly. There ensued a discussion, initiated by Chris Alley of Schofield Barbini & Hoehn, representing the Navigator Homes Project, regarding the urgency of the upcoming deadline for the letter, as well as the need for assurances from Mass DEP that this late change to the project was acceptable to that agency.

Margaret Ianelli, whose property on Teaberry Lane abuts the site of the Navigator Homes Project, asked about adding abutters to the sewer tie-ins. Mr. Alley explained that the five property owners being tied in under the latest plan were offering the applicant critical easements in exchange for the tie-ins.

Health Agent Matthew E. Poole expressed his support for the project tying in to the sewer system over the earlier plan for three advanced septic systems.

The Chairman made a **motion that the Department send a letter to the Planning Board indicating that the Waste Water Commission supported the Navigator Homes Project tying in to the sewer system pending the working-out of details concerning the upgrades to the Vineyard Golf Club and Morgan Woods Pump Stations and other infrastructure improvements acceptable to Department Staff and the Commission.** Commissioner Ellis provided a second, and the motion carried unanimously by voice and show of hand.

Returning to the reports by Mr. Roop, the engineer reminded the Commissioners of his earlier proposal for the pre-procurement of the six Penn Valley Sludge Pumps. A vote was needed by the Commission to approve this purchase prior to the Facilities Manager placing the order and T&B working on the bid package for their installation. Chairman Searle made a **motion to approve the proprietary purchase of the six Sludge Pumps**, seconded by Commissioner Ellis. The motion carried unanimously by voice and show of hand.

#### **UPDATE: JOSEPH ROCK ON ONSITE AFFORDABLE HOUSING FOR DEPT STAFF.**

Chief Operator Joseph Rock, who had been working on developing onsite affordable housing units on the WWTF campus, reported that the Affordable Housing Committee was unable to provide funding for the survey he had spoken of in an earlier meeting. He had met with the Town Administrator, who had suggested avenues of funding and also recommended that he speak to Town Counsel. Mr. Rock said he planned to ask the Affordable Housing Committee for legal fees.

**NEW BUSINESS:**

**REPORT/DISCUSS/VOTE: FY23 SEWER USER CHARGES – WARRANT TO COLLECTOR; COMMITMENT NO. 1**

Admin Assistant Webster reported that the FY23 Sewer User Charges had amounted to \$1,789,327.50, a 9.1 percent rise in revenue on a 3.9 percent rise in the OTD rate. The number of drains had increased by 1,127, from 19,896 to 21,023, in large part due to the Drain Counts begun by former Department Assistant Jennifer Smyth now being continued by new Department Assistant Cristina Zghibarta.

Commissioner Ellis made a **motion to accept the FY23 Warrant to Collector and the FY23 Sewer User Charges Commitment No. 1 in the amount of \$1,789,327.50**, seconded by Chairman Searle. The motion carried unanimously by voice and show of hand.

**REPORT/DISCUSS/VOTE: FY23 SEWER USER CHARGES ABATEMENT NO. 1.**

Admin Assistant Webster proposed abatements (proration) on eight Sewer User Account Annual Charges for which the number of drains had been increased after the start of the fiscal year and on the Annual Charges for eight Sewer User Accounts which had a Start of Service date after July 1, 2022. The abatements totaled \$5,845.56. Commissioner Ellis made a **motion to accept FY23 Sewer User Charges Abatement No. 1 in the amount of \$5,845.56**, seconded by Chairman Searle. The motion carried unanimously by voice and show of hand.

**OTHER BUSINESS:**

**FACILITIES MANAGER’S REPORT.**

Facilities Manager Burke said that Fall River Electrical Associates and ITS hoped to wrap up the SCADA Upgrades Project in two weeks. The extra expenses that had arisen would be paid for out of the Operating Budget. He would order the new sludge pumps the following day. The new screw needed for the Septage Receiving operation was expected in four weeks.

**CHIEF OPERATOR’S REPORT.**

Chief Operator Rock reported on the installation on February 11 of a new pump at the Vineyard Golf Club Station. Major work had occurred on February 23 when repairs were made to the force mains near the Chase Road Pump Station, he added.

**FINANCIAL REPORTS.**

Admin Assistant Webster pointed to the \$96,300 “surplus” on the Expenditures side of the Operating Budget and close to \$100,000 on the Salaries & Wages side. Some large expenditures were coming up, she said.

**APPROVAL OF MINUTES.**

There being no questions or comments, on a motion by Commissioner Ellis, seconded by Commissioner Morrison, the **Minutes of the Regular Meeting of January 19, 2023** were approved unanimously by voice and hand vote.

**ADJOURNMENT**

Chairman Searle thanked Ms. Cajigas-Smith of Tighe & Bond for her report. There being no further business, the Chairman made a motion to adjourn the Regular Meeting, which Commissioner Ellis seconded. The motion carried unanimously by voice and hand vote. The Regular Meeting adjourned at 4:09 p.m.

Respectfully submitted,

Pia Webster  
Administrative Assistant

APPROVED:

BOARD OF WASTE WATER COMMISSIONERS  
TOWN OF EDGARTOWN

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Glen S. Searle, Chairman

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Scott Ellis, Commissioner

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Walter A. Morrison, Commissioner