

CHARLES RIVER POLLUTION CONTROL DISTRICT
66 Village Street, Medway, MA 02053

Minutes from June 14, 2022 Monthly Meeting – 3:00 p.m.

The meeting was held in the John McCahill Conference Room at the District's treatment facility. In attendance were, Chairman David C. Formato, District Commissioners Michael Callahan, Douglas M. Downing, Wolfgang Bauer and Mark Cataldo and Executive Director Elizabeth Taglieri, Engineer Kristen Mucciarone and Executive Secretary Barbara W. Maffeo. Also in attendance were Brian Jamros and Kathleen Glowacki as representatives from Bartholomew and Company, Alan Earls from the Franklin Observer, Jim McKay, Department of Public Works Director from the Town of Millis and CRPCD Co-op Students from Tri-County Regional Vocational Technical High School Ben Maxfield and Aindreas Ellis.

The following attachments were presented during the monthly meeting and are on file at the District with the approved minutes.

- Prior Year Comparison of O & M Budget (July 2020 – May 2021 vs. July 2021 – May 2022);
- Year to Date O & M Budget versus Actual (July 2021 – May 2022);
- Overview of FY 2022 Budget dated June 14, 2022;
- Septage Revenue – Prior Year Comparison (July 2020 – May 2021 vs. July 2021 – May 2022);
- Sewer connections (May 2022);
- Copy of Warrant #22-12 dated June 14, 2022;
- A Portfolio Review prepared by Bartholomew and Company to reflect the CRPCD OPEB Trust Activity dated June 1 2022.

Item #1 – Update on Other Post Employees Benefit (OPEB) Trust fund with Representatives from Bartholomew and Company.

- a. Discussion and Vote to Increase Risk of OPEB Trust Fund. Brian Jamros and Kathleen Glowacki from Bartholomew and Company provided a CRPCD OPEB Portfolio Review handout to the Board of Commissioners to follow as they updated the Board on the activity in the District's OPEB Trust Fund. Currently, the balance in the District's OPEB Trust Fund is \$212,000. Last year the Board voted to increase the risk from to 60% of investments in stocks and 40% of investment in bonds to a ratio of 65%/35%. Bartholomew and Company representatives recommended that the District increase the risk in their portfolio to reflect a ratio of 70% stock investments and 30% bond investments. The Director spoke with the Treasurer and agreed that Bartholomew and Company's recommendation reflecting a 70%/30% ratio would support long term investments for the OPEB Trust.

A motion was made by Commissioner Callahan and seconded by Commissioner Bauer to change the investment portfolio in the CRPCD OPEB Trust Fund managed by Bartholomew and Company from 65% stock investments and 35% bond investments to 70% stock investments and 30% bond investments.

VOTED: That the District approves the preceding motion. The vote was unanimously approved.

Item #2 – Vote to Transfer \$30,000 to the OPEB Trust Fund as outlined in the FY 2022 Budget.

Immediately following the vote to increase the risk in the District's OPEB Trust Fund, a motion was made by Commissioner Cataldo and seconded by Commissioner Downing to transfer \$30,000 to the District's OPEB Trust Fund as outlined in the FY 2022 budget.

VOTED: That the District approves the preceding motion. The vote was unanimously approved.

Item #3 – Update on Sewer System Planning Efforts in the Town of Millis.

The Department of Public Works Director for the Town of Millis, Jim McKay, gave an overview of the town's efforts to plan for the future of their sewer system. He highlighted the town's efforts to remove infiltration/inflow (I/I) from their sewer system and updates to various lift stations in the town. He addressed the capacity issues facing the town and noted that there had been an effort that failed to institute sewer bylaws. The town currently has a sewer moratorium in place until July 30, 2022. Currently, the town is projecting on paper to be at 105% capacity.

Mr. McKay requested that the Millis Select Board and the Millis town engineers tour the facility and meet with the Board of Commissioners. The Director will reach out to the town administrator's office in Millis to coordinate the tour and meeting. The Commissioners thanked Mr. McKay for the overview and update.

Item #4 – Update on Cured in Place Pipe (CIPP) and Manhole Rehabilitation in the Mine Brook Interceptor (MBI).

The Director and Engineer have received and reviewed the draft bid specification documents for the aforementioned and reviewed them with the Engineer. The next step is to coordinate the road (Shaw Street/Elm Street) closure during construction with the police in both Medway and Franklin.

Item #5 – Discussion and Vote on the Cost-of-Living Adjustment (COLA) for FY 2023.

The Director informed the Commissioners of the COLA rates voted in the towns of Medway and Franklin which were 2% and 2.5% respectively. She noted that the Consumer Price Index figure for the Boston area was 7.5% for May 2022. The Director budgeted for 4%. The Commissioners conferred about the economy and the difficulty to find and keep trained staff to run the facility efficiently. Following a lengthy discussion, a motion was made by Commissioner Bauer and seconded by Commissioner Cataldo to approve a 4% COLA effective July 1, 2022 and to revisit in six months to review the current status of inflation.

VOTED: That the District approves the preceding motion. The vote was unanimously approved.

Item #6 – Approval of First Quarter O & M and Capital Projects Assessments for FY 2023.

The Director notified the towns of these assessment figures in March 2022. After a brief discussion, a motion was made by Commissioner Cataldo and seconded by Commissioner Bauer to approve the following First Quarter O & M and Capital Projects Assessments for FY 2023:

<u>TOWN</u>	<u>O & M</u>	<u>CAPITAL</u>	<u>TOTAL</u>
Bellingham	\$ 86,730	\$ 18,020	\$ 104,750
Franklin	\$ 713,350	\$ 227,110	\$ 940,460
Medway	\$ 225,490	\$ 52,650	\$ 278,140
Millis	<u>\$ 126,040</u>	<u>\$ 33,850</u>	<u>\$ 159,890</u>
TOTALS	\$ 1,151,610	\$ 331,630	\$1,483,240

VOTED: That the District approves the preceding motion. The vote was unanimously approved.

Item #7 – Approval of Warrant #22-11.

A motion was made by Commissioner Callahan and seconded by Commissioner Downing to approve Warrant #22-11 as shown in the agenda.

- a. O & M \$296,330.45

VOTED: That the District approves the preceding motion. The vote was unanimously approved.

Item #8 – Engineer's Report.

- a. Collection of Stormwater Pollution Prevention Plan (SWPPP) Quarterly Sample. The sample was taken last week during a rain event.
- b. Update on Request for Quotes (RFQ) for Custodial Services. Currently, the District has a cleaning company providing custodial services. The District put out a RFQ. The District awarded the contract to the same company that is currently doing the weekend cleaning.
- c. Update on RFQ for Flow Sampling. The Engineer received two quotes for the aforementioned. EST, the current company, was the lowest quote and will continue to provide the flow sampling for the next two years.
- d. Significant Industrial User Inspections. The Engineer conducted the semi-annual inspections of the three significant industrial users (SIUs) this month. There are 31 industrial users that she has permits with and will inspect if there are compliance issues.

Item #9 – Executive Director's Report.

- a. NPDES Compliance Report. The treatment facility was in compliance for the month of May 2022.
- b. Sewer Connection Approvals – May 2022. The following sewer connections were approved earlier on an individual basis. (gallons per day – gpd).

Franklin	1 home	330 gpd
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- c. Update on Tree Removal by Aeration Tanks. The Director reported that she and the Engineer had attended two Medway Conservation Commission meetings and hosted a site visit at the aeration tanks. The Medway Conservation Commission has approved the proposed Notice of Intent (NOI) as it relates to the removal and replacement of trees in close proximity to the aeration tanks.
- d. Update on Chemical Bids. The Director informed the Commissioners that the chemical tanks will be filled prior to the start of the next fiscal year.
- e. Massachusetts Coalition for Water Resource Stewardship (MCWRS). Recently, the Executive Director was elected as a Director to the MCWRS board for a three-year term. The District has been a member of MWRSC since its inception in 2010. The coalition is a group of municipalities and towns that promote sound science as it relates to USEPA and MassDEP regulations.
- f. Submittal of the Sanitary System Overflow (SSO) Plan. This plan was submitted to the MassDEP before the July 6 deadline. This plan relates to capacity overflows and the public notification of such overflows if they enter water bodies.
- g. Staffing Updates. The Director reported that an operator gave his notice today. The Director will start advertising to fill the position. Resumes have been received for the open maintenance position and will be reviewed with maintenance supervisor. The Director introduced the two co-op interns to the Commissioners.
- h. Schedule Executive Director's Review. After a brief discussion, a decision was made to review the aforementioned in September, 2022. The Commissioners commended the Director with making the decision to negotiate and lock in a good rate for the District's electricity.
- i. Next Monthly Meeting. The next monthly meeting is scheduled on Tuesday, July 19, 2022 at 3:00 p.m. in the John McCahill Conference Room at the Charles River Pollution Control District.
- j. Septage Receiving. There was a brief discussion related to the economy and the potential reduction in revenue should there be less volume of septage.

Item #10 – Approval of Minutes from May 11, 2022 Monthly and Annual Meetings and May 25, 2022 Virtual Meeting.

A motion was made by Commissioner Downing and seconded by Commissioner Bauer to approve the monthly and annual meeting minutes. A copy of the minutes will be forwarded to all attendees of the meeting.

A motion was made by Commissioner Downing and seconded by Commissioner Cataldo to approve the virtual May 25, 2022 minutes. A copy of the minutes will be forwarded to all attendees of the meeting. Commissioners Bauer and Callahan were unable to attend and abstained from voting.

VOTED: That the District approves the preceding motion.

A motion was made by Commissioner Downing and seconded by Commissioner Cataldo to adjourn the monthly meeting.

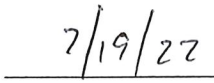
VOTED: That the District approves the preceding motion. The vote was unanimously approved.



Barbara W. Maffeo, Executive Secretary
Charles River Pollution Control District



Mark Cataldo, Clerk
Charles River Pollution Control District



Date

The preceding is presumed to be a complete and accurate account of the items discussed and agreements made unless the District is notified to the contrary within seven days of distribution.