

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

Minutes from July 19, 2022 Monthly Meeting – 3:05 p.m.

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, the Governor's June 16, 2021 law An Act Extending Certain COVID-19 Measures Adopted During the State of Emergency and the Governor's July 16, 2022 law An Act Relative to Extending Certain State of Emergency Accommodations, this meeting of the Charles River Pollution Control District was conducted via both in-person and remote participation.

The meeting was held in the John McCahill Conference Room at the District's treatment facility. In attendance were, Chairman David C. Formato; via remote participation, District Commissioners Michael Callahan, Douglas M. Downing, Wolfgang Bauer and Mark Cataldo and Executive Director Elizabeth Taglieri and Engineer Kristen Mucciarone. Executive Secretary Barbara W. Maffeo was unable to attend.

Also in attendance were Michael Guzinski, Millis Town Administrator, Erin Underhill, Millis Select Board Chair and Alan Earls from the Franklin Observer.

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 – June 2021 vs. July 2021 – June 2022, July 2021 vs. July 2022);
- Year to Date O & M Budget versus Actual (July 2021 – June 2022, July 2022);
- Overview of FY 2022 Budget for Warrant #22-13 and Warrant #23-01 dated July 19, 2022;
- Septage Revenue – Prior Year Comparison (July 2020 – June 2021 vs. July 2021 – June 2022);
- Sewer connections (June 2022);
- CRPCD Bank Account Balances dated June 30, 2022;
- Copy of Warrant #22-13 and Warrant #23-01 dated July 19, 2022;
- Copy of draft minutes for June 14, 2022 meeting;
- Millis Actual and Projected Flows dated July 19, 2022;
- 12 Month Rolling Average Flow to Treatment Facility Percent of Capacity dated July 19, 2022.

Item #1 – Discussion on Sewer System Planning Efforts in the Town of Millis with Representatives from the Town of Millis.

Michael Guzinski, Millis Town Administrator and Erin Underhill, Millis Select Board Chair were representing the Town of Millis. The Director informed the Board she and the Engineer had previously met with the three select board members to discuss Millis's flow/planning efforts and they conducted a tour of the facility. Ms. Underhill received a facility tour today. Ms. Underhill shared the town's planning efforts regarding the aforementioned. She said the select board had voted to extend the sewer moratorium through November 1, 2022. During the period of July–November the select board will be working on policy for future development in their town. The select board will meet in August to review policy ideas; future development package plants or septic systems and encouraging home owners with the ability to hook up into the sewer to do so, allowing the town to access their actual flow capacity. In the town of Millis, should the property owner's septic system fail, the town requires the property owner to hook up to town sewer if it is in their street. The Chairman thanked the representatives for coming in to meet and discuss the issues.

Item #2 – Update on Cured in Place Piping (CIPP) Lining of Pipe and Manhole Rehabilitation in Mine Brook Interceptor (MBI) Subsystem.

The Director updated the Board on the aforementioned. The bids are out and due on Monday, July 25, 2022. There was only one company that attended the pre-construction meeting, another company emailed questions to the Director. The Director will update the Board after the bids are opened.

Item #3 – Approval of Warrant #22–13.

A motion was made by Commissioner Callahan and seconded by Commissioner Downing to approve Warrant #22–13 as shown in the agenda.

- |    |                  |              |
|----|------------------|--------------|
| a. | O & M            | \$278,488.99 |
| b. | Capital Projects | \$ 26,127.07 |

ROLL CALL VOTE

Commissioner Callahan	yes
Commissioner Johnson	yes
Chairman Formato	yes
Commissioner Cataldo	yes
Commissioner Downing	yes

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

Item #4 – Approval of Warrant #23–01.

A motion was made by Commissioner Bauer and seconded by Commissioner Downing to approve Warrant #23–01 as shown in the agenda.

- a. O & M \$419,317.14
- b. Capital Projects \$129,225.00

ROLL CALL VOTE

Commissioner Callahan	yes
Commissioner Johnson	yes
Chairman Formato	yes
Commissioner Cataldo	yes
Commissioner Downing	yes

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

Item #5 – Engineer’s Report.

- a. Update on Sewer Use Industrial Survey. In accordance with the pretreatment program, the District engineer must survey industries to determine if they require an industrial discharge permit. The waste surveys occur every five years. Thirty-five industries were contacted. So far there have been five responses, but they were dry facilities so there will be no industrial discharge permits issued.
- b. Update on Garelick Farms Report. The Engineer submitted the Garelick Farms report.
- c. Update on Significant Industrial User Inspections. The Engineer finished her inspections with the completion of the inspection at ANP, a significant user in Bellingham.
- d. Update on Procurement (MCPPO) Classes Completed for Renewal. The Engineer finished the renewal classes for the procurement certification.

Item #6 – Executive Director’s Report.

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

Bellingham	2 homes	660 gpd
Franklin	2 homes	880 gpd
Millis	12 homes (pre-approved)	3,080 gpd

- c. District Finances. The Commissioners were provided with a handout reflecting the updated bank account balances dated June 30, 2022. The Director wanted to note that the Stabilization Funds were moved from Rockland Bank to Harbor One Bank for higher interest rates. The Other Post Employee Benefits (OPEB) Funds reflected the \$30,000 deposit voted at the annual meeting.

- d. Update on Tree Removal by Aeration Tanks. The Director has a preconstruction meeting with the tree removal company and the Medway Conservation Commission Agent on July 20, 2022. After that tree removal will commence.
- e. Update on Standard & Poor's Rating: The District's rating was reconfirmed by Standard and Poor's and was rated AA+.
- f. Discussion on Cost-of-Living Adjustment for Treasurer and Executive Director. The Executive Director and Treasurer were re-appointed at the annual meeting. After a brief discussion a motion was made by Commissioner Cataldo and seconded by Commissioner Downing to approve a four percent (4%) Cost of Living Adjustment for the Treasurer. Discussions for the Director's FY 2023 salary review will occur in September.

ROLL CALL VOTE

Commissioner Callahan	yes
Commissioner Johnson	yes
Chairman Formato	yes
Commissioner Cataldo	yes
Commissioner Downing	yes

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

- g. Discussion on Employee Leave Schedule. An employee has requested parental leave for 12 weeks to be taken over the course of six months. The Director spoke with the supervisor and legal counsel and neither had any issues with the schedule. The employee would coordinate their schedule with the Director and supervisor. A letter of agreement will be reviewed by legal counsel and signed by the employee. This is unpaid leave.  
Commissioner Downing suggested the Director add to the Employee Handbook that parental leave can be negotiated on an individual basis. Currently, there is no hierarchy on using accrued vacation or sick time in a specific order towards parental leave. Commissioner Callahan referred the Director to the state of Massachusetts parental leave policy language.
- h. Update on Co-Op Students. They are doing well.
- i. Grease in Sludge. The no grease disposal policy went into effect July 1, 2022 and there have been no violations. The change in the process will not be seen for a few months.
- j. Next Monthly Meeting is Wednesday, August 10, 2022.

Item #7 – Approval of Minutes from June 14, 2022 Monthly Meeting.

A motion was made by Commissioner Downing and seconded by Commissioner Callahan to approve the monthly minutes as amended, and to forward a copy of the minutes to all attendees of the meeting.

ROLL CALL VOTE

Commissioner Callahan	yes
Commissioner Johnson	yes
Chairman Formato	yes
Commissioner Cataldo	yes
Commissioner Downing	yes

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

A motion was made by Commissioner Bauer and seconded by Commissioner Callahan to adjourn the monthly meeting.

ROLL CALL VOTE

Commissioner Callahan	yes
Commissioner Johnson	yes
Chairman Formato	yes
Commissioner Cataldo	yes
Commissioner Downing	yes

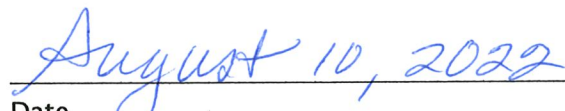
VOTED: That the District approves the preceding motion. The vote was unanimously approved.

  
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Barbara W. Maffeo, Executive Secretary

Charles River Pollution Control District

  
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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.