

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

Minutes from September 14, 2022 Monthly Meeting – 3:30 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 Douglas M. Downing, Wolfgang Bauer and Mark Cataldo and Executive Director Elizabeth Taglieri, Engineer Kristen Mucciarone and Executive Secretary Barbara W. Maffeo. Commissioner Michael Callahan was unable to attend.

Also in attendance were CRPCD staff members Jonathan Bluhm and Chase Barrett and Erin Underhill, Chair of Millis Select Board.

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 2021 – August 2021 vs. July 2022 – August 2022);
- Year to Date O & M Budget versus Actual (July 2022 – August 2022);
- Overview FY 2023 dated September 14, 2022;
- Septage Revenue – Prior Year Comparison (July 2021 – August 2021 vs. July 2022 – August 2022);
- Sewer connections (August 2022);
- Copy of Warrant #22-03 dated September 14, 2022;
- Handouts also included, Employee Handbook Proposed Revisions, Average Daily Flows and Capacity Remaining, Items on the Horizon, History of the CRPCD Treatment Plant and Engineering Contracts dated September 14, 2022;
- Draft Edits CRPCD Financial Policies and Procedures Manual;
- Draft Monthly Minutes August 10, 2022.

Item #1 – Update on Cured in Place Piping (CIPP) Lining of Pipe and Manhole Rehabilitation in Mine Brook Interceptor (MBI).

The Director noted there have been numerous site visits with National Water Main. The District is awaiting their work schedules and by pass pumping plan. Before the bids went out, the Director and Engineer met with Department of Public Works from the town of Medway and Franklin, but the police were unable to send representatives at the time to discuss the traffic plan for opening/closing of the roads to traffic. National Water Main should complete work by mid October 2022.

Item #2 – Update on Town Actual Versus Projected Flows to the District.

The Director referred to an updated handout reflecting Average Daily Flows and Capacity remaining at the treatment facility. This handout illustrated flow data from the annual calendar year (2021). The town of Millis's projected flow data increased by 15,000 gallons/day. The increase was a result of updated (August 2022) research by their town's engineer relating to their betterment information.

There was an explanation about the sewer connection approval process as it applies to local planning boards and the District. The towns are responsible for knowing their own capacity limits before approving the building permits. The Executive Director only reviews the sewer permits after they have been approved by the town's planning board and are ready for connection. The Director informed the Commissioners that she has asked for approval earlier in the process when it is at the planning board phase but has only been added to the process in Bellingham. She has been in communication with the town of Millis and informed them of the discrepancy between the planning board approvals and the capacity limits. Erin Underhill, the Chair from the Millis Select Board was in attendance to update the Commissioners on the town's efforts to work with the District and their commitment to continue to work towards a sewer policy solution to serve their townspeople. The towns of Millis and Medway currently have a moratorium on sewer connections.

The Chairman suggested the Director compose a letter to the towns of Medway and Millis attaching the data reflecting every unconnected connection and note that any connections beyond these should not be considered to pass beyond the planning stages as the towns have reached their capacity at the treatment plant.

Item #3 – Discussion on Vote on Updates to the Financial Policies and Procedures Manual.

The updates included the addition of an Inflow/Infiltration (I/I) Stabilization Fund and other procedural matters. Commissioner Bauer suggested changing the specific bank name to the word financial institution. Appendix A should reflect the bank names/contacts.

There was a brief conversation related to the payroll company the District utilizes. The Director noted there have recently been some updates to the procedures.

A motion was made by Commissioner Bauer and was seconded by Commissioner Downing to accept the CRPCD Policies and Procedures Manual as amended.

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

Item #4 – Discussion and Vote on Updates to the Employee Handbook in Regard to Parental Leave.

The Director reviewed policies from the towns of Franklin and Medway to update the District's employee handbook. The edits to the handbook were to clarify that parental leave can be used

over the course of 52 weeks and how requests for intermittent usage would be reviewed by the Director.

A motion was made by Commissioner Bauer and seconded by Commissioner Cataldo to approve the CRPCD Employee Handbook related to Parental Leave as amended.

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

Item #5 – Approval of Second Quarter O & M and Capital Projects Assessments for FY 2023.

A motion was made by Commissioner Cataldo and seconded by Commissioner Downing to approve the following assessments as reported to the towns in March 2022:

<u>TOWN</u>	<u>O & M</u>	<u>CAPITAL</u>	<u>TOTAL</u>
Bellingham	\$ 58,540	\$ 86,110	\$ 144,650
Franklin	\$468,180	\$ 886,640	\$1,354,820
Medway	\$146,910	\$ 225,520	\$ 372,430
<u>Millis</u>	<u>\$ 82,120</u>	<u>\$ 147,370</u>	<u>\$ 229,490</u>
TOTALS	\$755,750	\$1,345,640	\$2,101,390

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

Item #6 – Approval of Warrant #23-03.

A motion was made by Commissioner Downing and seconded by Commissioner Cataldo to approve Warrant #23-03 as shown in the agenda.

- a. O & M \$317,454.91
- b. Capital Projects \$ 3,110.00

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

Item #7 – Engineer's Report.

- a. Update on United States Environmental Protection Agency (USEPA) Audit on Pretreatment Program Performed the Week of August 22, 2022. The Engineer reported the audit went well. She is awaiting the final report.
- b. Submittal on Annual Industrial Pretreatment Program (IPP) Report FY 2022. This report was submitted.

Item #8 – Executive Director's Report.

- a. NPDES Compliance Report. The treatment facility was in compliance for the month of August 2022. The state of Massachusetts is currently in a severe drought. Recent daily flows have averaged around 3.5 mgd. In the recent large rainfall event, the District recovered back to normal flow rates quickly due to the drought.

- b. Sewer Connection Approvals – August 2022. The following sewer connections were approved earlier on an individual basis. (gallons per day – gpd).

Millis	12 homes	3,520 gpd
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- c. Update on Maintenance Mechanic and Operator Positions. Jonathan Bluhm from Maintenance and Chase Barrett from Operations were in attendance and introduced to the Board. The District is now fully staffed.
- d. Update on August 24, 2022 Massachusetts Department of Environmental Engineering (MassDEP) Inspection. The last inspection was in 2017. There were a few items noted during the inspection that are already being addressed. MassDEP noted that the District should be prepared to address any potential flow issues at the facility and that members and co-permittees make efforts to remove I/I. There was discussion about a future open meeting for members and co-permittees to discuss I/I. The District remains under an expired NPDES permit from 2019.
- e. Update on Current Engineering Contracts. The Director presented the handout reflecting the aforementioned. There was discussion about the CDM Smith peer review for the force main at 495. The District is awaiting a report.
- f. Discussion on History of the District Handout. This handout is for reference purposes.
- g. Discussion on Items on the Horizon Handout. The Director shared this handout for the Director's perusal. Commissioner Bauer asked the Director what the testing parameters and costs will be for the Per and Polyfluoroalkyl Substances (PFAS). The Director will reach out to local laboratories to inquire about the potential cost of tests and sample the PFAS in the District's sludge and wastewater. The Director explained that the contract for sludge removal continues until 2027 and the hauler is bound by a performance bond responsible to find facilities to receive the sludge. Comments were also voiced about cyber security at the District. The District employs an internet technology (IT) company that works with CRPCD staff to ensure the security of the District's internet and SCADA system. Recent training included educational training for phishing emails. The upgrades with the new SCADA servers will provide a more secure network.
- h. Next Meeting Scheduled for October 12, 2022 at 3:00 p.m. in the John McCahill Conference Room at the Charles River Pollution Control District.
- i. Schedule Board Meetings for November and December 2022. The next two monthly meetings are scheduled for November 10, 2022 and December 15, 2022 at 3:00 p.m. in the John McCahill Conference Room at the Charles River Pollution Control District.

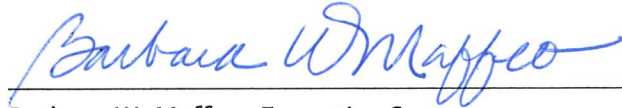
Item #9 – Approval of Minutes from August 10, 2022 Monthly Meeting.

A motion was made by Commissioner Bauer and seconded by Commissioner Downing to approve the monthly minutes and to forward a copy of the minutes to all attendees of the meeting. The Chairman was not in attendance for the August 10, 2022 meeting and abstained from voting.

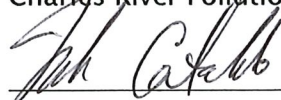
VOTED: That the District approves the preceding motion. The vote was unanimously approved.

A motion was made by Commissioner Cataldo and seconded by Commissioner Downing 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.