

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

Minutes from April 14, 2021 Virtual Monthly Meeting – 3:00 p.m.

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Charles River Pollution Control District will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the District's website at www.charlesriverpcd.org. For this meeting, members of the public who wish to participate in the meeting remotely may do so in the following manner as specified below. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the District's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

In attendance at the virtual meeting were Chairman Douglas M. Downing, District Commissioners Michael Callahan, David C. Formato, Richard W. Johnson and Mark Cataldo, Executive Director Elizabeth Taglieri and Executive Secretary Barbara W. Maffeo.

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 2019 – March 2020 vs. July 2020 – March 2021);
- Year to Date O & M Budget versus Actual (July 2020 – March 2021);
- Overview of FY 2021 Budget dated April 14, 2021;
- Septage Revenue – Prior Year Comparison (July 2019 – March 2020 vs. July 2020 – March 2021);
- Sewer connections (March 2021);
- Amendment #4 to Agreement between CRPCD and CDM Smith for On-Call SCADA and Electrical Assistance;
- Copy of Warrant #21-10 dated April 14, 2021.

Item #1 – Discussion and vote to Authorize Chairman to Sign Amendment #4 for CDM Smith's On-Call Supervisory Control Data Acquisitions (SCADA) and Electrical Assistance.

The Director discussed the need to update the aforementioned. Amendment #4 extends the period of service one year, from April 24, 2021 to April 24, 2022, adds \$25,000 to the Agreement increasing the total Agreement not to exceed \$125,000 and increased the provisional indirect cost factor rate to 176.3%. The Director recommended renewal.

After a brief discussion, a motion was made by Commissioner Formato and seconded by Commissioner Johnson to authorize the Chairman to sign Amendment #4 for CDM Smith's on-call SCADA and Electrical Assistance Owner/Engineer Agreement.

ROLL CALL VOTE

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

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

Item #2 – Discussion on Renewal of Powers and Sullivan's Audit Services Agreement for FY 2021, FY 2022 and FY 2023.

The Director recommended renewal of said audit services agreement. The letter agreement for auditing services from Powers and Sullivan did not increase in price and reflected the cost of services at \$15,000 per fiscal year. Chairman Downing and the Commissioners agreed with the renewal recommendation and suggested the Director revisit the bidding of audit services for FY 2024.

Item #3 – Approval of Warrant #21-10.

A motion was made by Commissioner Johnson and seconded by Commissioner Callahan to approve Warrant #21-10 as shown in the agenda.

- a. O & M \$333,508.89
- b. Capital Projects \$12,681.22

ROLL CALL VOTE

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

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

Item #4 – Executive Director's Report.

- a. NPDES Compliance Report. The treatment facility was not in compliance for the month of March 2021, due to one violation in the final chlorine residual. The Director reviewed the violation and steps to correct the situation going forward.
- b. Sewer Connection Approvals – March 2021. The following sewer connections were approved earlier on an individual basis. (gallons per day – gpd).

Bellingham	1 home	220 gpd
Franklin	1 home 1 commercial	550 gpd

- c. Capacity at the District. Commissioner Formato and the Director have been contacted by representatives from District member communities about sewer flow and capacity at the treatment facility. The Director noted that she had filed an NPDES Renewal Application with the Massachusetts Department of Environmental Protection (MADEP) a year and a half ago.
- There was discussion amongst the Board outlining the differences between Title V allotment figures and actual flow figures for measuring capacity to the treatment facility and the importance of removing infiltration and inflow. The Director will correspond with the District's MADEP representative to present the District's governing issues and request suggestions for moving forward.
- d. Other Post Employee Benefits (OPEB) Update. Next monthly meeting the Director would like to discuss and review the options related to a higher investment risk strategy.
- e. Unemployment Insurance. The Director followed up on a question about increased costs in unemployment insurance if certain regulations are not passed. She noted that the increase was not a large sum of money and could be absorbed in the budget.
- f. Bank Interest Rates. Another question the Director followed up on was the current bank interest rates for the District's monies. These rates remain low because of the economic conditions related to the COVID pandemic.
- | | |
|-----------------------|-------|
| Money Market Account | 0.3% |
| Stabilization Account | 0.42% |
| Checking | 0.05% |
- g. Unusual Wastewater. On February 23, 2021, the District noted a colored wastewater which was unusual. The Director was in contact with the Town of Franklin and they informed her that yearly they pump out and clean their water treatment plant decant and raw water tanks. Residue from this action was the unusual colored wastewater received at the District. Representatives from the Town of Franklin will remain in contact with the Director notifying her or the Engineer in order to prepare for the next yearly maintenance cleaning.
- h. Secondary Clarifier. Presently, the secondary clarifier dewatering system is currently online. The secondary clarifier that is not working still needs to be drained. Staff will wait for levels to lower before they can examine the clarifier.
- i. Staffing Updates. The District Engineer will be returning to work one day/week mid May 2021. The laboratory supervisor will start a leave tomorrow. The temporary lab technician is up to speed.
- j. COVID Update. Staff remains on a split shift schedule until further notice. The Director has provided educational information and links to keep staff informed regarding COVID vaccine information.

- k. Scheduled Meeting Dates. The Director confirmed the following dates for upcoming monthly meetings; May 12, June 9, July 21, and August 11, 2021.

Item #5 - Approval of Minutes from March 11, 2021 Monthly Meeting.

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

ROLL CALL VOTE

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

VOTED: That the District approves the preceding motion.

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

ROLL CALL VOTE

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

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

The next monthly meeting is scheduled May 12, 2021 at 3:00 p.m., presently scheduled as a virtual meeting. Meeting details will be posted.



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



Mark Cataldo, Clerk
Charles River Pollution Control District

May 12, 2021

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.