

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

Minutes from February 16, 2023 Monthly Meeting – 3:07 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, Ted Kenney, Wolfgang Bauer, Mark Cataldo, Executive Director Elizabeth Taglieri and Executive Secretary Barbara W. Maffeo. Ellen Rosenfeld representing the Town of Millis Select Board was in attendance. Engineer Kristen Mucciarone was unable to attend.

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 – January 2022 vs. July 2022 – January 2023);
- Year to Date O & M Budget versus Actual (July 2022 – January 2023);
- Overview of FY 2023 Budget dated February 16, 2023;
- Septage Revenue – Prior Year Comparison (July 2022 – January 2023);
- Copy of Warrant #23-08 dated February 16, 2023;
- Consumer Product Index (CPI) Data Analysis–Budget Items handout dated February 14, 2023;
- CPI for All Urban Consumers (CPI-U) handout from Bureau of Labor Statistics years 2013–2023;
- Meeting package with attachments and minutes from January 31, 2023 meeting with Director and member town Water and Sewer Superintendents and Department of Public Works personnel.

Item #1 – Discussion on Other Post–Employment Benefits (OPEB) Evaluation.

The Director included in the Commissioners package the aforementioned. Key results as of June 30, 2022 were Total OPEB Liability was \$970,100, amount in CRPCD OPEB Trust Account \$232,099 and Net OPEB Liability \$738,000. Currently the District invests \$30,000/year, which is greater than the service cost of \$27,534. The interest rate of 6.25% is based on an assessment of the CRPCD OPEB Trust's investment strategy. The evaluation also noted in 2022 there were five retired, disabled, survivors and beneficiaries receiving benefits, one inactive plan member and eleven active plan members. Further discussion related to the FY 2023 contribution to the District's OPEB Trust will continue throughout the FY 2024 budgeting process.

Item #2 – Discussion on Employee Cost of Living Adjustment (COLA) for Second Half of FY 2023.

The Director prefaced the aforementioned with mention of the Board's vote to approve a four percent COLA increase in July, 2022. She presented the Commissioners data from the CPI for

All Urban Consumers Boston–Cambridge–Newton, MA–NH area for years 2013–2023 produced by the Bureau of Statistics and CPI Data Analysis – Budget Impacts for FY 2024. The Director answered specific questions related to hiring challenges for positions with specialized job skills and budget impact.

A motion was made by Commissioner Downing and seconded by Commissioner Kenney to approve a three percent COLA increase calculated as of January 1, 2023 for District staff.

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

Item #3 – Update on the Meeting with Towns on January 31, 2023.

The Director gave a summary of a meeting she held with member town Department of Public Works Directors and Water and Sewer Superintendents. She provided the January 31, 2022 meeting package with attachments and minutes for the Commissioners perusal. As a result of reviewing the information presented, the Commissioners are hopeful the towns and the District can continue to meet as a working committee to discuss capacity and inflow/infiltration (I/I) issues throughout the District. Specifically, to discuss the potential to increase sewer capacity in Medway, Millis and Bellingham through groundwater discharge whether it be through the District's treatment plant or in the Towns individually. The Board supports and encourages the dialogue on both the short term capacity relief with the removal of infiltration and inflow and the long term outlook of capacity with the investigation into how to treat and dispose of additional sewer flows.

After reviewing the flow data for the member towns, the Commissioners requested the Director closely monitor flow data, noting increases in I/I as it relates to I/I and capacity at the plant. There was also discussion about educating the public on the significance of the sewer processes. The Director will be working with members from other towns to produce an informational pamphlet to enclose in water/sewer bills. Also, the Director added that she met with representatives from Medway High School and will expect to receive high school juniors for tours of the CRPCD facility and the town of Medway in March on an annual basis.

Item #4 – Approval of Warrant #23–08.

A motion was made by Commissioner Downing and seconded by Commissioner Cataldo to approve Warrant #23–08 as shown in the agenda.

- | | | |
|----|------------------|--------------|
| a. | O & M | \$308,079.28 |
| b. | Capital Projects | \$224,500.00 |

Commissioner Bauer requested a print out of the credit card purchases to be included with the at the next meeting.

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

Item #5 – Engineer’s Report.

The Director reported on Garelick Farms. The Engineer communicates with staff at Garelick Farms and continues to visit the Garelick Farms facility to collect weekly data. She has reviewed their fourth quarter report which showed violations in September 2022–December 2022. These violations are not significant noncompliance violations. Since December 2022, Garelick Farms has had some violations, but the violations are trending down. They are working to make adjustments to their biological process to come back into compliance. Both the Director and Engineer have been in contact with Garelick Farms/DFA regional and local environmental safety representatives to discuss the violations and to keep updated on their progress. The District will issue a letter to Garelick Farms citing the violations and will request Garelick Farms to outline a course of action to resolve the violations. Additionally, the letter will cite the District’s option for fines from violations.

Commissioner Bauer inquired about the ability of the District to issue fines. There is the ability to assess a \$5,000 per day per violation, which is outlined in Garelick Farms permit. At this time, the Director has not issued a fine.

Item #6 – Executive Director’s Report.

- a. NPDES Compliance Report. The treatment facility was in compliance for the month of January 2023.
- b. Sewer Connection Approvals – January 2023. The following sewer connections were approved earlier on an individual basis. (gallons per day – gpd).

Millis	9 homes	2,090 gpd
--------	---------	-----------

- c. Update on Requests for Quotes for Inflow/Infiltration (I/I). The Director has requested quotes for two separate jobs; Mine Brook Interceptor (MBI) brick wall repair and grouting a manhole at the treatment plant and a second one to seal infiltration entering joints in the MBI . These quotes are due in March 2023.
- d. Update on OMYA Chemical to Replace Hydrated Lime. The Director is investigating replacing the original hydrated lime system chemical with a different chemical. The hydrated lime is not a safe chemical. It is hazardous, carcinogenic and not healthy to breathe in. The Director learned of a new calcium carbonate based chemical called OPTICAL. The District may partner with OMYA, who produces this new chemical, to outline the parameters to potentially establish a bench scale trial with this new chemical. This chemical is more expensive than hydrated lime.
- e. Update on Laboratory Technician. The lab technician is out on worker’s compensation. Presently the District has staff from Tech Law 2–3 hours/day to fill in until the lab technician returns to work.
- f. Update on I/I Work in Millis and Medway. The town of Millis hired Flow Assessments to perform sump pump inspections in homes that showed areas of potential inflow. The town of Medway has installed twelve to fifteen flow meters to find I/I, specifically inflow

from sump pumps. It has been successful in determining locations for sump pumps in high flow areas.

- g. April and May Monthly Meetings. The April monthly meeting is scheduled for Wednesday, April 12 at 3:00 p.m. The May monthly meeting is scheduled for Wednesday, May 24 at 4:00 with the Annual Meeting to follow. Both meetings are scheduled to take place in the John McCahill Conference Room at the Charles River Pollution Control District.

Item #7 – Approval of Minutes from January 10, 2023 Monthly Meeting and Executive Session Meeting.

A motion was made by Commissioner Cataldo and seconded by Commissioner Downing to approve the monthly and executive session minutes, and to forward a copy of the minutes to all attendees of the meeting.

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

Item #8 – Vote to Release Executive Session Minutes from December 15, 2022 and January 10, 2023.

The issues discussed in said minutes now resolved, a motion was made by Commissioner Kenney and seconded by Commissioner Cataldo to release aforementioned executive session minutes.

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

Item #9 – Anticipated Topics for the March Monthly Board Meeting.

- a. Discussion and Vote on the FY 2022 Audit.
- b. Discussion and Vote on the FY 2024 Budget.

Item #10 – Open the Monthly Meeting to Public Comments.

Having completed all agenda items, Chairman Formato opened the meeting to public comments. Ellen Rosenfeld representing the Town of Millis Select Board updated the Board advising them the town of Millis approved a new sewer policy. There were no additional comments.

Item #11 – Discussion on Executive Director's Salary.

During the September 2022 monthly meeting it was decided to postpone discussion of the Director's salary until the Consumer Price Index (CPI) numbers were released in December 2022. After a review of the CPI the Board agreed to increase her salary to \$133,000 starting January 1, 2023 and to increase the salary an additional \$5,000 starting July 1, 2023 with no COLA.

Item #12 – Discussion on Remote Work Arrangements

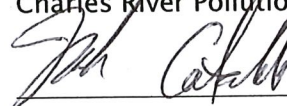
The Director misinterpreted the feedback in her performance review, which was later clarified during discussions with the Chairman. The Director approved the Engineer's remote work arrangement without fully informing the Board. The Director apologized for the oversight. The arrangement has been going very well and all of the Engineer's duties and responsibilities are being performed. The Board asked the Director to inquire with legal counsel if a policy or brief paragraph should be added in the Employee Handbook on this. The Director will report back on her findings at the next Board meeting. Currently the Director and Engineer have a letter of understanding to document the schedule and expectations.

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

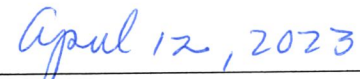
VOTED: That the District approves the preceding motion. The vote was unanimously approved.



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.