

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

Minutes from February 9, 2022 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 June 16, 2021 law An Act Extending Certain COVID-19 Measures Adopted During the State of Emergency, this meeting of the Charles River Pollution Control District was conducted via remote participation. 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 were posted on the District's website at www.charlesriverpcd.org. No in-person meeting was conducted, but every effort was made to ensure that the public could adequately access the proceedings in real time, via technological means.

The Director took a roll call for attendance at the virtual meeting. In attendance were Chairman Douglas M. Downing, District Commissioners Michael Callahan, David C. Formato, Wolfgang Bauer and Mark Cataldo, Executive Director Elizabeth Taglieri, Engineer Kristen Mucciarone and Executive Secretary Barbara W. Maffeo. Also in attendance were Peter Jurmain, Chair of the Select Board from the town of Millis, Jim Baird from Waste Water Services, Inc., and Joan Moreau of Stone Consulting, Inc.

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 – January 2021 vs. July 2021 – January 2022);
- Year to Date O & M Budget versus Actual (July 2021 – January 2022);
- Overview of FY 2022 Budget dated February 9, 2022;
- Septage Revenue – Prior Year Comparison (July 2020 – January 2021 vs. July 2021 – January 2022);
- Sewer connections (January 2022);
- Copy of Warrant #22-08 dated February 9, 2022;
- Copy of Internal Memorandum Dated December 23, 2021 Titled "Sludge Removal Services – 2022 Renewal Documentation;
- Copy of Amendment #1 to Waste Water Services, Inc. Sludge Removal Services Agreement dated September 14, 2017;
- Copy of Request for Additional O & M Staff Memorandum from the Director dated February 9, 2022;
- Copy of GASB Statements No. 74 and 75 Report of Fiscal Year 2021 of the CRPCD;
- Copy of CRPCD Other Post-Employment Benefits Fiscal Year 2021 Results Board Meeting Presentation;
- Copy of Executive Director's Evaluation Revised February 9, 2022.

Item #1 – Discussion and Vote to Exercise Five Year Renewal Option for Sludge Removal Services with Waste Water Services, Inc. (WWSI).

The owner of WWSI, Jim Baird was on the remote call to answer any questions. The Director and Engineer reached out to other treatment facilities that also incinerate their sludge and ship liquid sludge off site. A handout was included in the meeting documents reflecting the sludge disposal costs of the other nearby treatment plants. After reviewing this data, the Director recommended to the Board of Commissioners to approve the five-year renewal option for sludge removal with Waste Water Services, Inc. (WWSI)). The renewal and annually thereafter is based on the Consumer Price Index (CPI) which was in the specifications in the bids put out for the contract. The CPI adjustments are renewed annually in July. The performance bond with WWSI is also renewed annually. The Director noted WWSI has been flexible, reliable and responsible in relations with the District.

A motion was made by Commissioner Formato and seconded by Commissioner Cataldo to authorize the chairman to sign the five-year renewal option for sludge removal services with Waste Water Services, Inc.

ROLL CALL VOTE

Commissioner Callahan	yes
Commissioner Bauer	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 Request for Additional Staff Members in Operations and Maintenance Departments.

The Director and Engineer have reviewed the programs and preventative maintenance schedules that staff currently work on day to day. The Director used the New England Interstate Water Pollution Control Commission (NEIWPCC) estimated staffing guide to help illustrate their findings. The budgeted amount for each position would be \$75,000. They looked at hiring one person this year and the second person next fiscal year, but both are needed to keep up with work needed to run the plant within permitted levels. She described the difficulty when employees with either sickness or vacations are out at times together. She noted the staffing level has remained at eleven since the 1990's while continuing to add further capacity, disc filters, blower building, aeration tanks and new permit regulations.

Commissioner Cataldo suggested the discussion for the Director's request for additional staff members in operations and maintenance departments be tabled until the March 15, 2022 monthly meeting. The Chairman directed the Commissioners to address any specific questions or concerns to the Director in a timely manner. The Director will address their concerns.

Item #3 – Discussion on Other Post-Employment Benefits (OPEB) Valuation Results for FY 2021 with Joan Moreau of Stone Consulting, Inc.

Joan Moreau presented a set of illustrative tables and other Required Supplementary Information (RSI) based on the January 1, 2022 actuarial valuation of the CRPCD OPEB plan performed by Stone Consulting, Inc. for the purpose of satisfying the requirements of the Government Accounting Standards Board (GASB) Statements No. 74 and No. 75. These valuations are required every two years. Ms. Moreau answered questions related to District contribution amounts, service costs, medical trends, contribution amounts, rates of withdrawal, retirement and mortality. Currently, the District makes a \$30,000 contribution to the District's OPEB fund. Mr. Jurmain from the Millis Select Board requested a copy of the District's OPEB Valuation Results presentation for their perusal.

Item #4 – Update on WX-300 Full Scale Pilot Testing.

The full-scale pilot test of the WX-300 chemical system has been on line for a week. The Director and staff have made some process changes and adjustments. Overall, there have been no negative impacts. The company representative was on site last week and the Director is in daily communication.

Item #5 – Discussion on Executive Director's Evaluation Form.

Commissioners Downing and Bauer met with the Director to discuss the aforementioned. They discussed distributing a history of the District to be given to new Board members when they join. In addition, the Director would produce an annual report to the Board with a summary of the year including reflections on long term planning, current fiscal year budget and a want and needs list for the future. The Chairman thanked Commissioner Bauer for his work on the new evaluation form.

A motion was made by Commissioner Formato and seconded by Commissioner Callahan to adopt the Executive Director's Evaluation Form.

ROLL CALL VOTE

Commissioner Callahan	yes
Commissioner Bauer	yes
Commissioner Formato	yes
Commissioner Cataldo	yes
Chairman Downing	yes

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

Item #6 – Approval of Warrant #22-08.

A motion was made by Commissioner Formato and seconded by Commissioner Callahan to approve Warrant #22-08 as shown in the agenda.

O & M

\$307,514.38

ROLL CALL VOTE

Commissioner Callahan	yes
Commissioner Bauer	yes
Commissioner Formato	yes
Commissioner Cataldo	yes
Chairman Downing	yes

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

Item #7 – Engineer’s Report.

- a. Landfill Sampling Monitoring Reports. Currently, the District is sampling per a thirty-year landfill sampling plan which requires specific sampling on a semi-annual basis. The Engineer is proposing to the Massachusetts Department of Environmental Protection (MassDEP) to reduce sampling frequency and remove certain parameters from the sampling plan. The Engineer reviewed data over a twelve-year period to ascertain what sampling parameters rarely or never appeared above the drinking water limits. She produced a report and submitted a proposal to remove or change the sampling to annual on some of the required sampling parameters. If approved, the District could save almost \$11,000/year.
- b. Stormwater Report. The Engineer submitted the annual Stormwater Permit Report to the United States Department of Environmental Protection Agency (USEPA).and the fourth quarter Garelick Farms report.

Item #8 – Executive Director’s Report.

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

Millis	15 homes	4,400 gpd
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- c. Update on Camp Dresser McKee and Smith (CDM Smith) Agreement for On-Call Engineering and Permitting Services. The Director is reviewing an on-call agreement and permitting agreement with an upper limit of \$8,000–9,000. The Director and Engineer will utilize the on-call agreement for questions related to ongoing Infiltration/Inflow (I/I) work being performed or overseen by District employees and assistance with permitting for delineating the wetlands to remove trees near the aeration tanks.

Last winter a large pine tree fell by the aeration tanks just missing equipment and electrical conduits. There is currently a row of thirty-five pine trees that should be taken down to avoid any future damage to the District's equipment and electrical conduit near the aeration tanks. Chairman Downing asked if the Engineer could find out if said trees were on the Army Corps of Engineering property. Commissioner Cataldo inquired about using wetlands data from past upgrades to save money. The Director noted she inquired if the District could use wetlands drawings from 2012. The Conservation Commission's representative referred the Director to the process that the Commission follows with wetlands inquiries and that those delineations had expired. Commissioner Formato suggested the Director look at using a local specialized company to do the delineation and surveying work rather than CDM Smith. The Director and Engineer will inquire.

- d. Update on Town of Millis Bylaws. Peter Jurmain reported the town of Millis Select Board members voted to add a bylaw on their warrant related to requiring residents in Millis who have paid a betterment to connect to the sewer in the town of Millis. This will allow the town to understand the actual capacity available for future growth. Additionally, they also passed a temporary six-month moratorium to allow the Select Board to develop a policy related to how the town will handle sewer connections in the future. Chairman Downing mentioned Mr. Jurmain check with legislators to ascertain if there were any funding mechanism to assist the residents in connecting to the sewer.
- e. Next Monthly Meeting. The next meeting will be held on Tuesday, March 15, 2022 at the treatment facility. Chairman Downing inquired if the staff was back to a full-time schedule. The Director noted that there were some COVID issues, but that they were working through them.

Item #8 – Approval of Minutes from January 13, 2022 Workshop and Monthly Meeting.

A motion was made by Commissioner Callahan and seconded by Commissioner Formato to approve the monthly minutes and amended the motion to include the January 13, 2022 workshop minutes and to forward a copy of the minutes to all attendees of the meeting.

ROLL CALL VOTE

Commissioner Callahan	yes
Commissioner Bauer	yes
Commissioner Formato	yes
Commissioner Cataldo	yes
Chairman Downing	yes

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

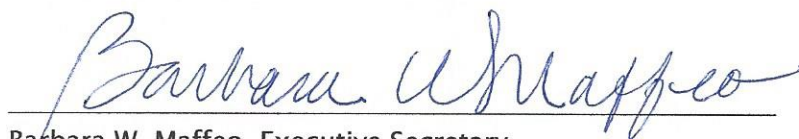
A motion was made by Commissioner Cataldo and seconded by Commissioner Formato to adjourn the monthly meeting.

ROLL CALL VOTE

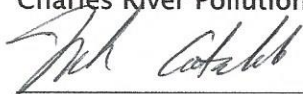
Commissioner Callahan	yes
Commissioner Bauer	yes
Commissioner Formato	yes
Commissioner Cataldo	yes
Chairman Downing	yes

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

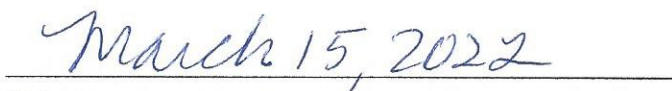
The next monthly meeting is scheduled March 15, 2022 at 3:00 p.m. in the John McCahill Conference Room at the Charles River Pollution Control District.



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.