

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

Minutes from March 15, 2022 Monthly Meeting – 3:00 p.m.

The meeting was held in the John McCahill Conference Room at the District's treatment facility. In attendance were, Chairman Douglas M. Downing, District Commissioners David C. Formato, Wolfgang Bauer and Mark Cataldo and Executive Director Elizabeth Taglieri, Engineer Kristen Mucciarone and Executive Secretary Barbara W. Maffeo. Also in attendance were Peter Jurmain Chair of Town of Millis Select Board, Town of Franklin's Superintendent of Water and Sewer Department Douglas Martin, Jesse Herman from CDM Smith and Craig Peacock and Laura Stone from Powers and Sullivan. Commissioner Michael Callahan was not in attendance.

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 – February 2021 vs. July 2021 – February 2022);
- Year to Date O & M Budget versus Actual (July 2021 – February 2022);
- Overview of FY 2022 Budget dated March 15, 2022;
- Septage Revenue – Prior Year Comparison (July 2020 – February 2021 vs. July 2021 – February 2022);
- Sewer connections (February 2022);
- Copy of Updated CRPCD Bank Account Balances;
- Copy of Warrant #22-09 dated March 15, 2022;
- Letter from CDM Smith dated February 24, 2022 to the Executive Director related to Mine Brook Interceptor (MBI) Investigations Peer Review Comments and Rehabilitation Recommendations;
- Letter from CDM Smith dated March 8, 2022 to the Executive Director related to an Amendment for MBI Force Main and Manhole Inspections Services;
- Summary from CDM Smith on Mine Brook Interceptor Investigations Peer Review & Recommendations;
- Draft Report on Examination of Basic Financial Statements and Management Letter from Power and Sullivan, CRPCD Auditors, related to the FY 2021 Audit;
- Surplus Monies from FY 2021;
- Draft FY 2023 Budget.

Item #1 –Discussion and Vote to Approve FY 2021 Audit with Representatives from Powers and Sullivan.

Craig Peacock, a partner at Powers and Sullivan, introduced Laura Stone the manager of the CRPCD Audit. The FY 2021 Audit was done remotely. Ms. Stone complimented the District's coordinated work effort to make the deliverables available in a professional and timely manner.

It was a clean audit opinion with no audit adjustments to make to the District's ledgers. There were no findings and a clean opinion.

The net Other Post Employees Benefits (OPEB) decreased significantly in FY 2021 to \$700,000–\$800,000. The reason for the decrease was an increase in the discount rate because of the District's contribution in the amount of \$80,000 to the OPEB Trust Fund account last year. The District's Pension Fund liability decreased a small amount and is managed by the Norfolk Retirement System. There is currently \$21.2 million in outstanding debt mainly with the Massachusetts Clean Water Trust for capital projects. That outstanding debt is assessed to the member communities. The Stabilization Fund balance increased to \$2.4 million.

There were two comments in the Management Letter that were follow up items from the previous fiscal year. Ms. Stone recommended a formal risk assessment for cyber security to be performed at the District in FY 2022. The Director acknowledged she was in contact with the District's cyber team and is in the process of implementing various changes for cyber security. The Commissioners inquired about the District's current cyber capabilities. An additional comment in the Management Letter was about the District's withholding accounts. District staff is currently performing reconciliation procedures monthly. In addition, the he Director stated Surplus monies from FY 2021 totaled \$431,701. The disbursing of these monies will be discussed at the District's Annual Meeting in May 2022.

A motion was made by Commissioner Bauer and seconded by Commissioner Cataldo to approve FY 2021 Audit as presented by Powers and Sullivan.

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

Item #2 – Update on Infiltration/Inflow (I/I) Program.

- a. CDM Smith's Peer Review of Pipe in Mine Brook Interceptor (MBI) Subsystem with Structural Issues. Jesse Herman from CDM Smith provided a summary of CDM Smith's peer review of Tighe and Bond's Report findings and recommendations as they relate to MBI. The summary presented three alternatives for the work to proceed at MBI. CDM Smith recommended a full-reach cured-in-place pipe (CIPP) lining as the most cost-effective and best long-term solution for the District. The total planning project cost for this alternative is \$385,000. That project cost includes \$320,000 for construction and contingency and \$65,000 for engineering (design, biddings, and services during construction). The Commissioners agreed with the Director's recommendation to proceed with the full-reach CIPP to line the MBI Subsystem where the structural issues were identified and to also line the upstream and downstream manholes.
- b. CDM Smith's Proposal to Perform Ultrasonic Testing on the Force Main at I-495 Pump Station. Mr. Herman also provided a proposal to provide engineering services by amending their existing contract with the District. The amendment proposed a scope of services, schedule and fee schedule. The scope of services recommended that ultrasonic thickness

testing be completed. This testing will measure for pipe wall loss due to internal corrosion.

After a brief discussion, a motion was made by Commissioner Cataldo and seconded by Commissioner Formato to authorize and approve the Executive Director to sign the amendment with CDM Smith to perform Ultrasonic Testing on the Force Main at I-495 Pump Station, not to exceed \$14,600.

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

Item #3 – Discussion on Request for Additional Staff Members.

The Director listened to comments from the Commissioners regarding the request for additional staff members. It was discussed that one full time operations employee and one co-op in maintenance from Tri County Vocational School in Franklin, would fill the current need for additional staff. The Director would like to meet with Tri County representatives to set up a meeting to go over the skill set required to hire a cooperative intern and to set up a time and date to attend classes to discuss the treatment facility operations. Weekly meetings with the lead operator, maintenance staff, the engineer and the Director have been taking place to review and discuss the work and maintenance schedules for that week.

Item #4 – Discussion and Vote to Approve FY 2023 Budget.

The Director provided a copy of the FY 2023 Budget in the amount of \$6,159,220 for the Commissioners review. There was a discussion about how salaries are measured related to licensures, performance and step increases. This discussion will be re-visited.

After an overview of the FY 2023 Budget, a motion was made by Commissioner Formato and seconded by Commissioner Cataldo to approve the FY 2023 Budget.

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

Item #5 – Fourth Quarter O & M and Capital Projects Assessments for FY 2022.

The assessments reflected were presented to the towns a year ago. A motion was made by Commissioner Cataldo and seconded by Commissioner Formato to approve the Fourth Quarter O & M and Capital Projects Assessments for FY 2022 as reflected on the agenda.

<u>Town</u>	<u>O & M</u>	<u>Capital</u>	<u>Total</u>
Bellingham	\$ 48,110	\$ 66,680	\$ 114,790
Franklin	\$ 465,110	\$ 63,600	\$ 528,710
Medway	\$ 133,980	\$ 3,080	\$ 137,060
Millis	\$ 78,030	\$ 840	\$ 78,870

TOTALS	\$ 725,230	\$134,200	\$ 859,430
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VOTED: That the District approves the preceding motion. The vote was unanimously approved.

Item #6 – Approval of Warrant #22-09.

A motion was made by Commissioner Cataldo and seconded by Commissioner Bauer to approve Warrant #22-09 as shown in the agenda.

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| a. | O & M | \$259,272.90 |
| b. | Capital Projects | \$4,164.33 |

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

Item #7 – Engineer’s Report.

- a. Sludge Report. The sludge report was submitted to MassDEP and EPA. The Massachusetts Water Environment Association (MAWEA) notified the Engineer that the District has not been filing the MWPCA report correctly, as well as many other treatment plants. After discussing the specifics with EPA, the electronic reporting system is not designed to accurately reflect the District and other small facilities third party hauling set of circumstances. EPA will work on re-designing the reporting system for next year.
- b. Garelick Farms. The Engineer was notified by Garelick Farms that they were experiencing difficulty securing the chemical needed for pH control. There have been Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) violations at the Garelick Farms facility. The Engineer made a site visit this past week and noted that while the permit numbers are better, Garelick Farms does continue to violate their permit. Garelick Farms is currently not in significant non-compliance. The Engineer will continue to be in communication with Garelick Farms and provide any updates.
- c. Notification of Public Process. As of July 2022, the District has to post notice on the CRPCD website, to alert email subscribers, MADEP and local newspapers, should any by-pass of filtration or sewer overflows in the collection system occur. The Engineer has been working with the District’s website administrator to put this public notification software into place. Notice of Intent (NOI) for District’s Removal of Trees and Wetlands Delineation. The Engineer has reached out to local consultant firms to provide the District with Wetlands Delineation and surveying to display the data on a Computer Aided Design (CAD) for the Medway Conservation Commission NOI. She contacted local firms a month ago and has not received a reply. Commissioner Formato will assist in contacting the local firm. This work is related to required tree work along the District property near treatment equipment and within the 100-foot buffer zone of nearby wetlands.
- d. Annual Collection System Summary Report. This report is filed with MADEP and the United States Environmental Protection Agency (USEPA) if flows to the District exceeds 80% of design flows. In CY 2021 the District measured 86%. The Engineer had to file a

report listing the reason for the increase in measured flow. There were four tropical storms in 2021, which increased flows.

- e. Accounts Payable (AP). The Engineer reviewed the AP and warrant items for the meeting while the Director was out of the office.

Item #8 – Executive Director’s Report.

- a. NPDES Compliance Report. The treatment facility was not in compliance for the month of February 2022. Due to the results of two BOD tests, the results were reported as greater than a specific value. The samples were re-tested and below the permit limits but were beyond the hold times for the sample and thus could not be reported. The BOD readings were a result of the WX-300 Full Scale Pilot Testing.
- b. Sewer Connection Approvals – February 2022. The following sewer connections were approved earlier on an individual basis. (gallons per day – gpd).

Millis	7 homes	1,650 gpd
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- c. Update on WX-300 Full Scale Pilot Testing. The pilot testing has ceased because it failed to provide the results the District expected. The testing was over a five-week period. The testing company will continue to look into why the product didn’t work at the District and will keep the District informed of any findings.
- d. District Finances. The Commissioners were provided with an updated information sheet illustrating the District’s accounts and investments.
- e. April, May, June and July Monthly Meeting Schedules. The monthly meetings are scheduled for April 13, May 11, June 14 and July 19.

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

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

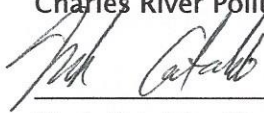
A motion was made by Commissioner Cataldo and seconded by Commissioner Formato to adjourn the monthly meeting.

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

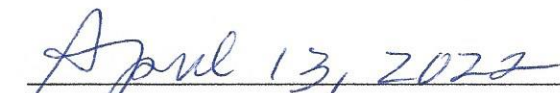
The next monthly meeting is scheduled April 13, 2022 at 3:00 p.m. in the John McCahill Conference Room at the Charles River Pollution Control District.



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.