

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

Minutes from April 13, 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, Mark Cataldo and Executive Director Elizabeth Taglieri, Engineer Kristen Mucciarone and Executive Secretary Barbara W. Maffeo. Also in attendance was Chad Kershaw from CDM Smith. Commissioner Callahan 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 2020 – March 2021 vs. July 2021 – March 2022);
- Year to Date O & M Budget versus Actual (July 2021 – March 2022);
- Overview of FY 2022 Budget dated April 13, 2022;
- Septage Revenue – Prior Year Comparison (July 2020 – March 2021 vs. July 2021 – March 2022);
- Sewer connections (March 2022);
- Copy of Warrant #22-10 dated April 13, 2022;
- Handout of District Employee names, start date, title and pay dated April 13, 2022;
- Amendment #5 to Agreement between Owner and Engineer for On-Call SCADA and Electrical Assistance;
- Letter from Lisa Gove and Chad Kershaw from CDM Smith dated March 23, 2022, addressed to the Director regarding Mine Brook Interceptor (MBI) Pipe and Manhole Rehabilitation and Proposed Amendment #2 to Current MBI Agreement to add Design, Bidding and Construction Phase Services.

Item #1 – Update on Infiltration and Inflow (I/I) Program.

- a. Discussion on CDM Smith's Proposed Amendment for Services during Design, Bidding and Construction for the Cured in Place Piping (CIPP) Lining of Pipe and Manhole Rehabilitation in the Mine Brook Interceptor (MBI) Subsystem. Chad Kershaw from CDM Smith gave an overview of the aforementioned. Pricing and labor hours were discussed at length. Since the work would be designed by the liner company, the Commissioners advocated for the engineering firm to develop bid documents and review the design by the liner company on behalf of the District rather than duplicating the design. Mr. Kershaw will review the proposal and apprise the Director of updates. The Director will contact Tetra Tech to ask them to develop an engineering proposal for development of bid specifications, assistance with bidding, review of the liner company's design calculations and resident engineering oversight of the CIPP work required on the MBI Subsystem.

- b. Update on Schedule for Ultrasonic Testing on the Force Main at I-495 Pump Station. This ultrasonic testing will take place on May 12, 2022. The air release manhole was opened and no water leakage was discovered and it looked good. This manhole will also be looked at in more detail during the ultrasonic testing.

Item #2 – Discussion and Approval on CDM Smith Amendment #5 to On-Call Supervisory Control Data Acquisitions (SCADA) and Electrical Assistance Agreement.

The Director discussed the request for the aforementioned amendment. A motion was made by Commissioner Formato and seconded by Commissioner Cataldo to approve the Chairman to execute Amendment #5 to the On-Call SCADA and Electrical Assistance Agreement, extending the period of service one year, from April 25, 2022 to April 24, 2023 and adding \$15,000 to the Agreement increasing the total Agreement not to exceed \$140,000.

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

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

The Director, engineer, lead operator and maintenance supervisor met with staff, teachers and students from Tri-County Regional Vocational Technical High School for a tour of the facility and conducted interviews with four potential students for a co-op position. After a brief discussion it was agreed that the District would benefit from two co-op positions. The co-op students will be on-site every other week and will alternate between the operation and maintenance departments. The students hired are juniors and can start as early as May 2<sup>nd</sup>. They will work through their junior year and then work every other week during their senior year. The co-op students will also be offered an internship over the summer if they are available and interested. The hourly rate will be \$15/hour and it's estimated they will be working a 40-hour week for 30 weeks. The Director will contact the students and coordinator at Tri-County and proceed with acceptance process.

Commissioner Bauer inquired if the District had an official published pay scale reflecting licensures and pay scales. While the District does not currently have such a document, the Director did provide a handout of District employees names, start date, title and salaries for the Commissioners perusal. The Chairman requested a spreadsheet siting the progression of employees work history reflecting start date to present day. There was a broad discussion about inflation, cost of living increase, training, employee dismissal/retention and the cost of the retirement pension.

The Board then discussed the added full-time position. The Director explained that after discussions with the Lead Operator and Maintenance Supervisor that both would like to see the new hire be in the maintenance department. It was agreed that the additional position will be created as a maintenance mechanic in the maintenance department. The Director will advertise the position and will update the Commissioners at the next meeting.



Item #4 – Approval of Warrant #22-10.

A motion was made by Commissioner Formato and seconded by Commissioner Formato to approve Warrant #22-10 as shown in the agenda.

O & M

\$274,475.00

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

Item #5 – Engineer's Report.

- a. Notice of Intent (NOI) for Medway Conservation Commission. The Engineer has been in contact with local engineering firms to discuss the District's NOI requirements related to on-site tree removal work in a wetland delineation area. Presently, the Director and Engineer will attend a conservation commission meeting to discuss the project. Updates to follow.
- b. Maintenance Work Order Software. Currently, the maintenance department uses JobCal for tracking preventative maintenance. The Engineer and Director would like to replace the JobCal software and is looking into new preventative maintenance programs.
- c. Sampling in Collection System Quotes. The District will be requesting quotes for sampling in the collection system. Currently, there are three sampling sites, once a month. The vendor would maintain their own sampling devices. The samples would be tested in the District's lab. In the past the District has only gotten a response from one vendor. Should the Commissioners know of any vendors, they should forward contact information to the Engineer.

Item #6 – Executive Director's Report.

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

Millis	11 homes	3,960 gpd
--------	----------	-----------

- a. Update on WX-300 Full Scale Pilot Testing. The report summarizing the pilot test results has been received by the Director. It was determined that the particle size was too small and passed through the filter, which caused the phosphorus results to be higher. In addition, the District observed that the plant did not respond well to the chemical and was not providing adequate treatment.
- b. Update on District's Health Insurance. The District, who partners with the Town of Franklin will be joining the Massachusetts Strategic Health Group with other municipalities in Massachusetts for their health insurance. Coverage will not change as the new company Health Plans, Inc.'s parent company is Harvard Pilgrim Health Care. If

no change was made, the premium increase was projecting to be ~20 percent and with the change is expected to be 5 percent or less.

- c. Update on Town of Millis Betterment Connections to Sewer Bylaw. The proposed sewer bylaw in the Town of Millis for betterment connections received a lot of pushed back from residents and was pulled from their town warrant. The sewer moratorium will remain in place.
- d. Next Meeting May 11, 2022. The District's annual meeting will commence after the monthly meeting.

Item #7 – Approval of Minutes from March 15, 2022 Monthly Meeting.

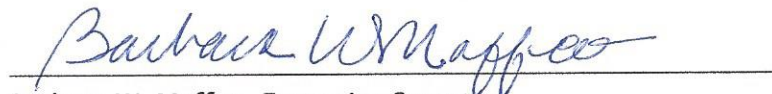
A motion was made by Commissioner Formato and seconded by Commissioner Cataldo to approve the monthly minutes as amended, and to forward a copy of the minutes to all attendees of the meeting.

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

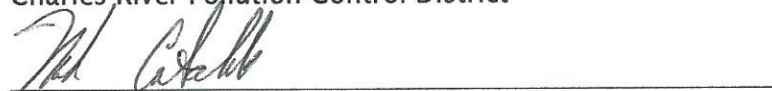
A motion was made by Commissioner Cataldo and seconded by Commissioner Bauer to adjourn the monthly meeting.

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

The next monthly meeting and annual meeting are scheduled on May 11, 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

May 11, 2022  
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.