

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

Minutes from September 20, 2023 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 David C. Formato, District Commissioners Ted Kenney, Wolfgang Bauer and Mark Cataldo, Executive Director Elizabeth Taglieri, and Executive Secretary Barbara W. Maffeo. Also, in attendance were CRPCD's Evan Karsberg, Ellen Rosenfeld representing the town of Millis Select Board and Alan Earls from the Franklin Observer. Commissioner Douglas M. Downing and Engineer Kristen Mucciarone were not in attendance.

The following attachments were presented during the monthly meeting and are on file at the District with the approved minutes.

- Year to Date O & M Budget versus Actual (July – August 2023);
- Prior Year Comparison of O & M Budget (July – August 2023);
- Septage Revenue – Prior Year Comparison (July 2022 – August 2022 vs. July 2023 – August 2023);
- Overview of FY 2024 Budget dated September 20, 2023;
- Sewer connections (September 2023);
- Copy of Credit Card Expenses Statement for Harbor One Credit Card–Elan Financial dated August 8, 2023 – September 7, 2023;
- Handout reflecting Auditor Firm Information – September 2023;
- Copy of Draft August 16, 2023 Monthly Meeting Minutes;
- Copy of Warrant #24–03 dated September 20, 2023.

Item #1 – Discussion on Chemical Bids – One Year Contract with a Second Option Year Price.

The Director updated the Commissioners on the chemical bids process. The bids have been modified to better align with the timing of finalizing the budget. The Director will reach out to the chemical companies to discern the possibility for a one-year chemical bid price and then an option for a separate price for the second year.

Item #2 – Approval of Second Quarter O & M and Capital Projects Assessments for FY 2024.

A motion was made by Commissioner Cataldo and seconded by Commissioner Kenney to approve the following Second Quarter O & M and Capital Projects Assessments for FY 2024;

| <u>TOWN</u> | <u>O & M</u> | <u>CAPITAL</u> | <u>TOTAL</u> |
|---------------|------------------|-------------------|-------------------|
| Bellingham | \$ 68,970 | \$ 80,650 | \$ 149,620 |
| Franklin | \$500,450 | \$ 854,640 | \$1,355,090 |
| Medway | \$153,050 | \$ 215,670 | \$ 368,720 |
| <u>Millis</u> | <u>\$ 94,060</u> | <u>\$ 141,770</u> | <u>\$ 235,830</u> |
| TOTALS | \$816,530 | \$1,292,730 | \$2,109,260 |

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

Item #3 – Approval of Warrant #24-03.

The Director will discuss with John Foster, CRPCD Treasurer, the credit card terms to ascertain if there is a better credit card with reward possibilities.

A motion was made by Commissioner Kenney and seconded by Commissioner Cataldo to approve Warrant #24-03 as shown in the agenda.

- a. O & M \$321,639.67

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

Item #4 – Executive Director's Report.

- a. The Director reported that the Engineer has completed and submitted the updated Industrial Pretreatment Program (IPP) Written Narrative. This document was last updated in early 1990's. The United States Environmental Protection Agency (USEPA) acknowledged receipt of the updated document.
- b. NPDES Compliance Report. The treatment facility was not in compliance for the month of August 2023. While the treatment plant is rated at 5.7 mgd, the District's NPDES permit contains a limit on flows in the summer (July, August and September) of 4.5 mgd. As a result of excessive summer rains in the month of August, the flow was measured at 4.6 mgd. The Director has requested a discussion with USEPA and MADEP representatives related to this permit limit before the NPDES Permit is re-issued.
- c. Sewer Connection Approvals – August 2023. The following sewer connections were approved earlier on an individual basis. (gallons per day – gpd).

| | | |
|------------|-----------------------|-----------|
| Bellingham | 1 home 1 warehouse | 1,570 gpd |
| Franklin | 3 homes | 990 gpd |
| Millis | 9 homes | 2,310 gpd |

- d. Update on Full Scale Pilot Testing of OMYA chemical. The pilot test went very well. District staff have cleaned the tanks that formally contained hydrated lime slurry and the Director has moved the trial inside of the treatment facility to test the viability of the OMYA chemical. The amount of OMYA chemical used is less than the hydrated lime and could be reflected as a reduction in the chemical budget.
- e. Discussion on Audit Firm for FY 2024 Audit and Future Years. The Director referred to a handout reflecting her findings as a result of contacting other towns/districts. She inquired about their process when bidding for financial audits. The District currently has Powers and Sullivan as their audit firm and there is one more year (FY 2023) on the present auditing contract. Commissioner Kenney suggested future bid documents

include that the oversight personnel should be changed as a condition when submitting the bids. The Director will contact Powers and Sullivan for a three-year quote with the suggested change in oversight. Further discussion will follow.

- f. Employee Evaluations and Updates to Staffing Position Descriptions. The Director conducted employee evaluations this past month. She used the same form for all and met with an employee and their supervisor to discuss touchpoints and goals from last year. All the staffing position descriptions have also been updated.
- g. Update on Employee Staffing. A lab employee was terminated because the District could not hold their position open for their return from being out on worker's compensation. The Director will follow up with the District's insurance agent for an update on whether the issue has been resolved.
The open lab position was advertised, the lead operator applied for the position and the Director supported the move from lead operator to lab staff. The staffing schedules will change resulting in full coverage on the weekends. One lab staff will work Sunday – Thursday and the other Tuesday – Saturday. Evan Karsberg CRPCD wastewater operator received his Grade 6 License recently and applied for the lead operator position. The Director supported the move to the lead operator position. The District is advertising for a wastewater operator position.
- h. Rate Study. The Director and Engineer reviewed the rates that determine the calculating of the percentages for assessments for the O & M costs for the member towns. The rate study determines how the District should proportionally assess for flow, Total Suspended Solids, Biochemical Oxygen Demand, Phosphorus and Ammonia. CDM Smith prepared the original rate study in 2013. The Director and Engineer updated the study in 2018 and now five years later in 2023. The percentages did not warrant changes in the rates at this time.

Item #5 – 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, questioned the noting of nine sewer connection approvals reflected in the agenda. She was under the impression there were no recent sewer connections in the town of Millis. The Director explained those nine connections were accounted for before the sewer moratorium was declared in Millis. She also had a question on the Overview FY 2024 budget handout. The Director noted the figures on this handout reflected costs and projections only for the months of July, August and September 2023.

Item #6 – Approval of Minutes from August 16, 2023 Monthly Meeting.

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

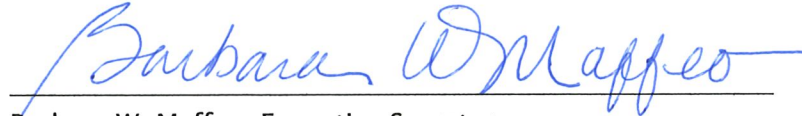
VOTED: That the District approves the preceding motion. The vote was unanimously approved.

Item #7 – Anticipated Topics for Thursday, October 19, 2023 Monthly Board Meeting at 3:00 pm.

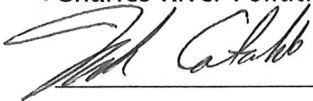
- a. Discussion on Supervisory Control Data Acquisitions (SCADA) Server Upgrade. The Director is awaiting submission of the cost of the upgrade from BSS.

A motion was made by Commissioner Kenney 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

10/19/23

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.