

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

Minutes from June 16, 2021 Monthly Meeting – 3:00 p.m. – held outside on District premises

The meeting was held outside of the main building at the treatment plant. All attendees were spaced 6 feet apart. In attendance at the meeting were Chairman Douglas M. Downing, District Commissioners Michael Callahan, David C. Formato, Richard W. Johnson, Executive Director Elizabeth Taglieri, Engineer Kristen Mucciarone and Executive Secretary Barbara W. Maffeo. Commissioner Mark Cataldo was unable to attend. Also in attendance was Peter Jurmain from the town of Millis Select Board.

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 2019 – May 2020 vs. July 2020 – May 2021);
- Year to Date O & M Budget versus Actual (July 2020 – May 2021);
- Overview of FY 2021 Budget dated June 16, 2021;
- Septage Revenue – Prior Year Comparison (July 2019 – May 2020 vs. July 2020 – May 2021);
- Sewer connections (May 2021);
- Copy of Warrant #21-12 dated June 16, 2021;
- CRPCD OPEB (“OPEB”) Liability Trust Fund Declaration of Trust and Agreement;
- CRPCD OPEB Trust Investment Policy Statement;
- Memo from the Executive Director dated June 15, 2021 addressed to town administrators/managers from the towns of Franklin, Medway, Millis and Bellingham regarding Discussion with MassDEP, Additional Sewer Capacity at CRPCD;
- Handout of Average Daily Flows and Capacity Remaining dated March 12, 2021.

Item #1 – Discussion on Other Post-Employment Benefits (OPEB) Trust Fund Changes Due to Municipal Modernization Act.

- a. Vote to reaccept M.G.L. c. 32B, Section 20 as amended by the Municipal Modernization Act, Chapter 218 of the Acts of 2016.

A motion was made by Commissioner Callahan and seconded by Commissioner Formato to reaccept M.G.L. c. 32B, Section 20 as amended by the Municipal Modernization Act, Chapter 218 of the Acts of 2016.

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

- b. Vote to Adopt and Authorize Signature of the Declaration of Trust and Agreement for the District's OPEB Fund.

A motion was made by Commissioner Callahan and seconded by Commissioner Johnson to Adopt and Authorize Signature of the Declaration of Trust and Agreement for the District's OPEB Fund.

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

- c. Vote to Designate the Treasurer/Custodian as the Trustee of the OPEB Fund, with all the Powers and Responsibilities identified under the Municipal Modernization Act, Chapter 218 of the Acts of 2016.

The Chairman inquired if the District's Treasurer had reviewed and approved the changes. The Director spoke with the Treasurer and received his approval related to the aforementioned trust fund changes. The Treasurer will be designated the custodian and the powers of the Trustee are outlined.

A motion was made by Commissioner Formato and seconded by Commissioner Callahan to Designate the Treasurer/Custodian as the Trustee of the OPEB Fund, with all the Powers and Responsibilities identified under the Municipal Modernization Act, Chapter 218 of the Acts of 2016.

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

- d. Vote to Authorize the Trustee of the CRPCD's OPEB Fund to Invest Under the Prudent Investor Rule and to Employ Reputable and Knowledgeable Investment Consultants to Assist in Determining Appropriate Investments and Pay for Those Services from the OPEB Fund.

A motion was made by Commissioner Formato and seconded by Commissioner Callahan to Authorize the Trustee of the CRPCD's OPEB Fund to Invest Under the Prudent Investor Rule and to Employ Reputable and Knowledgeable Investment Consultants to Assist in Determining Appropriate Investments and Pay for Those Services from the OPEB Fund.

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

There was discussion related to the signatories on the trust document as opposed to the Commissioners authorizing the changes. The Director explained that by signing the trust

document the Commissioners are approving the trust changes, making the Treasurer the trustee, as it relates to the Municipal Modernization Act. The Director stated that the Commissioners are covered under liability insurance. The Director will contact District's Legal Counsel to review the signature page on the trust document.

Item #2 – Discussion on OPEB Trust Fund Investment Policy Statement.

- a. Vote to Authorize Signature and Adopt the Investment Policy Statement for the District's OPEB Trust Fund.

Presently, the District does not have an adopted formal OPEB investment policy statement. The District was following a 60–40% split, a conservative risk as originally decided on when the Trust was first formed. The Director referred to the CRPCD OPEB Trust Investment Policy Statement included in the meeting documents. Because the OPEB monies are invested for the long term, the Director and representatives from Bartholomew & Company recommended increasing the risk rate to moderate risk which reflects a split of 65/35%. Addendum #1 reflects the rate of change. The District's Legal Counsel and District's Treasurer have reviewed the investment policy statement.

A motion was made by Commissioner Johnson and seconded by Commissioner Formato to Authorize Signature and Adopt the Investment Policy Statement for the District's OPEB Trust Fund.

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

- b. Vote to Appoint Bartholomew & Company as Investment Manager of the OPEB Trust Fund.

A motion was made by Commissioner Johnson and seconded by Chairman Downing to Appoint Bartholomew & Company as Investment Manager of the OPEB Trust Fund.

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

Item #3 – Vote to Transfer \$5,000 to the OPEB Trust Fund as outlined in the FY 2021 Budget.

This budgeted transfer is a yearly transfer to the OPEB Trust Fund. Millis Select Board member Jurmain asked what the District's current obligation is to the OPEB Trust Fund and how much is in the fund to date. The Director will email those amounts to Mr. Jurmain.

A motion was made by Commissioner Formato and seconded by Commissioner Callahan to Transfer \$5,000 to the OPEB Trust Fund as outlined in the FY 2021 Budget.

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

Item #4 – Discussion on Town Flows to the District.

The Director referred to the Average Daily Flows and Capacity Remaining handout dated March 12, 2020. The Director also referred to a memo to the Towns of Franklin, Medway, Millis and Bellingham dated June 15, 2021. The Director reached out to David Boyer the District's contact with the Massachusetts Department of Environmental Protection (MassDEP) to discuss additional sewer capacity at CRPCD.

As reiterated in the memo, the Director reached out to Mr. Boyer to gain insight into the potential options for increasing the permitted discharge flow rate because member Towns have inquired about the potential for increased capacity at the CRPCD. The memo from the Director informed the recipients that Mr. Boyer (MassDEP) regarded it as "highly unlikely" the District would be able to increase its permitted flow (5.7 million gallons per day) for discharge into the Charles River. It was recommended that if a Town seeks additional capacity, the Town should develop and implement an aggressive infiltration and inflow (I/I) program.

Mr. Jurmain inquired if the Town of Millis DPW Director is informed on the status of their town's daily flow figures. The Director replied that the Town of Millis submits its daily flow to the District. The flow status is also reported annually to member towns.

Mr. Jurmain noted the Town of Millis continues to look for I/I in their system. There was a brief discussion about the MassDEP suggestion that towns adopt provisions for sewer use regulations in member towns. One example of a provision of sewer use regulations would be for each gallon of new sewer flow entering the sewer system, the provisions implement a fee that will be accessed to a fund to the removal four gallons of I/I. The Director will send copies of member towns sewer use regulations for Mr. Jurmain's perusal.

Item #5 – Discussion and Vote of Cost of Living Adjustment (COLA).

The Director reported the Consumer Price Index (CPI) for the Boston area on July 1, 2021 was three and two tenths percent (3.2%). The Towns of Franklin and Medway approved a two percent (2%) increase in pay for FY 2021 for their employees.

There was a brief discussion and a motion was made by Commissioner Formato, seconded by Commissioner Johnson to authorize a two percent (2%) COLA for FY 2021.

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

Item #6 – Approval 1st Quarter O &M and Capital Projects Assessments for FY 2022.

After a brief discussion, a motion was made by Commissioner Callahan, seconded by Commissioner Johnson to approve the figures as indicated on the agenda. The amounts reflect

the credit to the Towns from the surplus monies from FY 2020 that were voted on at the May 2021 annual meeting.

<u>TOWN</u>	<u>O & M</u>	<u>CAPITAL</u>	<u>TOTAL</u>
Bellingham	\$ 53,416	\$ 9,184	\$ 62,600
Franklin	\$430,398	\$153,711	\$584,109
Medway	\$145,444	\$ 34,133	\$179,577
<u>Millis</u>	<u>\$ 87,159</u>	<u>\$ 21,943</u>	<u>\$109,102</u>
TOTALS	\$716,417	\$218,971	\$935,388

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

Item #7 – Approval of Warrant #21-12.

A motion was made by Commissioner Formato and seconded by Commissioner Callahan to approve Warrant #21-12 as shown in the agenda.

- a. O & M \$275,506.76
- b. Capital Projects \$ 1,965.25

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

Item #8 – Engineer’s Report.

- a. Landfill Monitoring Report. The Engineer recently submitted the aforementioned to the Massachusetts Department of Environmental Protection (MADEP).
- b. Work Schedule. The Engineer returns to full time hours July 12, 2021.

Item #9 – Executive Director’s Report.

- a. NPDES Compliance Report. The treatment facility was in compliance for the month of May 2021.
- b. Sewer Connection Approvals – May 2021. The following sewer connections were approved earlier on an individual basis. (gallons per day – gpd).

Franklin	2 homes	880 gpd
Millis	9 homes	2,640 gpd

- c. Salmon Update. The Director had a site visit with Tetra Tech, the District’s engineering consultant on the Salmon project located in Medway off Village Street. All the manholes were visually inspected, one manhole had a joint leak to be repaired. A final camera inspection of that manhole will be performed using the Town of Medway’s I/I camera. The buildings are up and occupancy has commenced.

- d. Tighe & Bond I/I Report. The Mine Brook I/I Report from Tighe & Bond has been received and upon the Engineer's full time return will prompt a meeting to discuss the findings.
- e. COVID Update. The treatment facility has re-opened to the public, following the CDC guidelines. If vaccinated, no mask needed, but mask is recommended if not vaccinated. Approximately, 75% of the staff is currently vaccinated.
- f. Chemical Bids. The bids were opened the end of May 2021. The bids came in higher than budgeted, overall a \$13,000 increase over budget is expected.
- g. Secondary Clarifier. The secondary clarifier with the arm hung up is being drained and will be inspected upon completion of draining.
- h. Sinkhole Septage Tank Drainage Area. This past week a sinkhole was detected in the pavement in the driveway at the septage tank drainage area. Staff investigated by digging and using the Town of Medway's a camera to survey the area. A hole is present in the 8 inch ductal iron pipe, 14 feet down in the ground.
There are other plant pipelines in this area. Representatives from Tetra Tech observed the sinkhole, the pipes were marked. Tetra Tech recommended a contractor who has done water main break repairs and will have them submit a quote to dig and repair the pipe. The septage haulers can still dump septage in the other tank. The Director invited the Commissioners to view the area.
- i. Next Monthly Meeting. Following the new COVID Emergency Guidelines from the Governor, the Director advised that the next monthly meeting scheduled for July 21, 2021 could be held on ZOOM or be held in person in the building. The Commissioners were in support of an in person meeting. Meeting details will posted.
- j. Director's Review. The Director asked the Commissioners what date they would like to schedule her annual review. The Director will submit her evaluation forms to the Commissioners for their review.

Item #10 – Approval of Minutes from May 12, 2021 Annual and Monthly Meeting.

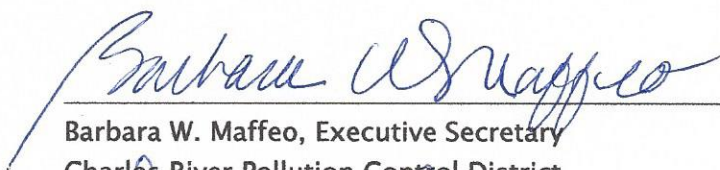
A motion was made by Commissioner Formato and seconded by Commissioner Johnson to table the approval of said minutes until July monthly meeting.

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

A motion was made by Commissioner Callahan and seconded by Commissioner Johnson to adjourn the monthly meeting.

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

The next monthly meeting is scheduled July 26, 2021 at 3:00 p.m. Meeting details will be posted.


Barbara W. Maffeo, Executive Secretary
Charles River Pollution Control District


Douglas Downing, Chairman for 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.