

Dighton Water District

192 Williams Street
North Dighton, MA 02764

Edward Swartz
Jeffery Cloonan
Sue Medeiros

COMMISSIONERS

Tina Bragga
TREASURER

THE FOLLOWING MEETING WAS BOTH AUDIO AND VIDEO RECORDED

Tuesday, January 20, 2015 at 5:00 P.M.
Water District Headquarters

Chairman of the Board of Commissioners, Ed Swartz, called the meeting to order at 5:00 P.M. on Tuesday, January 20, 2015.

PLEDGE OF ALLEGIANCE

MEETING WITH SCHEDULED GUESTS:

Outstanding Water Bill – Chairman Ed Swartz stated that he spoke with the resident that was at the December meeting in regards to their outstanding water bill. The resident will be cutting a check to pay in full. Chairman Swartz stated that the water had to have been used.

Tata & Howard, Patrick O’Neil – Tank Mixers - Superintendent Greg Olsen stated that bids for the Elm Street and Williams Street tank mixers were opened January 13th. There were two bids received. Copies of the bids were presented to the Board. Greg stated there is enough to do the base bid, which is for the Elm Street tank alone. The Special Article for tank mixers was approved for \$76,000.00 at the District’s Annual meeting in May. The Williams Street tank was bid as an alternate. Superintendent Olsen would like to have the Elm Street mixer completely done and possible use the balance of funds to start the Williams Street mixer. Mr. O’Neil is going to look to see if we could award an alternate bid to the same company later in the year. Superintendent Olsen reported that the bids came in high, Elm Street should have been \$40/\$42,000.00 and Williams Street \$50/\$52,000.00. Greg also asked Mr. O’Neil to speak on the hydraulic model and main replacement. Also, Commissioner Cloonan has a concern on the rate structure and how that was set up. Greg also stated there is a grant available up to \$30,000.00 for planning and this type of work. If possible Greg could apply for the grant, if we receive the grant the District would give the money to the consultant engineer.

Patrick O’Neil reported to the Board first on the mixer bids. Mr. O’Neil stated that apparently the quotes that Utility Service provided in the beginning, in fine print, stated that electrical work was not included. There is quite a bit of electrical to get power from the existing panels, up the tanks, down to the mixers. Quotes did not include cleaning the tanks and Tata & Howard feel this is important. The new bid went out with the cleaning of the tanks and electrical work.

Barbato Construction was the low bid at \$54,000.00 for base bid and \$69,000.00 for alternative. Mr. O'Neil stated Tata & Howard knows Barbato, they are local, they are a good contractor, references were checked. Barbato has not done a PAX Mixer but have done mixers. Mr. O'Neil stated he is comfortable in recommending the award to them. Tata & Howard wrote a letter of recommendation to the Board if they concur and also two notices of award depending on if the District could award the total bid.

Chairman Swartz stated we would not want to award the alternative bid at this time, if we are going to award an alternative we would go back to Special District meeting and ask to do the second tank. The Special Article read to install mixers in both tanks, we will need to discuss with legal if we are only doing one. The Board needs to have some discussion before we award the bid.

Mr. O'Neil left for the Board the letter of recommendation and the notice for the base bid \$54,000.00 to Barbato if the District gets approval to execute.

Mr. O'Neil updated the Board on a draft water study and a hydraulic model that Superintendent Olsen had sent to Tata & Howard. Mr. O'Neil state that the model seems fairly complete pipe wise, they do have some questions on the study and need to verify some of the model. The model is a great tool but it needs to be set up correctly. Mr. O'Neil would propose to bring the model from its current state into a GIS (Geographic Information System) base so it can go into other GIS based systems. This way you can go in an identify material, age, break history, critical pipes, tanks, treatment plant. You can identify where your critical pipes are, which ones are subject to breakage. Then plan going forward how you want to address capital improvement based on a multitude of factors not only hydraulic but critical aspect of it. Tata & Howard feels the model needs to be confirmed, all the pipes are included. The staff has a good handle on this so it's a matter of printing the map and having it checked. Do some additional fire flow test to better calibrate the model, put them into the GIS. Tata & Howard would also propose that the District incorporate valves and hydrants, the staff here has a very good hard copy of the map with valves and hydrants that could be rolled into the GIS based system very easily. These are used to do the flushing plan.

Chairman Swartz asked if this work could be done if the District is able to obtain the previously discussed grant. Superintendent Olsen stated he believes it could but would have to look further into the grant. The grant does state that public entity has to provide either 10 or 25 percent in kind services and or cash match.

There was a brief discussion on pipe cleaning, replacement and unidirectional flushing.

Mr. O'Neil stated he would continue to work with Superintendent Olsen, get more information to bring back to the Board at a future meeting.

Superintendent Olsen stated there was a sanitary survey done in which the District was cited for several deficiencies one being we had no capital finance plan. We were able to supply the state with some information that gave the District an extension to get this plan. The Administrative Compliance Officer has most of the data compiled, he would like to know when the Board is going to choose an engineer to start the capital finance plan. The Compliance Officer claims it is

due by the next sanitary survey. Superintendent Olsen asked if a capital finance plan would be part of an asset management or is that something completely separate.

Mr. O'Neil continued when we get into the asset management plan it would devolve into a capital improvement plan. Once you know your assets, where you need to make your improvements we would generate an extended plan by year depending on how much you can afford to devote to capital improvements based on the rates. Superintendent Olsen stated that this project would definitely fall under the grant.

Chairman Swartz asked Superintendent Olsen over the next 30 to 60 days to look into the grant and give the board an update under Superintendents report and if there is something we need to do on a funding point we can start to look at that as part of the next budget process that will be starting shortly.

Commissioner Cloonan briefly discussed the rates and meter charges.

APPROVE MINUTES OF PRIOR MEETINGS:

Chairman Ed Swartz entertained a motion to approve the minutes of the meeting of Tuesday December 9, 2014 and Thursday December 18, 2014 meeting and hearing. Commissioner Sue Medeiros, so moved, Commissioner Jeff Cloonan seconded the motion, the motion passed unanimously.

READING OF CORRESPONDENCE:

The Administrative Compliance Officer supplied the board with a copy of a letter from DEP (Department of Environmental Protection) regarding revised total coliform rule. Chairman Swartz read that on April 1, 2016 all public water systems must comply with the new federal EPA (Environmental Protection Agency) revised total coliform rule parts 141 and 142.

FINANCIAL CONDITION:

Chairman Swartz read the financial conditions, attached. Chairman Swartz stated the water bills were mailed out two weeks ago noting that a few bills were hand corrected. He stated that with meter change outs the system had printing on these bills 365 days of usage when there was actually only 174 days of usage. Harris Computer Systems is working to fix the problem before future billings. Chairman Swartz asked for a motion to accept the financial conditions, Sue so moved, Jeff seconded, motion passed.

SUPERINTENDENTS REPORT:

Superintendent Greg Olsen reported that in the year 2014the District had ten main breaks and nine service breaks, same streets every year.

Superintendent Olsen stated he had sent out 15 letters for meter replacement mostly on Somerset Avenue has received two responses.

The semiannual testing of all the backflow devices has been completed and we have now moved Kevin Carpenter to be in charge of the program.

Superintendent Olsen would like to separate the treatment plant from system maintenance on the Fiscal 2016 budget. Also would like a separate line item for police detail. Chairman Swartz

stated that when he starts to work on the budget to separate system maintenance and treatment plant.

Superintendent Olsen stated that he is required yearly by DEP to hold emergency response training for the employees of the District. He is hoping to do either a chemical spill here at the plant or a confined space entry with the fire department.

Superintendent Olsen reported that he was able to acquire a much needed lawn mower from the federal government through the police department. Superintendent Olsen has drafted a thank you letter to the police department and Sergeant Dutra. Sergeant Dutra is also working on acquiring a dump truck for the District.

Superintendent Olsen reported that he would need to purchase two burning permits for brush that has been cleared from the wires at the Elm Street tank and Cedar Street.

Superintendent Olsen continued that he would be meeting with the planning board in regards to a new subdivision off of Cedar Estates. He believes the owner wants to go through this subdivision and add an additional 16 lots to the end. Cedar Street is a dead end, fed by one 8" main. Stated he will go to planning tomorrow to see if somehow the owner could loop the main into Smith Street. The District has not received a set of plans for this proposed subdivision. Chairman Swartz asked the Superintendent to notify the Planning Board that the District has concerns about the pipe and we want to make sure before they approve anything that we receive a set of plans and have a chance to discuss the water main. Superintendent Olsen stated that the District's new policies will be in effect for this subdivision. Chairman Swartz requested that a full copy of the policies be sent to the Planning Board, Zoning Board and the Board of Selectman.

The connection between Stoney Ridge and The Pine was completed this afternoon. The owners would like to know what credit they are going to receive for tying these two subdivisions together. Chairman Swartz stated they would need to give the board documentation of the cost.

The Fire Chief has requested to provide him with our tier two reporting. Superintendent Olsen does not believe we file tier two reporting which we are required to. The District will be starting tier two reporting that we have to file with the federal government. Tier two reporting is basically any facility that has more than 500 pounds of extremely hazardous substances or 10,000 pounds of all other hazardous substances.

The Administrative Compliance Officers (ACO) report asks if the board would like to add anything to the Consumer Confidence Report (CCR). Chairman Swartz asked that the ACO supply the Board with a preliminary copy of the CCR report before the next meeting for our review and at that point they would make any recommendations.

The ACO's report also questioned if the Board had made any decisions on the AT&T contract for the Elm Street tank? Chairman Swartz would like to have the AT&T representative send the Board in writing his requested proposal and we will respond in writing to his written proposal to the Water District.

Superintendent Olsen stated that he needs to get on the EPA website and become certified to do the permitting. We discharge water at the treatment plant back to the Segreganset River, that's called a NPDES (National Pollutant Discharge Elimination System) permit. As of January 2016 you must be online and trained in order to submit.

Superintendent Olsen would like to replace some services on Main Street in the spring depending on how much money is left in the budget. Chairman Swartz stated to place on the March agenda at which point we will know better what is left in the budget.

OLD BUSINESS:

Intermunicipal Agreement – Chairman Swartz reported he has spoken with a member of the North Dighton Fire District who would like to join in the intermunicipal discussions.

GIS Mapping – Town hall is still a few months out from getting up to date on GIS mapping.

Policy Changes – Policy changes are all in place.

District Accountant/Assistant Clerk/Treasurer Position – Will be part of executive session.

NEW BUSINESS:

Discuss Future Position of Assistant Superintendent/Primary Operator - Will be part of executive session.

ANNOUNCEMENTS

Next regular meeting of the Board of Commissioners will be February 10, 2015 at 6:00 P.M.

PUBLIC INPUT: None

The board went into executive session to discuss personnel matters, will not be coming back into regular session. Chairman Swartz asked for a motion to go into executive session, Commissioner Medeiros so moved, Commissioner Cloonan seconded. Roll call was taken.

Respectfully Submitted,

Tina Bragga
District Clerk

Those in Attendance:

Edward Swartz
Jeffrey Cloonan

Sue Medeiros
Tina Bragga

Greg Olsen
Jim Ready

Chairman Ed Swartz

Clerk Jeff Cloonan

Commissioner Sue Medeiros