

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

Minutes from March 14, 2024 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, Douglas M. Downing, Wolfgang Bauer and Executive Director Elizabeth Taglieri, Engineer Kristen Mucciarone and Executive Secretary Barbara W. Maffeo. Also in attendance were Craig Peacock from Marcum (formally Powers and Sullivan), CRPCD employee Evan Karsberg and Ellen Rosenfeld representing the Town of Millis Select Board. Commissioner Mark Cataldo was unable to attend.

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 2023 – February 2024);
- Prior Year Comparison of O & M Budget (July 2022 – February 2023 vs. July 2023 – February 2024);
- Septage Revenue – Prior Year Comparison (July 2022 – February 2023 vs. July 2023 – February 2024);
- Overview of FY 2024 Budget dated March 14, 2024;
- Copy of Credit Card Expenses Statement for Harbor One Credit Card–Elan Financial dated February 6, 2024–March 6, 2024;
- Copy of Draft February 15, 2024 Monthly Meeting Minutes;
- Copy of Warrant #24-09 dated March 14, 2024;
- Draft CRPCD Report on Examination of Basic Financial States dated June 30, 2023;
- Draft CRPCD FY 2025 Budget Summary dated March 14, 2024;
- Handouts reflecting Average Daily Flows and Capacity Remaining and Chemical Bid History and Bid Results dated March 14, 2024.

Item #1 – Discussion and Vote on Final Draft FY 2023 with Craig Peacock from Marcum.

Mr. Peacock gave a brief update to the Commissioners on the merging of the former Powers and Sullivan with Marcum. He then proceeded to review the District's Report on Examination of Basic Financial Statements for the year ended June 30, 2023. Mr. Peacock recognized the staff for their efficiencies and efforts to respond to requests for information for the auditors.

No management letter was included in this draft audit. A management letter is a standard letter reflecting the improvements the client needs to make to secure the management or accounting practices or systems. Mr. Peacock noted that based on previous experience working together, any management or accounting deficiencies have been addressed. After a brief discussion, the Commissioners requested a cover letter to be affixed to the front of the final

report to reflect that during the audit there were no issues that arose in the audit, therefore, no management letter was issued.

A motion was made by Commissioner Kenney and seconded by Commissioner Downing to approve the audit as presented in the Draft CRPCD FY 2023 Audit. A cover letter from Marcum will accompany said audit including language stating that for the CRPCD FY 2023 Audit, a management letter was not required.

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

Item #2 – Update on Town Flows for Calendar Year 2023.

The Director presented a handout reflecting the Average Daily Flows and Capacity Remaining for the towns of Franklin, Medway, Bellingham and Millis. The flows were measured in million gallons per day (MGD). In CY 2023, the District flows were above 80% of capacity. The Calendar Years from 2016–2023 were highlighted as were Three Year Average Daily Flow, Town Planning Board Approved and Pending Future Connections, Total Projected Flow, Capacity, Actual and Projected Percent of Capacity.

Item #3 – Discussion and Vote on Draft FY 2025 Budget.

The Director reviewed the Draft FY 2025 Budget summary reflecting the O & M and Capital Projects for the District. The Commissioners recognized the Director's effort in preparing the budget.

After discussions a motion was made by Commissioner Bauer and seconded by Commissioner Kenney to approve the Draft FY 2025 Budget as presented.

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

Item #4 – Approval of Fourth Quarter O & M and Capital Projects Assessments for FY 2024.

A motion was made by Commissioner Bauer and seconded by Commissioner Downing to approve the aforementioned as reflected in the agenda.

<u>Town</u>	<u>O & M</u>	<u>Capital</u>	<u>Total</u>
Bellingham	\$ 68,950	\$ 0	\$ 68,950
Franklin	\$ 500,440	\$ 0	\$ 500,440
Medway	\$ 153,050	\$ 0	\$ 153,050
<u>Millis</u>	<u>\$ 94,050</u>	<u>\$ 0</u>	<u>\$ 94,050</u>
Totals	\$ 816,490	\$ 0	\$ 816,490

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

Item #5 – Approval of Warrant #24-09.

A motion was made by Commissioner Downing and seconded by Commissioner Kenney to approve Warrant #24-09 as shown in the agenda.

O & M \$ 320,894.44

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

Item #6 – Engineer's Report.

- a. Submitted the Annual O & M Collection System Report to Massachusetts Department of Environmental Protection (MassDEP) and United States Environmental Protection Agency (USEPA).
- b. Submitted the Above 80% of Design Flow Report to MassDEP and EPA for Calendar year 2023.

Item #7 – Executive Director's Report.

- a. NPDES Compliance Report. The treatment facility was in compliance for the month of February.
- b. No Sewer Connection Approvals for February 2024.
- c. Update on Results from the Chemical Bid Opening. The handout reflected the chemical bid results from the last four years. The bids results received came out good through the bidding process except for Ferrous Chloride, due to the supplier losing a shipping terminal site. The Director will reach out to the supplier in six months to see if they found a new site and if the price can be reduced.
- d. Update on Junior Co-Ops from Tri-County High School. Students from Tri County School in their junior year toured the CRPCD facility recently. Three students are scheduled for interviews for the co-op positions at the District.
- e. Passing. A former employee, Ron Desmarais recently passed away.

Item #8 – Open the Monthly Meeting to Public Comments.

Having completed all agenda items, Chairman Formato opened the meeting to public comments. There were no additional comments.

Item #9 – Approval of Minutes from February 15, 2024 Monthly Meeting.

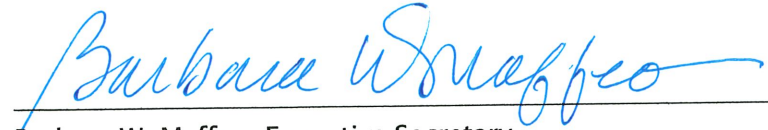
A motion was made by Commissioner Downing and seconded by Commissioner Bauer to approve the monthly minutes and to forward a copy of the minutes to all attendees of the meeting.

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

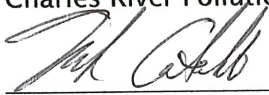
Item #10 – Anticipated Topics for the April 10, 2024 Monthly Board Meeting at 3:00 p.m.
Update on District's Safety Program and Employee Training.

A motion was made by Commissioner Kenney and seconded by Commissioner Bauer 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

April 10, 2024
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.