

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

Minutes from November 16, 2023 Monthly Meeting – 3:05 p.m.

The meeting was held in the John McCahill Conference Room at the District's treatment facility. In attendance were District Commissioners Ted Kenney, Wolfgang Bauer and Mark Cataldo and Executive Director Elizabeth Taglieri, and Executive Secretary Barbara W. Maffeo. Chairman David C. Formato and Engineer Kristen Mucciarone were not in attendance. Vice Chairman Douglas M. Downing chaired the meeting. Also, in attendance were CRPCD's Evan Karsberg and Ellen Rosenfeld representing 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.

- Year to Date O & M Budget versus Actual (July 2023 – October 2023);
- Prior Year Comparison of O & M Budget (July 2022 – October 2022 vs July 2023 – October 2023);
- Septage Revenue – Prior Year Comparison (July 2022 – October 2022 vs. July 2023 – October 2023);
- Overview of FY 2024 Budget dated November 16, 2023;
- Sewer connections (October 2023);
- Copy of Credit Card Expenses Statement for Harbor One Credit Card–Elan Financial dated October 6, 2023 – November 6, 2023;
- Copy of Amendment #7 to Agreement between Owner and Engineer for On-Call SCADA and Electrical Assistance;
- Copy of Draft October 19, 2023 Monthly Meeting Minutes and Copy of Draft September 20, 2023 Executive Director Review Minutes;
- CRPCD SCADA Server Upgrade Scope of Work and Project Funding Handout Dated November 16, 2023;
- Copy of Warrant #24-05 dated November 16, 2023.

Item #1 – Discussion on Supervisory Control Data Acquisitions (SCADA) Server Upgrade.

The Commissioners reviewed and discussed a summary and estimated project costs for the server upgrade prepared by the Director. The Director outlined how the upgrade would be financed. The consensus of the Board was to move forward with the project. The Director will have contracts drafted with both CDM Smith and Boston Systems and Solutions for the proposed work. The Commissioners will continue to follow up with any questions and take a vote at the December meeting.

Item #2 – Discussion and Vote on CDM Smith's Amendment #7 to On-Call SCADA and Electrical Assistance Agreement.

The Director provided a copy of proposed Amendment #7 to an existing agreement dated April 24, 2017 between CDM Smith (ENGINEER) and CRPCD (OWNER).

After a brief explanation of the scope of the agreement a motion was made by Commissioner Kenney and seconded by Commissioner Bauer to amend CDM Smith's Amendment #7 to On-Call SCADA and Electrical Assistance Agreement. Amendment #7 adds \$15,000 to the Agreement and therefore increases the total Agreement not to exceed upper limit to \$170,000.

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

Item #3 – Approval of Warrant #24-05.

A motion was made by Commissioner Kenney and seconded by Commissioner Cataldo to approve Warrant #24-05 as read.

- a. O & M \$318,832.95

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

Item #4 – Executive Director's Report.

- a. NPDES Compliance Report. The treatment facility was in compliance for the month of October 2023.
- b. Sewer Connection Approvals – October 2023. The following sewer connections were approved earlier on an individual basis. (gallons per day – gpd).

Franklin	1 complex (37 bdrms)	4,070 gpd
Millis	6 homes	1,430 gpd

- c. Update on Beaver Street Project in Franklin. The groundbreaking for this project was last week. The project has commenced and will be completed in the summer of 2026. The project will cost thirty-three million dollars. The town of Franklin has an interactive map online to follow the progress of the project. This sewer line carries seventy percent of the town's sewer.
- d. Update on 495 Force Main Test Pit Ultrasonic Inspection. The town of Franklin's conservation commission permit has been approved and the Massachusetts Department of Transportation (MADOT) permits are in the review process. Corrosion Probe Inc. is the contractor performing the ultrasonic inspections on the exposed pipe.
- e. Proposed Future Monthly Meeting Dates. Meetings are scheduled to take place at 3:00 p.m. in the John McCahill Conference Room at the Charles River Pollution Control District. The Director will send out a notification to the Commissioners to update their calendars. The proposed meeting dates are as follows: January 18, February 15, March 14, April 10, May 8, and June 12.

- f. Credit Card. The Director researched and applied for a new credit card with a cash back feature. She is awaiting notification of approval.
- g. Workman's Compensation Follow-Up. The Director did speak with our insurance advisors and they gave the Director an overview of their process. The Director noted that our insurance advisors keep an eye on each worker's compensation claim and will request a second opinion if needed.
- h. Variable Frequency Drive (VFD) for Positive Displacement (PD) Blowers. There are three blowers. VFDs will be replaced in December.

Item #5 – Open the Monthly Meeting to Public Comments.

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

Item #6 – Approval of Minutes from October 19, 2023 Monthly Meeting.

A motion was made by Commissioner Cataldo and seconded by Commissioner Kenney to approve the monthly minutes and to forward a copy of the minutes to all attendees of the meeting. Commissioner Downing abstained from voting.

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

Item #7 – Anticipated Topics for the December 14, 2023 Monthly Board Meeting at 3 pm.

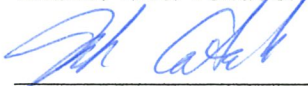
- a. Update on Other Post-Employment Benefits (OPEB) Evaluation. The Director will present a summary for the Board related to the annual evaluation results and an update on the Trust Fund.

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



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.