

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

Minutes from April 10, 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 Mark Cataldo, Executive Director Elizabeth Taglieri, Engineer Kristen Mucciarone and Executive Secretary Barbara W. Maffeo. Also in attendance was CRPCD employee Evan Karsberg.

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 – March 2024);
- Prior Year Comparison of O & M Budget (July 2022 – March 2023 vs. July 2023 – March 2024);
- Septage Revenue – Prior Year Comparison (July 2022 – March 2023 vs. July 2023 – March 2024);
- Sewer connections (March 2024);
- Overview of FY 2024 Budget dated April 10, 2024;
- Copy of Credit Card Expenses Statement for Harbor One Credit Card–Elan Financial dated March 7, 2024 – April 4, 2024;
- Copy of Draft March 14, 2024 Monthly Meeting Minutes;
- Copy of Warrant #24-10 dated April 10, 2024;
- Copy of Amendment No. 8 with CDM Smith for the On-call SCADA and Electrical Assistance.

Item #1 – Update on District's Safety Program and Employee Training.

All District employees have completed the OSHA 10 training. The Director and Engineer created a written Health and Safety Program for the District. At the end of April, the staff will gather to review and complete training on the topics in the document. The District staff will be trained annually on the topics in the program. A safety committee has been established with District employees and this committee will meet on a quarterly basis.

Commissioner Kenney inquired if the Medway Fire and Rescue Department has performed a walk through recently to familiarize themselves for a rescue plan. The Director noted the fire department has visited and she provided them with an inventory list of chemicals stored on the premises. There will also be a map at the entrance delineating where the chemicals are located. Commissioner Bauer asked about the status of the workman's compensation claim. The Director explained that all pertinent information was relayed to the insurance company and the

insurance company is handling the administration of the claim on behalf of the District. The Director will contact the administrator to get a general update and query about future rates.

Item #2 – Discussion and Vote to Approve the Modifications to the Industrial Pretreatment Program (IPP) Document Dated August 29, 2023.

The Engineer updated the original IPP document created by CDM Smith in 1994. The document dated August 29, 2023 was approved by the United States Environmental Protection Agency (USEPA) in March 2024. The USEPA commended Ms. Mucciarone on her work on the document.

A motion was made by Commissioner Downing and seconded by Commissioner Kenney to approve the modifications to the District's IPP Document dated August 29, 2023.

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

Item #3 – Discussion and Vote to Approval Amendment #8 to CDM Smith On-Call Supervisory Control Data Acquisitions (SCADA) and Electrical Assistance Agreement.

Amendment #7 is set to expire soon. The Director proposed approving Amendment #8 which would reflect an upper limit of \$200,000 for two more years. This contract is for on-call service related to the SCADA software and electrical assistance, mainly dealing with any troubleshooting with the SCADA system or program updates and changes. This agreement is not related to the server upgrade project. This is time and materials work and all work is authorized by the Director before it begins.

A motion was made by Commissioner Kenney and seconded by Commissioner Cataldo to approve Amendment #8 to CDM Smith On-Call SCADA and Electrical Assistance Agreement.

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

Item #4 – Discussion on Posting Content to the District's Website – Audit Reports, Meeting Agendas and Minutes.

Recently an inquiry from the Town of Franklin suggested the District consider posting more information on the District's website. Currently, the towns of Medway and Franklin receive the agenda and meeting notice for the upcoming monthly meetings and Franklin gets a copy of the approved minutes. There is a link to click on the District's website for requesting public records for public information. Following a discussion the consensus of the Board of Commissioners was that the District will proceed with our current practices of posting information unless the District receives an official request to proceed otherwise.

Item #5 – Approval of Warrant #24-10.

A motion was made by Commissioner Downing and seconded by Commissioner Cataldo to approve Warrant #24-10 as shown in the agenda.

- a. O & M \$278,924.63
- b. Capital Projects \$ 4,200.00

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

Item #6 – Engineer’s Report.

- a. Submitted the Garelick Farms Report to the Town of Franklin.
- b. Coordinated and Oversaw the Underground Storage Tank (UST) Third Party Inspections. This is a three-year inspection by a third-party contractor. The underground tanks are for heating oil and generator fuel. All tanks passed the inspection and the records are kept on site at the District.

Item #7 – Executive Director’s Report.

- a. NPDES Compliance Report. The treatment facility was in compliance for the month of March.
- b. Sewer Connection – March 2024. The following sewer connections were approved earlier on an individual basis. (gallons per day – gpd).

Medway	8 homes	2,640 gpd
Millis	8 homes	3,520 gpd

- c. Update on Junior Year Co-Ops from Tri County School in Franklin. Two students started on April 9th. One student is working in maintenance, the other is working in the laboratory and operations department. These students could potentially work through the summer.
- d. Update on SCADA Server Replacement Project. There have been two progress meetings. Currently, CDM Smith and BSS are working on procuring quotes for the hardware and software. Then the District will purchase the hardware/software. Additionally, CDM Smith and BSS are working to finalizing the schedule.
- e. Update on Additional Sewer Capacity for Towns of Medway, Bellingham and Millis. Medway drafted a Request for Qualifications (RFQ) to determine sewer capacity needs and evaluate alternative treatment/discharge options at the District or in each individual town. The Director and Engineer have provided comments on the RFQ and have offered the District as a meeting place to discuss the RFQ.
- f. Vacation Update. The Director will be out of office the week of May 13th and May 20th. The Engineer will be in charge during that time period.

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 March 14, 2024 Monthly Meeting.

A motion was made by Commissioner Downing 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 Cataldo abstained from voting.

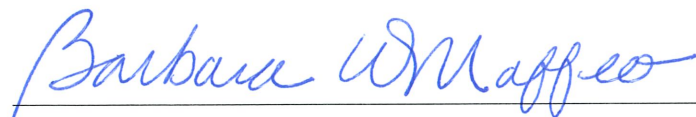
VOTED: That the District approves the preceding motion. The vote was unanimously approved.

Item #10 – Anticipated Topics for the May 8, 2024 Monthly Board Meeting and Annual Meeting at 4:00 p.m.

a. Annual Meeting After Monthly Meeting.

A motion was made by Commissioner Cataldo and seconded by Commissioner Kenney to adjourn the monthly meeting.

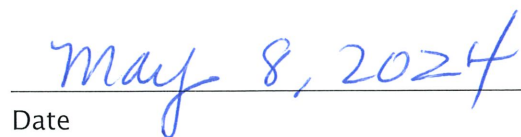
VOTED: That the District approves the preceding motion. The vote was unanimously approved.



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.