

August 09, 2018
Conference Room A
Town Hall

Present:

DPW Board Members Tom Nephew, Jeff Teller, Lewis Lunn, George Clark; DPW Director Ken Kalinowski.

Call to Order:

Chairman Tom Nephew called the meeting to order at 6:58 p.m.

Acceptance of Minutes:

Lewis Lunn made a motion to accept the minutes of the July 19, 2018 meeting, as amended. George Clark seconded the motion. **The motion passed unanimously.**

George Clark made a motion to accept the minutes of the July 30, 2018 meeting, as written. Lewis Lunn seconded the motion. **The motion passed unanimously.**

Abatements:

- **45 Bacon St. (Admin)** It was explained that the water meter was installed on April 12, 2018, but the water was not turned on until June 25. The bill was issued on July 5th and invoiced the full six months of minimum sewer usage to the account, when in actuality, the service was only active for 11 days. Therefore, an abatement was recommended based on a prorated usage of 11 days. George Clark made a motion to abate \$194.30 in sewer charges. Lewis Lunn seconded the motion. **The motion passed unanimously.** It was also noted that the staff would be examining the policy of installing water meters without concurrently activating service.
- **36 Bacon St. (Admin)** The owner of this new house had complained of a high water and sewer bill, and noted that the deduct meter had not been factored into the calculations. The owner said she was informed of deduct meter by the developer who built the house. This situation was apparently an artifact of an old policy whereby the water department used to deliver deduct meters to this developer for installation during construction of multiple unit projects. The payments were always made, and inspections were performed. This practice pre-dated the current forms which explicitly require signatures acknowledging the mandated inspection of deduct meter installations in order to activate them on the account. It was noted that one of our operators suggested that it may have been possible that an “informal” inspection of this deduct meter may have occurred during one of the numerous visits to this construction site, but we do not have a specific work order correlating to this. We do know that the homeowner did not request nor install deduct meter, therefore the office is recommending that the account be abated in the amount of \$937.30 for sewer. George Clark made a motion to abate \$937.30 in sewer charges. Lewis Lunn seconded the motion. **The motion passed unanimously.**

- **44 Bacon St. (Admin)** It was reported that this abatement was related to the billing software, and only impacted new customer accounts created after the last major CUSI software upgrade. Essentially, the issue is that calculation formulas that affect the “resolution” of the reading were inadvertently changed at the time of the upgrade, and this resolution affects the number of digits that are read by the laptop meter reading device. It does not affect the handheld devices. Water Secretary Alicia Adams was working diligently to rectify the situation with CUSI and Badger Meters. The staff believes it has been resolved, and we are performing field tests to verify this, but the staff also expects there may be several more of these types of abatement requests in the next month or so, as the bills for these affected accounts were processed before the error was discovered. Therefore, the staff recommends abating this account in the amount of \$983.79 for water and \$1382.23 in sewer. George Clark made a motion to abate \$983.79 for water and \$1382.23 in sewer. Lewis Lunn seconded the motion. **The motion passed unanimously.**
- **20 Hadley Rd. (Admin)** The customer paid the bill for this account in a timely fashion, but the payment was submitted with and credited to their real estate taxes. Therefore the staff recommended the interest be abated in the amounts of the \$61.88 water and \$32.24 in sewer. Lewis Lunn made a motion to abate the interest charges of \$61.88 water and \$32.24 in sewer. George Clark seconded the motion. **The motion passed unanimously.**

Water & Sewer:

- **Water Operator Recruitment**
Ken Kalinowski reported that Rob Maloney had given his 2 week notice in order to take a position with the Lunenburg Water District. His last day in Pepperell will be August 17. The staff will be posting the position shortly, and believe we may have a very experienced operator interested in applying for this position.
- **WWTF Bid Results**
Bids for the wastewater treatment facility upgrades were opened last week, and the apparent low bidder was Kinsman Corp. with a bid of just under \$4.1 million, including filed sub bids. References were checked by Wright Pierce, and there does not appear to be any reason to preclude awarding the contract to them. The Boards packets contained a spreadsheet with the results of all bidders, filed sub bids, etc...
- **WWTF Chief Operator Recruitment**
Ken Kalinowski announced that we have a new chief operator at the wastewater facility. Dave Boucher, formerly of WhiteWater Inc., will be starting on August 20. Dave lives in Milford, New Hampshire, and is highly experienced in both the operations and management of wastewater treatment facilities. He is very well regarded in the industry, and had what the search committee felt was the appropriate blend of experience, skill, knowledge, and temperament to be a successful chief operator for Pepperell. He will be working closely with Carmen for approximately six weeks in order to become familiar with the staff and the operation of Pepperell’s wastewater plant, and he will also play an integral role in the upcoming construction of the upgrades.

DPW:

- **Paving Bid – update.**
Bids for bituminous concrete were opened on July 24th, but were rejected after the attorney general’s office confirmed that the town did not utilize the appropriate procurement process. The bid was done under MGL Chp 30 § 39M, and should have been done under MGL Chp 30B. The project was re-advertised under the guidelines of a 30B procurement, and bids are due August 16th. Ken Kalinowski noted that, although this will create a delay in the road paving projects scheduled for 2018, in the end the town may likely benefit through lower unit pricing, as there was only one bid at the July 24th opening, and the pricing was much higher than what the town had recently been paying (\$83/ton v \$67). Peter Shattuck will be finalizing the street paving list shortly after we receive the bids, but it was noted that factors such as the paving crews’ availability, the unit pricing for the bit conc, and our crews ability to prep the roads will all impact how many streets are done this year.
- **Stop sign requests.**
The Sign & Safety Committee had reviewed and approved a list of stop sign installations requested by the Highway Superintendent. A copy of this list was in the Boards packet. The Board of Selectmen is the approving authority in these matters, and Ken has asked to be placed on their agenda shortly to get their authorization for signing these locations. This is the second phase of the town’s ongoing approach to appropriately denote intersections with the appropriate stop control measures.
- **Town Administrator Recruitment**
The town administrator search committee (TASC) met last week and finalized the advertisement which was placed in the Mass Municipal Association classifieds. The recruitment is open until filled, with an anticipated 1st round cutoff of September 7th. An email was sent to all town employees asking for input as regards qualities they would like to see in a TA, or questions they would like to have put to the candidates. Ken extended the same opportunity to the Board and asked them to forward any thoughts or questions for submission to the TASC.

Review, Approve and Sign any documents:

- **July Commitments.** The July water and sewer commitments were signed by the Board.

Commissioner Comments:

- George Clark asked for an update on the Highway roadside mower and roadside mowing. Ken explained that there were still significant operational/safety concerns with the mowing head and that it was being still being diagnosed. A rental unit was in service and corners and intersections were being prioritized.

Next Meeting Dates:

The next proposed meeting dates are:

- o August 09, 2018
- o August 23, 2018

Matters which arise which the Chair could not reasonably anticipate:

NONE

Adjournment

- Lewis Lunn made a motion to that the meeting be adjourned. George Clark seconded the motion.
The motion passed unanimously.

The meeting adjourned at 7:34 p.m.

Respectfully Submitted,

Kenneth Kalinowski

DPW Director