

Burrillville Sewer Commission
Regular Meeting of 02/12/13
Board Room of the BWWTF

Members Present: Don C. Wolfe – Chairman
William Andrews – Vice Chairman
William Peterson – Commission Member
Richard Nolan – Commission Member

Member(s) Absent – Irene Smith – Commission Member

Also Present: Walter J. Kane – Attorney for the Commission
James J. Geremia – Engineer for the Commission
John Martin III – Superintendent
Wallace Lees – Town Council Member
Larry Comtois – property owner 1010 Douglas Pike
Peg Franklin – Office Manager
Stacey Richard – Financial Aide

Mr. Wolfe opened the meeting at 9:06 AM.

Agenda Item – The question of accepting the minutes of the Regular Meeting of January 8, 2013 and the Special Meeting of February 4, 2013; and the question of dispensing with the reading of said minutes.

Voted – Mr. Andrews made a motion to accept the minutes of the Regular Meeting of January 8, 2013 and the Special Meeting of February 4, 2013 and to dispense with the reading of said minutes. The motion was seconded by Mr. Peterson. All in favor, so voted.

Public Comment: None

Correspondence:

Larry Comtois Connection status – 1010 A-D Douglas Pike – Mr. Comtois stated that his property is now for sale and that the bank had agreed to a short sale. Mr. Kane requested that a notice be filed in the land records so that anyone who is interested in the property will know that the property needs to be connected to the sanitary sewer system.

Voted – Mr. Peterson made a motion to receive and file and that Mr. Comtois keeps the Commission updated on the status of the property. The motion was seconded by Mr. Andrews. All in favor, so voted.

Appointment of Sr. Operator/Lab Technician – Mr. Martin stated that his recommendation for the position of Sr. Operator/Lab Technician would be Mr. Donald Shurtliff based on the fact that Mr. Shurtliff meets all of the Commission's requirements for the position. Mr. Andrews, Mr. Nolan and Mr. Peterson all stated that they agreed with Mr. Martin's recommendation.

Voted – Mr. Peterson made a motion to offer the position of Sr. Operator/Lab Technician to Mr. Donald Shurtliff with a start date within the next 30 days (March 11, 2013). The motion was seconded by Mr. Nolan seconded the motion. All in favor, so voted.

Memo from Office Manager requesting approval to set up credit card system at office for customer payments – Mrs. Franklin stated that the office staff has gotten many requests from customers to be able to use their credit cards to make payments. Mrs. Franklin stated that she has been in contact with the company, Point and Pay, which is the company that the Town's Tax Collector's office uses for credit card payments. Mrs. Franklin stated that the Commission would not incur any charges for the installation of the credit card system and the customers who choose to pay with a credit card would incur a 3% charge. Mrs. Franklin stated that there is some question on whether or not the system will work because we are on remote desktop and that she needs to contact Mr. Pienkos to get an answer. Mr. Peterson asked about the security of the system. Mrs. Franklin stated that the credit card information goes right to Point and Pay. Mr. Kane asked if the customers would have to come into the office to sign the slip. Mrs. Franklin stated that the customers would also be able to make a payment online. A pin number would be printed on their bills which would allow them to access their account online. Mr. Kane also asked if the 3% fee would have to be something that the Commission would have to account for in their financials. Mrs. Franklin stated that they would not. Mr. Wolfe stated that the credit card process should be added to the office procedures manual. Mr. Wolfe stated that the office staff should look into getting their own server. Mr. Peterson asked that update on this process be given at the next Commission meeting.

Old Business:

Policies:

Discussion for policies on the following:

1. **Handling of controlled substances from medical facilities** - Mr. Geremia stated that he had sent a letter to Pine Grove Health Center regarding the "no flush" policy and that they had called him with some concerns. Mr. Geremia stated that he asked Pine Grove to send a letter with their concerns and it has been two (2) weeks and he has not received anything from them. Mr. Kane suggested that the Commission send a copy of the policy that they intend to adopt to all of the local facilities with a letter stating that if they have any questions or concerns they should write a letter to the Commission or attend a meeting.

Voted – Mr. Peterson made a motion to direct the staff to send the letter to all of the local facilities and to place this item on the April agenda. Mr. Andrews seconded the motion. All in favor, so voted.

2. **Sampling for industrial surcharge**

Voted – Mr. Peterson made a motion to table this item until next month. The motion was seconded by Mr. . All in favor, so voted.

Engineer's Report:

Facility Plan Updates/timeline – Mr. Geremia stated that at the next Commission meeting he will speak about the current and proposed service area and the electrical and mechanical consultants will be here the week of February 18th to do an assessment of the facility. Mr. Wolfe

suggested that the Commission have a workshop to discussion the different types of systems.

Voted – Mr. Andrews made a motion to accept the Engineer’s report. The motion was seconded by Mr. Peterson. All in favor, so voted.

Attorney’s Report:

Status of consent agreement – Daniele – Mr. Kane presented the Commission with revised copies of the consent agreement with Daniele. Mr. Kane stated that he received a letter from Daniele’s attorney which stated that she did not have time to review the revised agreement therefore did not have any comments at this time. There was much discussion on this item. Mr. Kane suggested that if he receives a response from Daniele, the Commission should hold a Special Meeting.

Voted – Mr. Andrews made a motion to accept the Attorney’s report and to hold a Special Meeting when a response to the consent agreement is received. Mr. Peterson seconded the motion. All in favor, so voted.

Superintendent’s Report:

Mr. Martin presented the Superintendent’s report for the month of January, 2013

SUPERINTENDENTS REPORT

Month of January 2013

1. **OPERATIONS:**

A.	<u>Influent to Treatment Facility :</u>	<u>M.G.</u>	<u>Date Occurred</u>
	Average daily flow	0.8451	N/A
	Maximum daily flow	0.9200	02-Jan
	Minimum daily flow	0.7860	25-Jan
B.	<u>Biochemical Oxygen Demand :</u>	<u>Percent removal</u>	<u>Average Concentration</u>
	E.P.A./ D.E.M. requirement	> 85.0%	< 30.0 mg/l
	Facility achieved	98.1%	3.9
C.	<u>Total Suspended Solids :</u>		
	E.P.A./ D.E.M. requirement	> 85.0%	< 30.0 mg/l
	Facility achieved	96.6%	9.6
D.	<u>Total Phosphorus :</u>		
	E.P.A./ D.E.M. requirement	N/A	< 1.00 mg/l
	Facility achieved	91.9%	0.44
E.	<u>Total Ammonia :</u>		
	E.P.A./ D.E.M. requirement	N/A	< 31.5 mg/l
	Facility achieved	96.5%	1.1

F. Disposed Sludge :

Dry Tons disposed of	32.15
Number of loads removed	26
Average dry tons/load	1.24

2. COLLECTION SYSTEM OPERATIONS:

There were four call-ins for the month. One at the Mapleville, Glendale, Reservoir and Mohegan pump stations. All alarms were reset and stations returned to normal operation.

Voted – Mr. Andrews made a motion to accept the Superintendent’s report. The motion was seconded by Mr. Nolan. All in favor, so voted.

Sewer Use/Sewer Assessment Write-Offs - none

Being no further business to come before the Commission, Mr. Peterson made a motion to adjourn. The motion was seconded by Mr. Nolan.

Respectfully Submitted,

Stacey Richard
Financial Aide