

**Meeting Minutes**  
**Upton, Massachusetts**  
**May 20, 2010**

Attendees: Upton – Town Manager Blythe C. Robinson, Chairman Michael E. Goodwin,  
Selectmen Kenneth E. Picard and Selectmen Robert J. Fleming  
Lorinc – Larry Bombara  
T&H – Don Tata, Jenna Rzasa

Meeting called to order at 5:16 p.m.

Chemical Safety

- T&H provided a prioritized list of modifications to chemical feed facilities to comply with the Massachusetts Department of Environmental Protection (MassDEP) new chemical control safety regulations.
- The first phase was approximately \$25,000. The Town has funding to complete the first phase by June 30, 2010.
- T&H recommended that the other two phases be included in the article for the Special Town Meeting scheduled for June 15<sup>th</sup>. This will serve as the Town's good intention to comply with the MassDEP regulatory requirement. In addition, if the article fails, the article can be included in a Fall 2010 Special Town Meeting.
- Chairman Goodwin asked if the Town can borrow on revenues from next year to fund the necessary modifications. Town Manager Robinson answered in the affirmative.
- Upon review of the water enterprise accounts, the Town believes that there is \$75,000 in free cash, \$14,000 in the water stabilization account and \$386,000 in the general stabilization account.
- Selectmen Picard asked if the chemical safety work would be considered a capital improvements project. T&H indicated that it is.
- T&H indicated that the Town can solicit price proposals for the first phase of the modifications since the estimated value is less than \$25,000, which does not require public bidding. T&H to provide technical specifications and names of three contractors.
- T&H to prepare a letter to MassDEP with phasing of the required modifications and estimates for completion of the phases. The letter to be submitted on June 16<sup>th</sup>.
- Selectman Fleming asked if there was free cash available now to complete all phases of the modifications. Town Manager Robinson to check.
- Discussed the possibility of having two separate articles for the phases of the chemical safety modifications. T&H indicated that it may be cost effective to complete the work as one contract rather than two separate contracts. Town Manager Robinson to check with the Finance Committee on the best approach to the articles.
- T&H to forward MassDEP factsheet on chemical safety.
- Larry to discuss modifications with Ron San Souci this week.

#### Richard Property Well/Water Treatment Facility

- The Richard Property Wellfield requires treatment for the removal of iron. T&H provided a phase approach for this project as presented below:
  - Phase I – Pilot testing and report
  - Phase II – Design of facility and transmission mains
  - Phase III – Bid and construction.
- The schedule would allow for the well to be activated in 2014. T&H indicated that the new source was approved by MassDEP in 2009, and the permit expires in five years if the source is not activated. Due to the economy and the recession, MassDEP has recently been flexible with the expiration deadlines.
- T&H recommends conducting a pilot test using two treatment technologies.
- T&H provided a Special Town Meeting article for the first phase of this project, the pilot testing and report. The first phase would be the funding required for Fiscal Year 2011.
- Larry Bombara indicated that Towns typically borrow funding for the design and construction phase of a large project.
- Chairman Goodwin indicated that water system improvements have been funded by a 50/50 split using taxes and water rate users since the Town benefits from the water system. The proportions may be adjusted in the future.
- Selectmen Fleming indicated that the Town has invested money on the project so it makes reasonable to continue to proceed with the new source.
- Selectmen Picard indicated that this project may not be a necessity at this time. There may be roadway projects (Hopkinton Road) which may be a higher priority for improvements.
- Town Manager Robinson will work on the article and prepare a letter to the Board with priorities with respect to the Department of Public Works departments.
- T&H indicated that the Town can apply for a low interest loan from the MassDEP State Revolving Fund. Typically, Project Evaluation Forms (PEFs) are due in August for funding consideration.
- T&H indicated that treatment for the removal of manganese in the near future may impact the Town's existing wells. T&H to request recent manganese water quality data from Ron San Souci for the existing sources.

#### Capital Efficiency Plan™

- T&H indicated that the original water distribution system study was completed in 1998. These studies should be updated every ten years. The original study also addressed hydraulically deficient mains not the asset management concerns of the system.
- T&H provided a budgetary cost estimate of \$40,000 to \$50,000 for the water Capital Efficiency Plan™, which identifies and prioritizes improvements with respect to hydraulically deficiencies, critical components and asset

management concerns. T&H provided a budgetary cost estimate of \$80,000 to \$100,000 for a combined water and wastewater Capital Efficiency Plan™.

#### Comprehensive Flushing Program

- T&H provided a draft flushing plan provided for review in April 2010.
- T&H will finalize upon receipt of revisions.

#### Water and Sewer Mapping

- T&H obtained plans from Ron San Souci for the development of the sewer collection system mapping.
- T&H to provide draft maps for review in June 2010.
- The Town asked if there is a GASB 34 component with the mapping. T&H indicated no. The scope was for mapping of the existing sewer collection system and potential areas for expansion.
- T&H can provide the input data from the hydraulic model, which may be useful for GASB 34 reporting.
- Selectmen Picard indicated that the Town can charge a betterment fee to install new sewer mains and borrow in anticipation of the revenue. The homeowners would pay a penalty if they do not connect to the collection system.

#### Stormwater Management

- New General Permit not issued yet.
- Annual report has been filed with EPA and MassDEP.
- T&H will be in Town during the week of May 24<sup>th</sup> for the dry weather outfall inspection program. T&H to inform the Upton Police Department of the field visits.
- T&H will complete the Highway Department/Garage/Salt Storage Stormwater Pollution Prevention Plan this fiscal year.
- Larry Bombara indicated that the following stormwater recommendations are budgeted for FY 2010:
  - Update Illicit Discharge Detection and Elimination Program
  - Public education program
  - Annual Report (Due May 1, 2011).
- For the development of a stormwater bylaw, the establishment of a stormwater committee was discussed. The committee could include one member from the Conservation Commission, one member from the Planning Board, and one member from the Board of Selectmen. The bylaw may cover the MS4 areas of Town only.
- Town Manager Robinson indicated that the funding for the stormwater tasks for Fiscal Year 2011 is included in the override article.

#### Miscellaneous

- The long term goal of installing remote reader meters was discussed as an important enhancement to water use and revenue accountability. Larry Bombara indicated that there are grants available for water rate studies.

- T&H indicated that the program is the Water Conservation Grant Program administered by MassDEP. This program requires a 25 percent match component and Minority and Women Owned Business Enterprise (MBE/WBE) requirements. T&H plans to attend the MassDEP informational meeting and provide information to the Town.
- Larry Bombara indicated that there are grants available from the Department of Safety for safety improvements including trailers for shoring equipment and fall protection on the tanks.
- Town Manager Robinson, Larry Bombara and T&H to meet monthly. The next meeting with the Board of Selectmen will be as required, and currently estimated to be in August 2010. T&H to coordinate the meeting.

The Board of Selectmen entered into a closed Executive Session at approximately 6:45 p.m.