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**Meeting Minutes**  
**Tata & Howard 67 Forest Street, Marlborough, Mass 01752**  
**December 17, 2009**

Attendees: Upton – Chairman Kenneth E. Picard, Selectmen Robert J. Fleming, Selectmen Michael Goodwin  
Lorinc – Larry Bombara  
T&H – Don Tata, Jenna Rzasa  
Location: 67 Forest St, Marlborough, MA 11:00am

Emergency Response Plan (ERP)

- Discussed ERP is a MassDEP regulatory requirement and due on December 31, 2009. T&H indicated that MassDEP may take enforcement action if the ERPs are not completed and have the option to review the ERP at upcoming sanitary surveys.
- At a minimum, a numbered hydrant and gate valve map must be included in the ERP.
- The Board of Selectmen (BOS) indicated that there was money appropriated at the Special Town Meeting in November for preparation of the required distribution system map.
- T&H previously submitted two versions of the contract – one with the completion of a unidirectional flushing program with a numbered hydrant and gate valve map and one with a numbered hydrant and gate valve map only.
- Larry stressed the importance of a unidirectional flushing program, which the Town does not have. T&H concurred.
- Selectmen Fleming motioned to approve the contract agreement for a unidirectional flushing program with a numbered hydrant and gate valve map. Second: Selectmen Goodwin, unanimous. The contract agreement for \$15,000 was signed. The contract agreement with the numbered hydrant and gate valve map will not be signed since the work is included in the unidirectional flushing program contract agreement.
- T&H indicated that they need Ron San Souci’s assistance with field locating the hydrants and gate valves and they have budgeted up to three days in the field.
- Selectmen Picard will coordinate with Ron for assistance on December 18, 21 and 22.
- T&H to submit a draft numbered hydrant and gate valve map to the Town by December 29, 2009.
- T&H to submit the flushing program at a later date.

Chemical Control Safety Strategy

- Discussion of this MassDEP regulatory requirement. T&H indicated that based on discussions with MassDEP, there will be enforcement action against public water systems that do not comply with chemical control safety. The compliance deadline is July 1, 2010.

- 41 - The Board of Selectmen indicated that the money for design was appropriated  
42 at the Special Town Meeting held in November; however, the Town may need  
43 to use the stabilization fund or appropriate money at a future Special Town  
44 Meeting (needs a 2/3 majority) to fund the construction of the required  
45 modifications to the chemical feed facilities.  
46 - T&H to provide draft plans and specifications in February 2010.  
47 - T&H indicated that the plans and specifications must be submitted to  
48 MassDEP for review. T&H recommends bidding the project while under  
49 review to meet the compliance deadline.  
50 - T&H to investigate if subbids will be required for this project.  
51 - T&H asked who completes instrumentation work for the Town. Larry  
52 believed that Gilbert "Bert" Parrot (603-736-8337) has completed some  
53 instrumentation work for the Town.  
54 - Larry asked if tempered water is required. T&H indicated that it is only  
55 required for new facilities not retrofit to existing facilities.  
56 - The Board indicated that specific training for the staff must be included in the  
57 contract documents and the components at both stations must be identical for  
58 ease of operations. The Board requested documentation on chemical pump  
59 maintenance and changeout, which is not included in the current scope of  
60 services.  
61 - The Board asked the cost to come into compliance with the new regulations.  
62 T&H indicated that the estimate of probable construction cost for the  
63 modifications at both stations is approximately \$100,000. The Board  
64 indicated that funds for construction would be in a Special Town Meeting  
65 article in March 2010.  
66 - The Board asked if construction administration services were included in the  
67 T&H contract agreement. T&H indicated that construction administration  
68 services are included in the agreement.  
69 - Selectmen Fleming motioned to approve the contract agreement for design  
70 and construction administration services of the modifications to the chemical  
71 feed facilities. Second: Selectmen Goodwin, unanimous. The contract  
72 agreement for \$21,500 was signed.

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#### 74 Water and Sewer Mapping

- 75 - Based on planning recommendations by Central Massachusetts Regional  
76 Planning Association, T&H to delineate areas to expand the existing water  
77 and sewer collection systems and prioritize potential expansion areas.  
78 - The Board indicated that the average flows to the wastewater treatment plant  
79 is approximately 0.2 million gallons per day, while the design capacity of the  
80 plant is 0.6 mgd.  
81 - T&H needs a copy of the Town's existing sewer collection map and a copy of  
82 the Town's NPDES permit.  
83 - Selectmen Goodwin motioned to sign contract agreement for water and sewer  
84 district mapping. Second: Selectmen Fleming, unanimous. The contract  
85 agreement for \$4,500 was signed.

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### Richard Property Wellfield and Water Supply Alternatives

- T&H indicated that treatment for the removal of iron will be required at the Richard Property Wellfield as noted in the MassDEP approval letter.
- T&H discussed potential other supply alternatives including purchase of water through existing and proposed interconnections, bedrock wells or upgrades to the Glen Avenue Wellfield to regain lost capacity.
- Selectmen Picard indicated that Ron San Souci has concerns about the capacity and quality at the Glen Avenue Wellfield. T&H indicated that they have concerns with respect to the Groundwater Rule at the Glen Avenue Wellfield.
- The Board asked if bedrock wells have a similar yield to sand and gravel wells. T&H indicated that bedrock wells typically yield less than surficial wells.
- Due to the money spent on the Richard Property and the time associated with new source development, the Board indicated that they want a phased approach to address the next step in the development of the Richard Property.
- T&H will provide a phased approach with associated costs for each phase.

### Updated Water Distribution System

- T&H indicated that the existing distribution system study is over ten years old. Additionally, since the last study, there are changes to the regulatory requirements with respect to projecting demands and evaluating the adequacy of supply.
- T&H recommends completing an update for the Town.
- The potential for a Capital Efficiency Plan™ that incorporates asset management considerations and critical components will be discussed at a future meeting with the Board.

### MassWARN

- Larry provided a pamphlet on MassWarn.
- Larry and T&H encouraged participation in MassWarn.
- The Board to review information provided.

### Energy Efficiency Seminar

- T&H to provide an overview summary of seminar.
- The Board of Selectmen authorized Larry to write a letter to National Grid for the free evaluation.

### Stormwater Management

- The Board indicated that T&H needs to be the driving force to keep this project moving.
- T&H to develop list of 2009-2010 accomplishments to include in "Year 7" Annual Report and past accomplishments prior to January meeting. T&H to provide to Larry for review.

- 132 - T&H to review additional compliance items *anticipated* in the reissued MS4  
133 Permit and discuss biggest potential impacts on Upton.  
134 - T&H and the Town to meet in January.  
135 - Larry suggested that the Town should consider establishing an enterprise fund  
136 in the future for stormwater since it needs to be a regular budget item not an  
137 appropriation to continue with the work.
- 138 **General**
- 139 - T&H and the Board of Selectmen to meet on a quarterly basis. T&H to  
140 contact Jim Bates to schedule the meetings.  
141 - St. Gabriel's Church – T&H needs to review revised plans as noted in our  
142 review letter. T&H to advise the Planning Board that the developer should  
143 pay for the subsequent review.  
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